



Alberta Weightlifting Association

Est. 1974

POLICY AND PROCEDURES MANUAL

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1. The Meaning and Purpose of the Policy

The following policies and procedures provide the framework within which the Alberta Weightlifting Association (AWA) operates. The policies and procedures are meant to support effective decision making and delegation because they provide guidelines on what people can and cannot do, what decisions they can make and what activities are appropriate.

This framework means there will be fewer misunderstandings or debates about what to do in particular situations and there will be transparency and consistency in the way the AWA operates as an organization and makes decisions.

2. Mission Statement and Values

Mission

Our mission is to promote and foster Olympic Weightlifting as a competitive sport and to support the athletic and personal development of athletes in an environment that is healthy, inclusive and ethical.

Our Values

- To promote, lead and govern the sport of Olympic Weightlifting throughout the Province of Alberta.
- To endorse the key values of the sport and the Olympic Principles.
- To advocate and ensure all clubs and competitions operate in the spirit of Fair Play.
- To ensure that Canadian Weightlifting Federation Standards are adhered to at all times.
- To affirm our commitment to ensuring that each of our members is permitted to train, compete, volunteer, coach and otherwise participate in our sport in an environment that is free from any form of discrimination.
- To honour the values of hard work, determination, the pursuit of excellence and success in all activities.
- To honour the principles of doping-free sport in cooperation with the Canadian Centre for Ethics in Sport

3. Executive Board Liability Checklist

To minimize liability, every board must:

