



# **BOARD OF DIRECTORS**

## **BOARD POLICY & PROCEDURE MANUAL**

Version 1.0

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## **BOARD POLICIES**

### **ROLE OF THE BOARD POLICY**

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#### **1. HIGH LEVEL STATEMENT**

The Board of Directors (the Board) is accountable to the Alberta Lacrosse Association (ALA), to each other, and to the members for responsible governance and the ongoing success of the ALA. The Board facilitates the development of the organizations strategic priorities and establishes the appropriate measuring and monitoring mechanisms for their achievement.

#### **2. PURPOSE**

This policy supports the Board's mandate to provide governance of the ALA on behalf of the membership.

#### **3. SCOPE**

This policy applies to all board members in the conduct of the business of the Board and their conduct as board members.

#### **4. PRACTICES**

The Board represents the membership in its oversight and stewardship of the organization. In this governance role, the Board will:

- Maintain policies to provide strategic guidance in areas of
  - Governance, Ethics, Accountability, and
  - Financial Management
- Act in the best interest of the ALA to recruit, hire, and monitor the Executive Director's performance,
- Work collaboratively with the Executive Director to fulfill the organizations mandate,
- Establish appropriate committees to enable effective Board governance,
- Support positive, respectful relationships within the ALA,
- Monitor the effectiveness of the Board policy framework to fulfill the board board mandate, and
- Support the ALA's commitment to quality policy and practices that align with the ALA's mandate.

#### **5. RESPONSIBILITIES**

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The Board of Directors are responsible for providing oversight of the ALA by acting within clearly defined roles, effective governance structures, and consistent processes.

**6. REVIEW**

This policy will be reviewed as needed and updated as necessary to ensure its continued relevance and effectiveness.

**7. CONTACT INFORMATION**

For questions or concerns regarding this policy, please contact the ALA President at [president@albertalacrosse.com](mailto:president@albertalacrosse.com)

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# **EXECUTIVE DIRECTOR RECRUITMENT AND RETENTION POLICY**

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## **1. HIGH LEVEL STATEMENT**

A primary function of the Board of Directors (the Board) is to recruit and retain an Executive Director who provides authentic, collaborative, and active leadership that achieves the mandate of the Alberta Lacrosse Association (ALA).

## **2. PURPOSE**

This policy supports the board members in the recruitment of an Executive Director to achieve the ALA's mandate through effective management and oversight of the ALA's operations, as well as leadership within the lacrosse community and its broader community of stakeholders.

## **3. SCOPE**

This policy applies to all board members in the conduct of the Board's business related to the Executive Director and their conduct as board members.

## **4. PRACTICES**

### **4.1. RECRUITMENT**

The Board acts in the best interests of the ALA to recruit, hire, and evaluate the performance of the Executive Director and to renew or terminate the Executive Director's contract.

In all aspects of the Executive Director's employment, the board ensures its conduct meets the highest standards of fairness and respect for the office and the individual in it.

To recruit a leader to fill the role of Executive Director, the Board follows a transparent public process that begins with establishing an Executive Director Search Committee. The Search Committee established its terms of reference and may set timelines and objectives suitable for the circumstances of the search. The Search Committee's recommendation for the best candidate to fill the role is subject to the Board's approval.

### **4.2. RETENTION**

The Executive Committee of the Board represents the board on all matters relating to the Executive Director's conduct and execution of duties under the employment contract and in the Executive Director's employment contract.

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The Board evaluates the Executive Director performance through a transparent system that measures performance against documented expectations.

#### **4.3. EXTENDING OR TERMINATING EXECUTIVE DIRECTOR'S CONTRACT**

The Executive Committee of the Board acts in the ALA's best interests to put forth a recommendation to the Board whether to:

- Allow its contract with the Executive Director to expire without renewal;
- Invite the current Executive Director to consider renewing or extending a contract; or
- Terminate a contract before its expiry date.

#### **5. RESPONSIBILITIES**

The President and all members of the Board of Directors are responsible for recruitment and retention of the Executive Director.

#### **6. REVIEW**

This policy will be reviewed as needed and updated as necessary to ensure its continued relevance and effectiveness.

#### **7. CONTACT INFORMATION**

For questions or concerns regarding this policy, please contact the ALA President at [president@albertalacrosse.com](mailto:president@albertalacrosse.com)

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# DELEGATION TO THE EXECUTIVE DIRECTOR

Version 1.0

Last Modified: October 21, 2024

## 1. PURPOSE

This policy confirms the Board's authority to delegate its powers, duties, and functions for the management and operations of the Alberta Lacrosse Association (ALA) to the Executive Director.

## 2. SCOPE

This policy applies to all board members in the conduct of the Board's business related to delegation to the Executive Director.

## 3. PRACTICES

The Board of Directors retains authority to:

- Fulfill its governance role;
- Review, revise, and approve the ALA's governance priorities;
- Define the role of the Executive Director, appoint the Executive Director, and evaluate the Executive Director's performance in that role;
- Review and approve the yearly budget in advance of presentation and approval at the AGM;
- Establish and revise board policies and processes,
- Make or revise Bylaws; and
- Consider and pass motions in key governance areas.

The Board of Directors delegates authority to the Executive Director to:

- Carry out the ALA's plans and programs on behalf of the board;
- Establish policies and procedures for the ALA's management and operations;
- Make decisions, take actions, and develop activities that are consistent with the Board's policies and the ALA's strategic priorities; and
- Establish an emergency leadership succession plan for the Executive Director's role.
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## 4. RESPONSIBILITIES

The President and all members of the Board of Directors are responsible for the delegation of authority to the Executive Director.

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**5. REVIEW**

This policy will be reviewed as needed and updated as necessary to ensure its continued relevance and effectiveness.

**6. CONTACT INFORMATION**

For questions or concerns regarding this policy, please contact the ALA President at [president@albertalacrosse.com](mailto:president@albertalacrosse.com)

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# STRATEGIC PLANNING POLICY

Version 1.0

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## 1. HIGH LEVEL STATEMENT

The Board of Directors (the Board) approves the strategic priorities for the Alberta Lacrosse Association (ALA). Following the Board's approval, the Executive Director is delegated with the responsibility and authority to carry out the plans and programs necessary to fulfill the ALA's strategic priorities.

## 2. PURPOSE

This policy supports the Executive Director's active leadership and diligence in achieving the goals set out in the Strategic Plan.

## 3. SCOPE

This policy applies to all board members in the conduct of the Board's business related to strategic planning.

## 4. PRACTICES

The Strategic Plan is the ALA's primary instrument for articulating strategic priorities to fulfill its mandate.

The Board will:

- Develop the plan in collaboration with the Executive Director and key internal and external stakeholders;
- Approve the plan and actively support it; and
- Review progress reports submitted by the Executive Director.

The Executive Director will:

- Monitor the ALA's success in achieving these goals;
- Report to the Board with respect to the plan and its progress; and
- Provide the Board with timely recommendations for adjusting the plan in response to internal circumstances or external influences.

## 5. RESPONSIBILITIES

The President, all members of the Board of Directors, and the Executive Director are responsible for execution of the Strategic Plan.

## 6. REVIEW

This policy will be reviewed as needed and updated as necessary to ensure its continued relevance and effectiveness.

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## 7. CONTACT INFORMATION

For questions or concerns regarding this policy, please contact the ALA President at [president@albertalacrosse.com](mailto:president@albertalacrosse.com)

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# BOARD COMMUNICATIONS POLICY

Version 1.0

Last Modified: October 21, 2024

## 1. HIGH LEVEL STATEMENT

The Board of Directors (the Board) is committed to timely, accurate, and complete communication with all stakeholders, including members, Local Governing Bodies, industry partners, community organizations, media, suppliers, and the public. Board members' communication represents the best interests of the Alberta Lacrosse Association (ALA), enhances the organization's reputation, and advances the ALA's strategic priorities.

## 2. PURPOSE

This policy supports consistent and clear communication practices related to the ALA by Board Members.

## 3. SCOPE

This policy applies to all board members and covers all methods used to communicate with all stakeholders, including but not limited to speeches and presentations, meetings, news releases, media interviews, print and digital publications, social media, website content, all forms of advertising, annual reports, newsletters, and emails.

## 4. PRACTICES

- Board members maintain the confidentiality of privileged information.
- Communications to the membership and public are clear, timely, and accurate.
- Beyond formal meetings of the Board, board members respect established communication channels and direct any comment or question regarding staff to the President.
- All members speak with "one voice" in communicating decisions of the Board.
- Board members respect and support the Board's approved decisions and positions in all subsequent public communication of these decisions and positions.
- Board members protect the ALA's integrity, which included the dissemination of accurate, appropriate, non-confidential and non-proprietary information to the membership, public, and media.

## 5. RESPONSIBILITIES

All members of the Board will ensure that the Board conducts itself within the limits and for the purpose of this policy.

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The President of the Board is the spokesperson for the Board. The President may appoint a member of the Board as designated spokesperson in certain and limited circumstances.

**6. REVIEW**

This policy will be reviewed as needed and updated as necessary to ensure its continued relevance and effectiveness.

**7. CONTACT INFORMATION**

For questions or concerns regarding this policy, please contact the ALA President at [president@albertalacrosse.com](mailto:president@albertalacrosse.com)

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# CODE OF CONDUCT AND ETHICS POLICY

Version 4.1

Last Modified: October 21, 2024

## 1. DEFINITIONS

The following terms have these meanings in this Code:

- a) *“Abuse”* – As defined in the ALA’s *Abuse Policy*
- b) *“Discrimination”* – Differential treatment of an individual based on one or more prohibited grounds which include race, citizenship, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, or disability.
- c) *“Harassment”* – A course of vexatious comment or conduct against an Individual or group, which is known or ought to reasonably be known to be unwelcome. Types of behavior that constitute Harassment include, but are not limited to:
  - i. Written or verbal abuse, threats, or outbursts;
  - ii. Persistent unwelcome remarks, jokes, comments, innuendo, or taunts;
  - iii. Racial harassment, which is racial slurs, jokes, name calling, or insulting behavior or terminology that reinforces stereotypes or discounts abilities because of racial or ethnic origin;
  - iv. Leering or other suggestive or obscene gestures;
  - v. Condescending or patronizing behavior which is intended to undermine self-esteem, diminish performance or adversely affect working conditions;
  - vi. Practical jokes which endanger a person’s safety, or may negatively affect performance;
  - vii. Hazing, which is any form of conduct which exhibits any potentially humiliating, degrading, abusive, or dangerous activity expected of a junior-ranking individual by a more senior individual, which does not contribute to either individual’s positive development, but is required to be accepted as part of a team or group, regardless of the junior-ranking individual’s willingness to participate. This includes, but is not limited to, any activity, no matter how traditional or seemingly benign, that sets apart or alienates any teammate or group member based on class, number of years on the team or with the group, or ability;
  - viii. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing;
  - ix. Deliberately excluding or socially isolating a person from a group or team;
  - x. Persistent sexual flirtations, advances, requests, or invitations;
  - xi. Physical or sexual assault;
  - xii. Behaviors such as those described above that are not directed towards a specific person or group but have the same effect of creating a negative or hostile environment; and
  - xiii. Retaliation or threats of retaliation against a person who reports harassment to the ALA.
- d) *“Individuals”* – All categories of membership, as well as all individuals employed by, or engaged in activities with, the ALA and its Members including, but not limited to, athletes, coaches, convenors, officials, volunteers, managers, administrators, committee members, parents and guardians and spectators at events, and Directors and Officers of the ALA
- e) *“Sexual Harassment”* – A course of vexatious comment or conduct against an Individual because of sex, sexual orientation, gender identity or gender expression,

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where the course of comment or conduct is known or ought reasonably to be known to be unwelcome; or making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advance to the Individual and the person knows or ought reasonably to know that the solicitation or advance is unwelcome. Types of behaviour that constitute Sexual Harassment include, but are not limited to:

- i. Sexist jokes;
- ii. Threats, punishment, or denial of a benefit for refusing a sexual advance;
- iii. Offering a benefit in exchange for a sexual favour;
- iv. Demanding hugs;
- v. Bragging about sexual ability;
- vi. Leering (persistent sexual staring);
- vii. Sexual assault;
- viii. Display of sexually offensive material;
- ix. Distributing sexually explicit messages or attachments such as pictures or video files;
- x. Sexually degrading words used to describe an Individual;
- xi. Unwelcome inquiries into or comments about an Individual's gender identity or physical appearance;
- xii. Inquiries or comments about an Individual's sex life;
- xiii. Persistent, unwanted attention after a consensual relationship ends;
- xiv. Persistent unwelcome sexual flirtations, advances, or propositions; and
- xv. Persistent unwanted contact.

## **2. PURPOSE**

The purpose of this Code is to ensure a safe and positive environment (within the ALA and its Member's programs, activities, and events) by making Individuals aware that there is an expectation, at all times, of appropriate behavior consistent with the ALA's core values. The ALA supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect and fairness.

## **3. APPLICATION OF THIS CODE**

- 3.1. This Code applies to Individuals' conduct during the ALA's and its Members business, activities, and events including, but not limited to, competitions, practices, tryouts, training camps, travel associated with the ALA and its Member's activities, the ALA and its Member's office environment, and any meetings.
- 3.2. An Individual who violates this Code may be subject to sanctions pursuant to the ALA's *Discipline and Complaints Policy*. In addition to facing possible sanction pursuant to the ALA's *Discipline and Complaints Policy*, an Individual who violates this Code during a competition may be ejected from the competition or the playing area, the official may delay the competition until the Individual complies with the ejection, and the Individual may be subject to any additional discipline associated with the competition.
- 3.3. Harassment, bullying, sexual violence, workplace harassment, or workplace violence alleged to have been committed against a worker in a workplace (defined in the *Workplace Harassment Policy*) will be addressed pursuant to the *Workplace Harassment Policy*.
- 3.4. An employee of the ALA found to have engaged in acts of violence or harassment against any other employee, worker, contractor, member, customer, supplier, client or

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other third party during business hours, or at any event of the ALA, will be subject to appropriate disciplinary action subject to the terms of the ALA's *Human Resources Policy* as well as the employee's Employment Agreement and the *Workplace Harassment Policy* (as applicable).

- 3.5. This Code also applies to Individuals' conduct outside of the ALA or its Member's business, activities, and events when such conduct adversely affects relationships within the ALA or its Members (and its work and sport environment) and is detrimental to the image and reputation of the ALA. Such applicability will be determined by the ALA at its sole discretion.

#### 4. RESPONSIBILITIES

Individuals have a responsibility to:

- a) Maintain and enhance the dignity and self-esteem of the ALA's members and other individuals by:
  - i. Treating each other with the highest standards of respect and integrity;
  - ii. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees, or members;
  - iii. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct;
  - iv. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory;
  - v. Consistently treating individuals fairly and reasonably; and
  - vi. Ensuring adherence to the rules of the sport and the spirit of those rules.
- b) Refrain from any behaviour that constitutes Harassment, Sexual Harassment, Abuse, or Discrimination
- c) Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, the ALA adopts and adheres to the Canadian Anti-Doping Program. Any infraction under this Program shall be considered an infraction of this Code and may be subject to further disciplinary action, and possible sanction, pursuant to the ALA's *Discipline and Complaints Policy*. the ALA will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by the ALA or any other sport organization
- d) Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision of the sport, who has incurred an anti-doping rule violation and is serving a sanction involving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program and/or the World Anti-Doping Code and recognized by the Canadian Centre for Ethics in Sport (CCES)
- e) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
- f) In the case of minors, not consume alcohol, tobacco, or cannabis at any competition or event;
- g) In the case of adults, not consume cannabis in the Workplace or in any situation associated with the ALA's events (subject to any requirements for accommodation), not consume alcohol during competitions and in situations where an adult is responsible for children, and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations associated with the ALA's events
- h) Respect the property of others and not wilfully cause damage
- i) Promote the sport in the most constructive and positive manner possible

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- j) When driving a vehicle with an Individual:
  - i. Not have his or her license suspended
  - ii. Not be under the influence of alcohol or illegal drugs or substances
  - iii. Have valid car insurance
  - iv. Not use a mobile device with his or her hands
- k) Adhere to all federal, provincial, municipal and host country laws
- l) Refrain from engaging in deliberate cheating which is intended to manipulate the outcome of a competition and/or not offer or receive any bribe which is intended to manipulate the outcome of a competition
- m) Comply, at all times, with the ALA's bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time
- n) Report any ongoing criminal investigation, conviction, or existing bail conditions involving an Individual to the ALA, including, but not limited to, those for violence, child pornography, or possession, use, or sale of any illegal substance or performance-enhancing drug

## **5. DIRECTORS, COMMITTEE MEMBERS, AND STAFF**

- 5.1. In addition to section 7 (above), the ALA and its Member's Directors, Committee Members, and Staff will have additional responsibilities to:
  - 5.1.1.1. Function primarily as a Director or Committee Member or Staff Member of the ALA; not as a member of any other group or constituency
  - 5.1.1.2. Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of the ALA's business and the maintenance of Individuals' confidence
  - 5.1.1.3. Ensure that the ALA's financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities
  - 5.1.1.4. Conduct themselves transparently, professionally, lawfully and in good faith in the best interests of the ALA
  - 5.1.1.5. Be independent, impartial, and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism
  - 5.1.1.6. Behave with decorum appropriate to both circumstance and position
  - 5.1.1.7. Keep informed about the ALA's activities, the sport community, and general trends in the sectors in which it operates
  - 5.1.1.8. Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which the ALA is incorporated
  - 5.1.1.9. Respect the confidentiality appropriate to issues of a sensitive nature
  - 5.1.1.10. Respect the decisions of the majority and resign if unable to do so
  - 5.1.1.11. Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings
  - 5.1.1.12. Have a thorough knowledge and understanding of all the ALA's governing documents
  - 5.1.1.13. Conform to the bylaws and policies approved by the ALA

## **6. COACHES**

In addition to section 7 (above), coaches have many additional responsibilities. The coach-athlete relationship is a privileged one and plays a critical role in the personal, sport, and athletic development of the athlete. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it, consciously or unconsciously. Coaches will:

- a) Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the involved athletes

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- b) Prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm athletes
- c) Avoid compromising the present and future health of athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment, and management of athletes' medical and psychological treatments
- d) Support the coaching staff of a training camp, provincial team, or national team; should an athlete qualify for participation with one of these programs
- e) Accept and promote athletes' personal goals and refer athletes to other coaches and sports specialists as appropriate
- f) Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete
- g) Act in the best interest of the athlete's development as a whole person
- h) Comply with the ALA's *Screening Policy*
- i) Report to the ALA any ongoing criminal investigation, conviction, or existing bail conditions, including those for violence, child pornography, or possession, use, or sale of any illegal substance
- j) Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcohol, cannabis, and/or tobacco
- k) Respect athletes playing with other teams and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless after first receiving approval from the coaches who are responsible for the athletes
- l) Not engage in a sexual relationship with an athlete under the age of majority
- m) Disclose any sexual or intimate relationship with an athlete over the age of majority to the ALA and immediately discontinue any coaching involvement with that athlete
- n) Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation, and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights
- o) Dress professionally, neatly, and inoffensively
- p) Use inoffensive language, taking into account the audience being addressed

## 7. ATHLETES

In addition to section 7 (above), athletes will have additional responsibilities to:

- a) Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete;
- b) Participate and appear on-time and prepared to participate to their best abilities in all competitions, practices, training sessions, tryouts, tournaments, and events
- c) Properly represent themselves and not attempt to participate in a competition for which they are not eligible by reason of age, classification, or other reason
- d) Adhere to the ALA's rules and requirements regarding clothing and equipment
- e) Act in a sportsmanlike manner and not display appearances of violence, foul language, or gestures to other athletes, officials, coaches, or spectators
- f) Dress to represent the sport and themselves well and with professionalism
- g) Act in accordance with the ALA's policies and procedures and, when applicable, additional rules as outlined by coaches or managers

## 8. OFFICIALS

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In addition to section 7 (above), officials will have additional responsibilities to:

- a) Maintain and update their knowledge of the rules and rules changes
- b) Work within the boundaries of their position's description while supporting the work of other officials
- c) Act as an ambassador of the ALA by agreeing to enforce and abide by national and provincial rules and regulations
- d) Take ownership of actions and decisions made while officiating
- e) Respect the rights, dignity, and worth of all Individuals
- f) Not publicly criticize other officials or any club or association
- g) Act openly, impartially, professionally, lawfully, and in good faith
- h) Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others
- i) Respect the confidentiality required by issues of a sensitive nature, which may include ejections, defaults, forfeits, discipline processes, appeals, and specific information or data about Individuals
- j) Honour all assignments unless unable to do so by virtue of illness or personal emergency, and in these cases inform the assignor or association at the earliest possible time
- k) When writing reports, set out the actual facts
- l) Dress in proper attire for officiating

## **9. PARENTS/GUARDIANS AND SPECTATORS**

In addition to section 7 (above), parents/guardians and spectators at events will:

- 9.1. Encourage athletes to compete within the rules and to resolve conflicts without resorting to hostility or violence
- 9.2. Condemn the use of violence in any form
- 9.3. Never ridicule a participant for making a mistake during a performance or practice
- 9.4. Provide positive comments that motivate and encourage participants' continued effort
- 9.5. Respect the decisions and judgments of officials, and encourage athletes to do the same
- 9.6. Never question an official's or staff member's judgment or honesty
- 9.7. Support all efforts to remove verbal and physical abuse, coercion, intimidation, and sarcasm
- 9.8. Respect and show appreciation to all competitors, and to the coaches, officials and other volunteers
- 9.9. Not harass competitors, coaches, officials, parents/guardians, or other spectators

## **10. ORGANIZATIONS**

Organizations that are Members of the ALA will:

- a) Adhere to all of the ALA's governing documents and, where necessary, amend their own rules to comply or align with those of the ALA;
- b) Recognize that their websites, blogs and social media accounts may be seen as extensions of the ALA and must reflect the ALA's mission, vision and values;
- c) Ensure that all athletes and coaches participating in sanctioned competitions and events of the ALA are registered and in good standing;
- d) Have well-defined hiring practices and standards in place including interviews, reference checks, and screening procedures to ensure athletes have a healthy and safe sport environment;
- e) Ensure that any possible or actual misconduct is investigated promptly and thoroughly;

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- f) Impose appropriate disciplinary or corrective measures when misconduct has been substantiated, regardless of the position or authority of the offender;
- g) Advise the ALA immediately of any situation where a complainant has publicized a complaint in the media; and
- h) Provide the ALA with a copy of all decisions rendered pursuant to the organization's policies for complaints and appeals.

## **11. REVIEW**

This policy will be reviewed as needed and updated as necessary to ensure its continued relevance and effectiveness.

## **12. CONTACT INFORMATION**

For questions or concerns regarding this policy, please contact the ALA President at [president@albertalacrosse.com](mailto:president@albertalacrosse.com)

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# CONFLICT OF INTEREST POLICY

Version 4.0

Last Modified: March 15, 2022

## 1. DEFINITIONS

The following terms have these meanings in this Policy:

- a) “*Conflict of Interest*” – Any situation in which a Representative’s decision-making, which should always be in the best interests of the ALA, is influenced or could be influenced by personal, family, financial, business, or other private interests
- b) “*Pecuniary Interest*” – An interest that an individual may have in a matter because of the reasonable likelihood or expectation of financial gain or loss for that individual, or another person with whom that individual is associated
- c) “*Non-Pecuniary Interest*” – An interest that an individual may have in a matter which may involve family relationships, friendships, volunteer positions or other interests that do not involve the potential for financial gain or loss
- d) “*Representatives*” – Individuals employed by, or engaged in activities on behalf of, the ALA including: coaches, staff members, convenors, contract personnel, volunteers, managers, administrators, committee members, and Directors and Officers of the ALA

## 2. BACKGROUND

Individuals who act on behalf of an organization have a duty first to that organization and second to any personal stake they have in the operations of the ALA. For example, in not-for-profit organizations, Directors are required, by law, to act as a trustee (in good faith, or in trust) of the ALA. Directors, and other stakeholders, must not put themselves in positions where making a decision on behalf of the ALA is connected to their own personal interests. That would be a conflict of interest situation.

## 3. PURPOSE

The ALA strives to reduce and eliminate nearly all instances of conflict of interest at the ALA – by being aware, prudent, and forthcoming about the potential conflicts. This Policy describes how Representatives will conduct themselves in matters relating to conflict of interest and clarifies how Representatives shall make decisions in situations where conflict of interest may exist.

This Policy applies to all Representatives.

## 4. OBLIGATIONS

Any real or perceived conflict of interest, whether pecuniary or non-pecuniary, between a Representative’s personal interest and the interests of the ALA, shall always be resolved in favour of the ALA.

Representatives will not:

- a) Engage in any business or transaction, or have a financial or other personal interest, that is incompatible with their official duties with the ALA, unless such business, transaction, or other interest is properly disclosed to the ALA and approved by the ALA;
- b) Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration or who might seek preferential treatment;

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- c) In the performance of their official duties, give preferential treatment to family members, friends, colleagues, or organizations in which their family members, friends, or colleagues have an interest, financial or otherwise;
- d) Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with the ALA, if such information is confidential or not generally available to the public;
- e) Engage in any outside work, activity, or business or professional undertaking that conflicts or appears to conflict with their official duties as a representative of the ALA, or in which they have an advantage or appear to have an advantage on the basis of their association with the ALA;
- f) Without the permission of the ALA, use the ALA's property, equipment, supplies, or services for activities not associated with the performance of their official duties with the ALA;
- g) Place themselves in positions where they could, by virtue of being a Representative of the ALA, influence decisions or contracts from which they could derive any direct or indirect benefit; or
- h) Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being a Representative of the ALA.

## **5. DISCLOSURE OF CONFLICT OF INTEREST**

- a) On an annual basis, all the ALA's Directors and candidates for election to the Board, Officers, Employees, and Committee Members will complete a Declaration Form disclosing any real or perceived conflicts that they might have. Declaration Forms shall be retained by the ALA.
- b) Representatives shall disclose real or perceived conflicts of interest to the ALA's Board immediately upon becoming aware that a conflict of interest may exist.
- c) Representatives shall also disclose any and all affiliations with any and all other organizations involved with the same sport. These affiliations include any of the following roles: athlete, coach, manager, official, employee, volunteer, or Director.

## **6. MINIMIZING CONFLICTS OF INTEREST IN DECISION-MAKING**

Decisions or transactions that involve a conflict of interest that has been proactively disclosed by a Representative of the ALA will be considered and decided with the following additional provisions:

- a) 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 or noted
- b) The Representative does not participate in discussion on the matter
- c) The Representative abstains from voting on the decision
- d) For Board-level decisions, the Representative does not count toward quorum
- e) The decision is confirmed to be in the best interests of the ALA

For potential conflicts of interest involving employees, the ALA's Board will determine whether there is a conflict and, if one exists, the employee will resolve the conflict by ceasing the activity giving rise to the conflict. The ALA will not restrict employees from accepting other employment contracts or volunteer appointments provided these activities do not diminish the employee's ability to perform the work described in the employee's job agreement with the ALA or give rise to a conflict of interest.

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## **7. CONFLICT OF INTERESTS COMPLAINTS**

Any person who believes that a Representative may be in a conflict of interest situation should report the matter, in writing (or verbally if during a meeting of the Board or any committee), to the ALA's Board who will decide appropriate measures to eliminate the conflict. The Board may apply the following actions singly or in combination for real or perceived conflicts of interest:

- a) Removal or temporary suspension of certain responsibilities or decision-making authority
- b) Removal or temporary suspension from a designated position
- c) Removal or temporary suspension from certain teams, events, and/or activities
- d) Expulsion from the ALA
- e) Other actions as may be considered appropriate for the real or perceived conflict of interest

Any person who believes that a Representative has made a decision that was influenced by real or perceived conflict of interest may submit a complaint, in writing, to the ALA to be addressed under the ALA's *Discipline and Complaints Policy*.

Failure to comply with an action as determined by the Board will result in automatic suspension from the ALA until compliance occurs.

## **8. ENFORCEMENT**

Failure to adhere to this Policy may permit discipline in accordance with the ALA's *Discipline and Complaints Policy*.

## **9. REVIEW**

This policy will be reviewed as needed and updated as necessary to ensure its continued relevance and effectiveness.

## **10. CONTACT INFORMATION**

For questions or concerns regarding this policy, please contact the ALA President at [president@albertalacrosse.com](mailto:president@albertalacrosse.com)

## **Document History**

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# CONFIDENTIALITY POLICY

Version 4.0

Last Modified: September 15, 2022

## 1. DEFINITIONS

The following terms have these meanings in this Policy:

- a) “*Confidential Information*” – Personal information of Representatives including but not limited to home address, email address, personal phone numbers, date of birth, financial information, medical information, and background check information. Additionally, *Confidential Information* also covers information considered to be intellectual property of the ALA such as data, proprietary information, business information, and trade secrets
- b) “*Representative*” – All individuals employed by, or engaged in activities on behalf of, the ALA. Representatives include, but are not limited to, staff, administrators, Directors and Officers, committee members, and volunteers
- c) “*Individuals*” – All categories of membership, as well as all individuals employed by, or engaged in activities with, the ALA and its Members including, but not limited to, athletes, coaches, referees, officials, volunteers, managers, administrators, committee members, and Directors and Officers of the ALA

## 2. PURPOSE

The purpose of this Policy is to ensure the protection of Confidential Information that is proprietary to the ALA.

## 3. SCOPE AND APPLICATION

- 3.1.1. This policy applies to all Individuals and Representatives of the ALA.
- 3.1.2. Confidential Information does not include the following: name, title, business address, work telephone number, or any other information widely available or in the public domain.
- 3.1.3. Members voluntarily publishing or consenting to the publication of Confidential Information in a public forum (such as the listing of an email address on a website) forfeit the expectation of confidentiality for that Confidential Information for as long as it is available publicly.

## 4. RESPONSIBILITIES

- 4.1.1. Representatives and Individuals will not, either during the period of their involvement/employment with the ALA or any time thereafter, disclose, publish, communicate, or divulge to any person or organization any Confidential Information acquired during their period of involvement/employment, unless expressly authorized to do so.
- 4.1.2. Representatives and Individuals will not use, reproduce, or distribute Confidential Information without the express written consent of the ALA.
- 4.1.3. All documents and written materials relating to Confidential Information will remain the property of the ALA and, upon cessation of involvement/employment with the ALA, for any reason, or upon request of the ALA, Representatives will immediately return all written or tangible

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Confidential Information, as well as copies and reproductions, and any other media containing Confidential Information.

**5. INTELLECTUAL PROPERTY**

Copyright and any other intellectual property rights for all written material (including material in electronic format or posted on a website) and other works produced in connection with employment or involvement with the ALA will be owned solely by the ALA, which shall have the right to use, reproduce, or distribute such material and works, in whole or in part, for any purpose it wishes. The ALA may grant permission for others to use its intellectual property.

**6. ENFORCEMENT**

A breach of any provision in this Policy may be subject to legal recourse, termination of the employment or volunteer position, suspension or expulsion from membership, or sanctions pursuant to the ALA's Discipline and Complaints Policy.

**7. REVIEW**

This policy will be reviewed as needed and updated as necessary to ensure its continued relevance and effectiveness.

**8. CONTACT INFORMATION**

For questions or concerns regarding this policy, please contact the ALA President at [president@albertalacrosse.com](mailto:president@albertalacrosse.com)



# FINANCIAL POLICY

Version 4.3

Last Modified: October 21, 2024

## 1. DEFINITIONS

The following terms have these meanings in this Policy:

*“Designate”* – Individuals employed by, or engaged in activities on behalf of, the ALA including: coaches, convenors, officials, staff members, contract personnel, volunteers, managers, administrators, committee members, and Directors and Officers of the ALA.

## 2. PURPOSE

- 2.1. The ALA will function as a Not-For-Profit organization and all fundraising, fees, sponsorship, and grants will be used for the on-going development of the sport and the betterment of the ALA.
- 2.2. The purpose of this Policy is to guide the financial management practices of the ALA.

## 3. BUDGET AND REPORTS

- 3.1. The ALA’s Board will develop and approve an annual budget which will contain the ALA’s total anticipated expenditures and revenues.
- 3.2. The Director – Administration (or designate) will, at the Annual Meeting, present Financial Statements as required by applicable legislation and any other report as determined by the Board.
- 3.3. The financial statements of the ALA will be reviewed in accordance with applicable legislation by an auditor.

## 4. FISCAL YEAR

The ALA’s fiscal year will be as described in the ALA’s Bylaws.

## 5. BANKING - REVENUE

- 5.1. Registration fees shall be reviewed annually by the Director – Administration (or designate) who will make recommendations to the Board; which shall approve fees for each year well in advance of the start of the registration year.
- 5.2. All money received by the ALA will be placed into a general fund and will be used for all necessary and permitted purposes for the operation of the ALA, as determined by the ALA’s Board and in alignment with the budget approved at the most recent Annual General Meeting.
- 5.3. All money received by the ALA will be deposited, in the name of the ALA, with a reputable financial institution.

## 6. SIGNING OFFICERS

- 6.1. All contracts, documents, or any other instruments in writing requiring the signature of the ALA shall be signed by at least two of the following:
  - 6.1.1. Executive Director
  - 6.1.2. President

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6.1.3. Director – Administration

6.1.4. A Director appointed by the Board as a signing authority

6.2. Any contracts, documents or any other instruments in writing which have been approved in the ALA's budget that are under \$10,000 are not subject to this section and may be executed by the Director – Administration or any individual delegated such signing authority by the Board.

6.3. All cheques or e-transfers require signatures from two (2) of the authorized signing authorities.

6.4. All cheques or e-transfers payable to any signing authority will not be signed by that signing authority.

## **7. EXPENSES**

7.1. All expenses will be supported with receipts and must be detailed to budget items, projects, or functions by the ALA's Director – Administration (or designate).

7.2. Approved expenses are to be claimed and reported no later than fifteen (15) days following the date of the expense. Expenses submitted beyond the fifteen (15) day reporting requirement will be paid only upon the Director of Administration approval.

7.3. Any expenditure not approved within the annual budget will be approved by the Board prior to any such expenditure. Without the Board's approval, the expenditure will not be paid by the ALA unless determined otherwise by the Board.

## **8. ACCOUNTS**

8.1. Accounts receivable terms are net thirty (30) days from the date of invoice.

8.2. Accounts payable will be paid within the terms of the supplier invoice. Where no terms are specified, accounts will be paid within thirty (30) days.

## **9. CREDIT CARD**

9.1. With the approval of the Board, the ALA may acquire credit cards for the use of staff members who are required to make purchases on a regular basis for travel, accommodation, and other expenses related to their duties on behalf of the ALA. The Board will determine who receives credit cards and what the credit card limits will be.

9.2. Credit card holders will be responsible for all charges made on credit cards issued in their name.

9.3. Credit cards must only be used for authorized payments that include:

9.4.

9.4.1. Payment of actual and reasonable expenses incurred on authorized business, including travel and accommodation, where it is not feasible for these costs to have been paid in advance of the expense being incurred or for the costs to be invoiced to the ALA; and

9.4.2. Purchase of goods or budgeted items.

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- 9.5. For the purposes of this Policy, expenses included in an annual budget as approved by the Board are considered to be authorized. Expenses that fall outside the approved budget must be approved before being charged to a credit card.
- 9.6. Credit cards are not to be used for any personal expenses.
- 9.7. All expenses charged to a credit card should be supported by a credit card receipt issued by the merchant or a detailed supplier invoice to confirm that the expenses are properly incurred on business of the ALA.
- 9.8. Under no circumstances are cash advances to be drawn on credit cards.
- 9.9. In addition, the following individuals have credit card responsibilities:
  - 9.9.1. Cardholders must:
    - 9.9.1.1. not allow another person to use the card
    - 9.9.1.2. protect the pin number of the card
    - 9.9.1.3. only purchase within the credit limit of the card
    - 9.9.1.4. Immediately notify the Director - Administration if the card is lost or stolen
    - 9.9.1.5. notify the credit card company if the card is lost or stolen
    - 9.9.1.6. keep the card with them at all times, or in a secure location
    - 9.9.1.7. forward to the ALA's Director – Administration (or designate), on a biweekly basis, all receipts for expenses charged to the card in the previous month
    - 9.9.1.8. surrender the credit card upon the cardholder ceasing to perform the role for which the card was issued
  - 9.9.2. The ALA's Director – Administration (or designate) must:
    - 9.9.2.1. ensure that each credit card issued to an individual is paid in full on a monthly basis
    - 9.9.2.2. review and reconcile each credit card statement on a monthly basis
    - 9.9.2.3. bring to the attention of the Board any credit card expense which does not appear to be authorized under this policy
    - 9.9.2.4. recover from the cardholder any funds owing for unauthorized expenses

## **10. EXPENSE CLAIMS**

- 10.1. Representatives may submit expense claims to the Director – Administration (or designate) for personal expenses incurred in performing their duties for the ALA. Generally, only expenses pre-approved by the ALA's Director – Administration (or designate) will be reimbursed – and only within fourteen (14) days of the incurred expense. Expense claims must include:
  - 10.1.1. The exact amount of each separate expense
  - 10.1.2. The date on which the expense occurred
  - 10.1.3. The place and location of the expense
  - 10.1.4. The purpose of the expense
  - 10.1.5. A receipt for the expense

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- 10.2. All travel will be booked by the ALA office. Representatives may submit expense claims to the ALA's Director – Administration (or designate) for travel and/or accommodation expenses for conferences, tournaments, provincial meetings, or national meetings; provided the expected expense reimbursement amount is pre-approved by the ALA Director – Administration (or designate).
- 10.3. Generally, no cash advances will be provided. If there is a need for a cash advance, a request must be made to the Director – Administration for approval of the advance.
- 10.4. Expenses will be reimbursed in amounts outlined by the CRA Guidelines.
- 10.5. The ALA will not reimburse for costs above the specified rates without prior approval of the Director – Administration (or designate). Where costs above the specified rates are approved, receipts must be provided.

**11. TRAVEL AND ACCOMMODATION EXPENSES**

Air travel is to be booked through the ALA office. Air travel including fares and itineraries is to be approved in advance by the Director – Administration (or designate). In no circumstance will fares above the economy fare be reimbursed. Car travel will be reimbursed at the mileage rate specified in this Policy. Car rentals will be reimbursed where authorized. Reimbursement will be for compact size cars through an authorized agency.

**12. REVIEW**

This policy will be reviewed as needed and updated as necessary to ensure its continued relevance and effectiveness.

**13. CONTACT INFORMATION**

For questions or concerns regarding this policy, please contact the ALA President at [president@albertalacrosse.com](mailto:president@albertalacrosse.com)

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# BOARD EXECUTIVE ELECTION POLICY

Version 1.0

Last Modified: October 21, 2024

## 1. HIGH LEVEL STATEMENT

The Alberta Lacrosse Association (ALA) is committed to fostering a transparent, inclusive, and democratic process for electing our Board Executive. This policy is designed to ensure that all members have a fair opportunity to nominate candidates and participate in the voting process during our Annual General Meeting (AGM).

## 2. PURPOSE

This policy outlines the process for nominating candidates for the Board Executive positions to be elected during the Annual General Meeting (AGM).

## 3. SCOPE

This policy applies to all members eligible to vote in the election of the Board Executive positions.

## 4. NOMINATIONS

### 4.1. Eligibility

4.1.1. **Candidate Qualifications:** To be eligible for nomination, candidates must meet the following criteria:

4.1.1.1. Be a member in good standing of the organization.

4.1.1.2. Meet any specific qualifications as outlined in the organization's bylaws.

### 4.2. Nomination Process

4.2.1. **Nomination Period:** Nominations will be opened forty-five (45) days before the AGM. The exact dates will be communicated to all members via email and website announcement.

4.2.2. **Nomination Submission:** Candidates must submit their nominations in writing, including:

- A completed nomination form available from the ALA website.
- A brief biography outlining their qualifications and reasons for seeking election (maximum 250 words).
- Signatures from at least two members endorsing the nomination.

4.3. **Submission Deadline:** All nominations must be submitted seven (7) days prior to the AGM. Late submissions will not be considered.

4.4. **Verification:** The nominations committee will review all submissions to verify eligibility and completeness. Candidates will be notified of their nomination status five (5) days ahead of the AGM.

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## 5. ELECTION PROCESS

### 5.1. Voting

- 5.1.1. **Voting Method:** Elections will be conducted via paper ballot during the AGM.
- 5.1.2. **Ballots:** Each eligible member will receive a ballot containing the names of all verified candidates. Instructions for casting votes will be provided.
- 5.1.3. **Deadline for Voting:** Voting will close at 9:00AM on the day of the AGM. Late votes will not be counted.

## 6. COUNTING VOTES

- 6.1. **Tallying:** Votes will be counted by the nominations committee and/or an independent party to ensure fairness.
- 6.2. **Results Announcement:** Election results will be announced at the AGM and communicated to all members via email and posted to ALA website.

## 7. APPEALS

Any member wishing to appeal a decision regarding the nomination or election process must submit their appeal in writing to the Board within 24 hours of the election results announcement.

## 8. AMENDMENTS

This policy may be amended by a majority vote of the Board of Directors.

## 9. CONCLUSION

This policy aims to ensure a democratic and transparent process for the election of the Board Executive. All members are encouraged to participate actively in the nomination and voting process.

### Document History

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# BASECAMP POLICY

Version 1.0

Last Modified: September 15, 2024

## 1. Purpose

- 1.1. The Alberta Lacrosse Association (“ALA”) uses Basecamp for 3 purposes:
  - 1.1.1. Record sharing and dissemination between the ALA Executive, staff, contractors and related personnel. Essentially, as an internal IT environment to store records, communicate and coordinate the work of the ALA (“Internal Use”);
  - 1.1.2. To share records and communicate with the Board of Directors. including scheduling and coordinating Board meetings, providing records and related matters as convenient to accomplish Board business (“Board Use”);
  - 1.1.3. To provide a means of informal communication between LGBs where a relatively quick and informal exchange of information is in the best interests of advancing the delivery of lacrosse in Alberta. (“LGB Use”)
- 1.2. Whenever using Basecamp to transmit communications users should consider which of the above purpose the user is using Basecamp for and consider:
  - 1.2.1. Does the information exchange fall within one of these purposes?
  - 1.2.2. Is Basecamp the best and most appropriate tool for this exchange of information or communication?
  - 1.2.3. Does everyone who needs to see this information have access to Basecamp for the same purpose or should another means of communication be used to ensure everyone who needs the information has received it or is able to respond and understand it?
  - 1.2.4. Am I using appropriate language and tone in my communication?

## 2. Authorized Users

- 2.1. The following are authorized to use Basecamp for Internal Use:
  - 2.1.1. ALA Executive Board Members;
  - 2.1.2. ALA Staff; and
  - 2.1.3. ALA Contractors, with the assurance that the person admitting the contractor has admitted them for an appropriately limited purpose and only into the appropriate Project
- 2.2. The following are authorized to use Basecamp for Board Use
  - 2.2.1. ALA Board Members;
  - 2.2.2. ALA Staff Members for the purpose of communicating with the Board for Board purposes and to transmit information to the Board as is appropriate for the use of the ALA Board;

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- 2.2.3. LGB Staff if directed to do so by an ALA Board member for the purpose of communicating information relevant to a Board Use.
- 2.3. The following are authorized to use Basecamp for an Outside Use;
  - 2.3.1. ALA Board members;
  - 2.3.2. ALA Staff; and
  - 2.3.3. LGB Staff.
- 2.4. Users should always be aware of and verify which other users have access to particular Projects and Message Boards and whether the appropriate users, and only the appropriate users, have access to view and access the information and communications being posted.
- 2.5. ALA Staff and ALA Executive will maintain, update and remove access to attempt to ensure that access is only granted to the users to comply with this Policy. However, each user is responsible to only use their access in compliance with this Policy and to notify the ALA if the users access ought to be revised.

### **3. Confidentiality**

- 3.1. Use of Basecamp is subject to the ALA's Confidentiality Policy and Privacy Policy . In any conflict between this policy and the Confidentiality Policy or Privacy Policy , the Confidentiality Policy or Privacy Policy shall apply.
- 3.2. Any information shared or communicated for Internal Use should be considered confidential, unless the context implies that it is now ready for public dissemination. For example, a draft press release once approved is now authorized for public dissemination.
  - 3.2.1. In general, discussions and exchanges on Basecamp for Internal Use should be treated as if they took place within the workplace. If you are not sure if information is to be shared publicly, verify with the appropriate Executive Committee member.
- 3.3. Information shared for a Board Use should be considered confidential until formal Board minutes are prepared and approved, in which case the official approved Board item, unless designated confidential or in camera, can be shared.
- 3.4. Information disseminated for a Board Use should only be shared with LGB Staff for the purpose of Board members performing their duties as a Board member of the ALA. LGB Staff should only be provided with information for Board Use if they have been provided proper instruction on the necessary level of confidentiality and agree to hold such information in confidence in the same level of expectation as a Board member.

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- 3.5. Information exchanges for LGB Use should not generally disseminate confidential information. These exchanges should be limited to Ping threads, Message Boards or Projects specifically designated for an appropriate LGB Use so that all users have an appropriate expectation of confidentiality.
- 3.6. If you are uncertain that the appropriate level of confidentiality can be maintained on Basecamp, email circulation remains an appropriate means of communication and matters initially raised there may be moved to a Basecamp project or discussion for simplified communication where appropriate.

#### **4. Appropriate Content**

- 4.1. All exchanges and discussions on Basecamp should reflect appropriate professional demeanor. Candid or casual discussion in Ping threads may be appropriate, but should still reflect appropriate discussion topics and language.
- 4.2. Matters of a personal nature should not generally be discussed on Basecamp. Where personal matters are related to things such as scheduling, attendance at events or similar considerations, users should exercise discretion in understanding the appropriate detail to be disclosed to allow the other users interacting with the information to perform their duties but with the knowledge that there may be several other individuals who might be viewing that information.

#### **5. Respectful Communication**

- 5.1. All users should treat all other users of Basecamp with respect and courtesy. All communications on Basecamp are governed by the ALA's policies including the Code of Conduct And Ethics Policy.
- 5.2. If a user believes another user is not using Basecamp or communicating in a manner that complies with this or other policies, users are encouraged to engage in direct, polite and considerate discussion to raise and resolve such disputes. If direct communication cannot resolve a dispute, a request can be made to the most senior ALA Staff to resolve the dispute. If ALA Staff are not able to resolve the dispute, it may be raised to the ALA Executive Committee.

#### **6. Board Use and Meetings**

- 6.1. Notice of the dates and agendas for Board meetings may be disseminated in Basecamp.
- 6.2. Agendas for Board meetings will be Posted in a folder labeled with the date of the Board meeting. That folder will also contain documents relevant to the items on the Agenda and the file names of those documents should be labeled in such a way so as to make it easy for Board members to relate the materials to the Agenda item under consideration. Where an item on an Agenda may require use

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or consultation with several records, a new subfolder may also be used or created to house and refer Board members to the necessary records.

- 6.3. Comments on records or Agendas may be used to ask questions to clarify which items relate to an Agenda or similar process related questions to assist a Board member in understanding the materials or the agenda item, however all debate should only take place at the Board meeting or subject to electronic voting procedures as set out in this Policy.
- 6.4. Approved minutes of Board meetings will be stored in a folder viewable to all Board members.
- 6.5. A Basecamp message thread for the purpose of holding a Board as an email vote in accordance with the procedure prescribed in Bylaw 8.09.6 may be used with the following conditions:
  - 6.5.1. The “E-mail/ Ballot proposal” contemplated by Bylaw 8.09.6(a) may be initiated by a Message thread in the Board Meetings and Minutes Project which clearly states that an electronic Board vote is contemplated and all the information required by that Bylaw is included in or attached to the Message.
  - 6.5.2. Comments, Questions and answers may be communicated in that Message thread as contemplated by Bylaw 8.09.6(a)(ii)
  - 6.5.3. Any of the timelines in Bylaw 8.09.06 may only be abbreviated with unanimous consent of the Board.
  - 6.5.4. If any Board member objects to this electronic procedure, then the matter or vote shall be adjourned to the next Board meeting called in accordance with the Bylaws.
  - 6.5.5. Any motion passed in accordance with the above and Bylaw 8.09.6 shall be noted on the minutes of the next regular meeting minutes with a special notation of “Passed by an electronic vote” with the date the electronic vote was complete.
- 6.6. Dissemination of information or discussions of particular or specific interest to ALA Board members may take place on the Message Board in the Board Meetings & Minutes Project, however such discussions should:
  - 6.6.1. Stay limited to the topic that initiates the discussion;
  - 6.6.2. Only concern topics that are of interest to the Board in general. Discussions of a more general nature should be moved to a more appropriate forum;
  - 6.6.3. Do not constitute formal Board decisions unless later subject to a motion that complies with this Policy and the Bylaws or at a meeting held in compliance with the Bylaws.

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## **7. Internal Use Procedures**

- 7.1. ALA Staff shall set up Projects that are relevant to the completion of their duties. As new matters arise new projects shall be created. If there is any uncertainty about whether a new Project should be created it will be decided by the Director of Administration.
- 7.2. Standing folders shall be created and maintained for the following:
  - 7.2.1. ALA Finances;
  - 7.2.2. Team Alberta for each year. Within the Team Alberta Project, each designated team shall have its own subfolder with documents and materials specific to that team. This is for the ALA Staff to manage Team Alberta. If ALA Staff are going to use Basecamp for the purpose of interacting with team managers, special authorization from either the Director of High Performance or Director of Administration shall be given.
  - 7.2.3. ALA Staff/Office with non-personal and private information related to things like benefits, office arrangements, meeting spaces etc.
- 7.3. The Message Board on a project should only be used for discussion on topics specifically related to a project. Each post initiating a new thread on a Message Board should clearly state the topic and what information is being disseminated through, or question being asked, through that message.
- 7.4. When a project is complete and all documents that are necessary to the project have been saved, a Project may be archived by the ALA Staff or ALA Executive responsible for the Project in accordance with this Policy.
- 7.5. Specific to the ALA Finances,
  - 7.5.1. The ALA will save a copy of all monthly statements for all accounts in the appropriately designated folder;
  - 7.5.2. Each staff member with a credit card shall save all receipts for credit card transactions in accordance with the ALA Financial Policy in the designated folder;
  - 7.5.3. Receipts for expenses may be saved and transmitted through Basecamp for review for expense and payment approval. All receipts and invoices shall be saved to a folder with a description which corresponds to the designation for that expense in the ALA Budget.

## **8. Security Measures**

- 8.1. Every user should only access and use Basecamp through their own credentials and passwords. A Basecamp user should never give anyone else their login credentials for any purpose or permit another person to use Basecamp in a way that would confuse or mislead another person
- 8.2. Basecamp users should use strong passwords that are not easily remembered or replicated. 8 or more characters using a mix of letters, numbers and symbols are recommended. Passwords should be stored securely.

## **Document History**

October 21, 2024      Manual Approved

## **9. Deletion and Retention**

- 9.1. Generally, materials should not be deleted from Basecamp. Deleted posts or materials may be appropriate when typos or corrections have been made to avoid confusion. Deletion should never be used in an attempt to avoid someone confirming a communication has taken place.
- 9.2. If materials have become out of date or spent as the result of the completion of a task or project, a project or folder may be Archived. Archiving should only be done by ALA Staff under appropriate direction or guidance or an ALA Executive member.

## **10. Monitoring and Compliance**

- 10.1. The ALA reserves the right to review and monitor all communications in Basecamp for compliance with this Policy and any of the ALA's other policies or regulations. While confidential information is to be exchanged for ALA purposes on Basecamp, no communications on Basecamp should be considered private to the individuals creating or receiving them.
- 10.2. Violations of this Policy or the ALA's other policies or Regulations, may result in:
  - 10.2.1. Cautions or Warnings from ALA Staff or ALA Executive;
  - 10.2.2. Loss of Basecamp privileges; or
  - 10.2.3. Referral to ALA Discipline.

## **11. Review and Updates**

- 11.1. This policy should be reviewed and revised on an annual basis to ensure that it continues to provide fair, helpful and accurate guidance on the use of Basecamp as a tool for the ALA to manage and achieve its goals.

### **Document History**

October 21, 2024      Manual Approved

## COMMITTEE TERMS OF REFERENCE

### EXECUTIVE COMMITTEE TERMS OF REFERENCE

Version 1.0

Last Modified: October 21, 2024

#### 1. PURPOSE

- 1.1. The purpose of the Executive Committee is to support and enhance the operational effectiveness of the ALA.

#### 2. AUTHORITY

The Executive Committee is established to support the operations of the ALA and is authorized to perform the following duties:

- 2.1. **Operational Support:** Execute specific operations and responsibilities as directed by the Board from time to time.
- 2.2. **Policy Recommendations:** Serve as a steering committee for the Board, providing recommendations regarding the policies and strategic direction of the ALA.
- 2.3. **Budget Preparation:** Assist in the development of the ALA's Annual Budget and ensure that the proposed budget is submitted to the Board at least thirty (30) days prior to the Annual General Meeting (AGM) scheduled to approve the budget.
- 2.4. **Strategic Management:** Oversee the management of the association in alignment with the Strategic Plan.
- 2.5. **Emergency Decision-Making:** In urgent situations where convening a Board meeting is impractical, take necessary actions that the Board or any Committee could undertake, with the exception of expenditures exceeding \$2,000.00.
- 2.6. **Additional Powers:** Exercise any other powers conferred by the Bylaws.

#### 3. MEMBERSHIP:

- 3.1. The membership is comprised of:

- Board Chair
- Director of Administration
- Director of Marketing and Communications
- Director of High Performance
- Director of Development

- 3.2. The Committee Chair will designate employees to act as resource persons to the committee (non-voting).

- A member will serve until their term on the committee until they resign, they are removed by direction of the Board of Directors, or until their term has expired.

#### Document History

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The Chair of the Executive Committee will be the President of the ALA Board of Directors.

4. **QUORUM:**

4.1. The majority of voting members of the Executive Committee in attendance constitutes a quorum.

5. **MEETINGS:**

5.1. The Executive Committee will meet at least four (4) times per year based on the review plan or more frequently as needed at the call of the Chair.

5.2. Formal minutes shall be taken at all meetings of the committee.

6. **REPORT:**

6.1. The Chair of the Executive Committee will submit minutes and supporting documents to the next Board of Directors meeting as part of the Board of Directors meeting packages.

**Document History**

October 21, 2024      Manual Approved

# ADMINISTRATION COMMITTEE TERMS OF REFERENCE

Version 1.0

Last Modified: October 21, 2024

## 1. PURPOSE

- 1.1. The Administration Committee is established to provide comprehensive oversight of the Alberta Lacrosse Association's operations, financial management, governance, discipline and appeals processes, and insurance matters. The committee's primary purpose is to ensure that these key areas are managed effectively and in alignment with the ALA's strategic objectives and regulatory requirements.

By facilitating transparent governance, ensuring fiscal responsibility, and upholding standards of discipline and appeals, the Administration Committee aims to enhance the integrity and efficiency of the ALA. This will be achieved through regular monitoring, assessment, and reporting on relevant practices and policies, ultimately contributing to the overall success and sustainability of the organization.

## 2. AUTHORITY

- 2.1. **Oversee Office Operations:** Manage daily administrative functions of the ALA office to ensure smooth operation and support for the organization's objectives;
- 2.2. **Employee Relationship Management:** Foster a positive and productive relationship between the ALA and its employees, ensuring alignment with organizational goals and compliance with relevant policies;
- 2.3. **Record Keeping:** Maintain accurate minutes of meetings for members, the Executive Committee, and the Board, ensuring all records are easily accessible and properly archived;
- 2.4. **Governance Support:** Assist in the governance of the ALA by providing necessary documentation and support to the Board and Executive Committee in their decision-making processes;
- 2.5. **Committee Oversight:** Ensure the Discipline and Appeals Committee fulfills its mandate and duties effectively, providing necessary resources and support as required;
- 2.6. **Membership Registration:** Oversee the registration processes for ALA members, including players, coaches, executives, officials, and other personnel, ensuring compliance with established protocols;
- 2.7. **Budget Preparation:** Prepare and present the annual budget for approval, ensuring financial resources align with the strategic goals of the ALA;
- 2.8. **Financial Management:** Maintain custody and proper management of all financial records and books as required by ALA Bylaws and applicable laws, ensuring transparency and accountability;

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- 2.9. **Signing Authority:** Work collaboratively with other members of the Executive Committee to ensure proper financial management and uphold signing authority for financial documents;
  - 2.10. **Insurance Management:** Manage the ALA Insurance Policy and coverage, ensuring adequate protection for the organization and its members; and
  - 2.11. **Acting Authority:** Assume the responsibilities of the President in their absence, ensuring continuity in leadership and decision-making.
3. **MEMBERSHIP:**
- 3.1. The membership is comprised of:
    - Committee Chair
    - President (ex-officio voting member) and
    - Up to three members at large
  - 3.2 The Committee Chair will designate employees to act as resource persons to the committee (non-voting).
  - 3.3 Term of Office
    - One-year term
    - Members will be appointed or re-appointed for one year term at the first board meeting of the ALA board year.
    - A member will serve until their term on the committee until they resign, they are removed by direction of the Board of Directors, or until their term has expired.
    - The Chair of the Administration Committee will be the Director of Administration.
4. **QUORUM:**
- 4.1. The majority of voting members of the Administration Committee in attendance constitutes a quorum.
5. **MEETINGS:**
- 5.1. The Administration Committee will meet at least three (3) times per year based on the review plan or more frequently as needed at the call of the Chair.
  - 5.2. Formal minutes shall be taken at all meetings of the committee.
6. **REPORT:**
- 6.1. The Chair of the Administration Committee will submit minutes and supporting documents to the next Board of Directors meeting as part of the Board of Directors meeting packages.

## Document History

October 21, 2024      Manual Approved



# MARKETING & COMMUNICATION COMMITTEE TERMS OF REFERENCE

Version 1.0

Last Modified: October 21, 2024

## 1. PURPOSE

- 1.1. The purpose of the Marketing and Communications Committee is to strategically enhance the visibility and reputation of the Alberta Lacrosse Association (ALA) through effective marketing, sponsorship, and communication initiatives. This committee is dedicated to promoting the ALA's programs, events, and values to diverse audiences, while fostering strong relationships with sponsors and stakeholders.

## 2. AUTHORITY

- 2.1. **Marketing Oversight:** Develop, implement, and evaluate marketing strategies to promote the ALA's brand, programs, and initiatives effectively.
- 2.2. **Sponsorship Management:** Identify, negotiate, and manage sponsorship opportunities that align with the ALA's mission and values, ensuring mutually beneficial relationships with sponsors.
- 2.3. **Publications Development:** Oversee the creation and distribution of ALA publications, including newsletters, reports, and promotional materials, ensuring high-quality content and adherence to brand guidelines.
- 2.4. **Development Initiatives:** Lead and support development initiatives aimed at enhancing the growth and sustainability of the ALA, including fundraising, community outreach, and partnership development.
- 2.5. **Acting Authority:** Assume the responsibilities of the President and the Director of Administration in their absence, ensuring continuity of leadership and decision-making within the organization.

## 3. MEMBERSHIP

- 3.1. The membership is comprised of:
  - Committee Chair
  - President (ex-officio voting member) and
  - Up to three members at large
- 3.2. The Committee Chair will designate employees to act as resource persons to the committee (non-voting).
- 3.3. Term of Office
  - One-year term
  - Members will be appointed or re-appointed for one year term at the first board meeting of the ALA board year.

### Document History

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- A member will serve until their term on the committee until they resign, they are removed by direction of the Board of Directors, or until their term has expired.
- The Chair of the Marketing and Communications Committee will be the Director of Marketing and Communications.

4. **QUORUM**

- 4.1. The majority of voting members of the Marketing and Communications Committee in attendance constitutes a quorum.

5. **MEETINGS**

- 5.1. The Marketing and Communications Committee will meet at least three (3) meetings per year based on the review plan or more frequently as needed at the call of the Chair.
- 5.2. Formal minutes shall be taken at all meetings of the committee.

6. **REPORT**

The Chair of the Marketing and Communications Committee will submit minutes and supporting documents to the next Board of Directors meeting as part of the Board of Directors meeting packages.

# HIGH PERFORMANCE COMMITTEE TERMS OF REFERENCE

Version 1.0

Last Modified: October 21, 2024

## 1. PURPOSE

- 1.1. The purpose of the High Performance Committee is to provide strategic oversight and administration of the Alberta Lacrosse Association's (ALA) competitive events, ensuring the successful participation of ALA teams in both National and Provincial Competitions. This committee is dedicated to fostering a high standard of organization and management for all competitive activities, thereby enhancing the experience for athletes, coaches, and stakeholders.

## 2. AUTHORITY

- 2.1. **National Competitions Oversight:** Ensure the effective organization and administration of ALA teams participating in National and Regional Competitions, including logistics, compliance, and performance support.
- 2.2. **Provincial Competitions Management:** Oversee the organization and administration of ALA Provincial Competitions, ensuring they are conducted efficiently and in alignment with ALA standards.
- 2.3. **Representation at Competitions:** Attend National Competitions or appoint a representative as necessary to ensure proper representation of the ALA and to address any issues that may arise.
- 2.4. **Endorsement Consultation:** Consult with the ALA Board of Directors to evaluate and determine which events will receive ALA endorsement for hosting National Competitions in Alberta, ensuring compliance with ALA policies and objectives.
- 2.5. **Travel Sanctioning:** Ensure proper sanctioning of ALA teams traveling outside of Alberta for competition, verifying that all travel and competition plans adhere to ALA regulations and guidelines.

## 3. MEMBERSHIP:

- 3.1. The membership is comprised of:
  - Committee Chair
  - President (ex-officio voting member) and
  - Up to three members at large
- 3.2. The Committee Chair will designate employees to act as resource persons to the committee (non-voting).
- 3.3. Term of Office
  - One-year term

### Document History

October 21, 2024      Manual Approved

- Members will be appointed or re-appointed for one year term at the first board meeting of the ALA board year.
- A member will serve until their term on the committee until they resign, they are removed by direction of the Board of Directors, or until their term has expired.
- The Chair of the High Performance Committee will be the Director of High Performance.

4. **QUORUM:**

- 4.1. The majority of voting members of the High Performance Committee in attendance constitutes a quorum.

5. **MEETINGS:**

- 5.1. The High Performance Committee will meet at least three (3) times per year based on the review plan or more frequently as needed at the call of the Chair.
- 5.2. Formal minutes shall be taken at all meetings of the committee.

6. **REPORT:**

- 6.1. The Chair of the High Performance Committee will submit minutes and supporting documents to the next Board of Directors meeting as part of the Board of Directors meeting packages.

**Document History**

October 21, 2024      Manual Approved

# DEVELOPMENT COMMITTEE TERMS OF REFERENCE

Version 1.0

Last Modified: October 21, 2024

## 1. PURPOSE

- 1.1. The purpose of the Development and Recruitment Committee is to enhance the growth and development of lacrosse in Alberta through strategic recruitment and training initiatives for players, coaches, and officials. This committee is committed to building a strong foundation for the sport by implementing effective strategies that attract and retain talent across all disciplines, including Box and Field lacrosse.

## 2. AUTHORITY

- 2.1. **Player Recruitment:** Oversee the recruitment of players for both Box and Field disciplines, implementing strategies to attract new talent and ensure a diverse pool of athletes.
- 2.2. **Coaching Resources Development:** Develop and disseminate technical materials for coaching that enhance training methods, improve skill development, and support the overall growth of the game.
- 2.3. **Coach Recruitment and Retention:** Manage the recruitment, training, and retention of coaches, ensuring that the ALA maintains a qualified and motivated coaching staff.
- 2.4. **Officials Recruitment and Training:** Oversee the recruitment, training, and retention of officials, promoting standards of excellence and ensuring a qualified officiating community.
- 2.5. **Liaison with Officials:** Serve as the primary liaison between the ALA and officials, fostering effective communication and collaboration to enhance officiating standards.
- 2.6. **Official Selection Approval:** Facilitate the ALA's approval of officials selected for National and International competitions, ensuring that the best candidates are chosen based on established criteria and performance standards.

## 3. MEMBERSHIP:

- 3.1. The membership is comprised of:
  - Committee Chair
  - President (ex-officio voting member) and
  - Up to three members at large

### Document History

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3.2 The Committee Chair will designate employees to act as resource persons to the committee (non-voting).

3.3 Term of Office

- One-year term

- Members will be appointed or re-appointed for one year term at the first board meeting of the ALA board year.

- A member will serve until their term on the committee until they resign, they are removed by direction of the Board of Directors, or until their term has expired.

- The Chair of the Development Committee will be the Director of Development.

4. **QUORUM:**

4.1. The majority of voting members of the Development Committee in attendance constitutes a quorum.

5. **MEETINGS:**

5.1. The Development Committee will meet at least three (3) times per year based on the review plan or more frequently as needed at the call of the Chair.

5.2. Formal minutes shall be taken at all meetings of the committee.

6. **REPORT:**

6.1. The Chair of the Development Committee will submit minutes and supporting documents to the next Board of Directors meeting as part of the Board of Directors meeting packages.

# **DISCIPLINE AND APPEAL COMMITTEE TERMS OF REFERENCE**

Version 1.0

Last Modified: October 21, 2024

## **1. PURPOSE**

- 1.1. The Discipline and Appeal Committee is established to ensure a clear and equitable process for addressing misconduct within the Alberta Lacrosse Association (ALA). The committee aims to uphold fairness for all members, including players, coaches, officials, spectators, administrators, and volunteers.

This policy is applicable to all members of the ALA, including players, coaches, officials, spectators, administrators, and volunteers. It governs all disciplinary matters related to breaches of ALA rules, regulations, codes of conduct, bylaws, and other pertinent policies. This includes on-floor suspensions, club fines, and any discipline issues not referred to Safe Sport Canada. The policy is designed to provide thorough management of conduct and discipline across the organization.

## **2. AUTHORITY**

The Discipline and Appeal Committee holds jurisdiction to address disciplinary and appeal matters through the following mechanisms:

- 2.1. Receipt of a written complaint;
- 2.2. Referral by the President or a Director regarding an alleged violation;
- 2.3. Automatic referral of infractions occurring during Provincial Championship Tournament games;
- 2.4. Appeal of a decision or ruling made by a Member; and
- 2.5. Appeal of a decision made by the President as outlined in Bylaw 6.03.1.1 (e).

## **3. MEMBERSHIP:**

- 3.1. The membership is comprised of:
  - Committee Chair and
  - Up to three members at large
- 3.2. The Chair of the Discipline and Appeal Committee and members will be appointed by the ALA Board of Directors by recommendation from the ALA Executive.

## **4. QUORUM:**

- 4.1. The majority of voting members of the Discipline and Appeal Committee in attendance constitutes a quorum.

### **Document History**

October 21, 2024      Manual Approved

**5. MEETINGS:**

- 5.1. The Discipline and Appeal Committee will meet as needed at the call of the Chair.
- 5.2. Formal minutes shall be taken at all meetings of the committee.

**6. REPORT:**

- 6.1. The Chair of the Discipline and Appeal Committee will submit minutes and supporting documents to the next Board of Directors meeting as part of the Board of Directors meeting packages.

**POLICY & BYLAW COMMITTEE TERMS OF REFERENCE**

Version 1.0

Last Modified: November 5, 2023

**Document History**

October 21, 2024      Manual Approved



**1. PURPOSE**

- 1.1. The purpose of the committee is to review and guide new board policy development, bylaw review, and provide a forum for regular policy and bylaw review.

**2. AUTHORITY**

- 2.1. To review current bylaws, regulations, and policies and engage other committees as required;
- 2.2. To recommend revisions to current bylaws, regulations, and policies;
- 2.3. To recommend new bylaws, regulations, policies; and
- 2.4. To carry out other bylaw, regulation, and policy related duties as necessary.

**3. MEMBERSHIP:**

- 3.1. The membership is comprised of:
- Committee Chair
  - President (ex-officio voting member) and
  - Up to five members at large
- 3.2. The Committee Chair will designate employees to act as resource persons to the committee (non-voting).
- 3.3. Term of Office
- One-year term
  - Members will be appointed or re-appointed for one year term at the first board meeting of the ALA board year.
  - A member will serve until their term on the committee until they resign, they are removed by direction of the Board of Directors, or until their term has expired.
  - The Chair of the Policy and Bylaw committee will be recommended and approved by the ALA Board of Directors.

**4. QUORUM:**

- 4.1. The majority of voting members of the Policy and Bylaw Committee in attendance constitutes a quorum.

**5. MEETINGS:**

- 5.1. The Policy and Bylaw committee will meet at least three (3) times per year based on the review plan or more frequently as needed at the call of the Chair.
- 5.2. Formal minutes shall be taken at all meetings of the committee.

**6. REPORT:**

**Document History**

October 21, 2024      Manual Approved

- 6.1. The Chair of the Policy and Bylaw Committee will submit minutes and supporting documents to the next Board of Directors meeting as part of the Board of Directors meeting packages.

## **NOMINATIONS COMMITTEE TERMS OF REFERENCE**

Version 1.0

### **Document History**

October 21, 2024      Manual Approved

1. **PURPOSE**

- 1.1. The Alberta Lacrosse Nominations Committee is established to identify, evaluate, and recommend candidates for Executive positions within the Alberta Lacrosse Association (ALA) Board of Directors ensuring a transparent and fair selection process.

2. **AUTHORITY**

- 2.1. To ensure a diverse and qualified pool of candidates for ALA Executive positions.
- 2.2. To uphold the values of integrity, inclusiveness, and excellence in the selection process.
- 2.3. Identify and define the skills and experiences required for each position.
- 2.4. Actively recruit and encourage diverse candidates to apply.
- 2.5. Review applications and conduct interviews with potential candidates.
- 2.6. Provide recommendations to the ALA Board on suitable candidates.
- 2.7. Ensure that the nomination process is transparent and equitable.

3. **MEMBERSHIP**

- 3.1. The Committee shall consist of a minimum of **three (3)** and a maximum of **five (5)** members, appointed by the ALA Board.
- 3.2. Members may include current board members, past members, and individuals with relevant expertise in lacrosse and governance.
- 3.3. The Chair of the Committee will be appointed by the ALA Board of Directors.

4. **QUORUM:**

- 4.1. The majority of voting members of the Nominations Committee in attendance constitutes a quorum.

5. **MEETINGS:**

- 5.1. The Nominations Committee will meet at least three (3) times per year based on the review plan or more frequently as needed at the call of the Chair.
- 5.2. Formal minutes shall be taken at all meetings of the committee.

6. **REPORT:**

**Document History**

October 21, 2024      Manual Approved

6.1. The Chair of the Nomination Committee will submit minutes and supporting documents to the next Board of Directors meeting as part of the Board of Directors meeting packages.

7. **CONFIDENTIALITY**

7.1. All discussions and documentation regarding candidates will be kept confidential.

7.2. Committee members are required to sign a confidentiality agreement.

8. **DURATION**

8.1. The Committee will operate until dissolved by the ALA Board or until such time as its objectives have been fulfilled.

**Document History**

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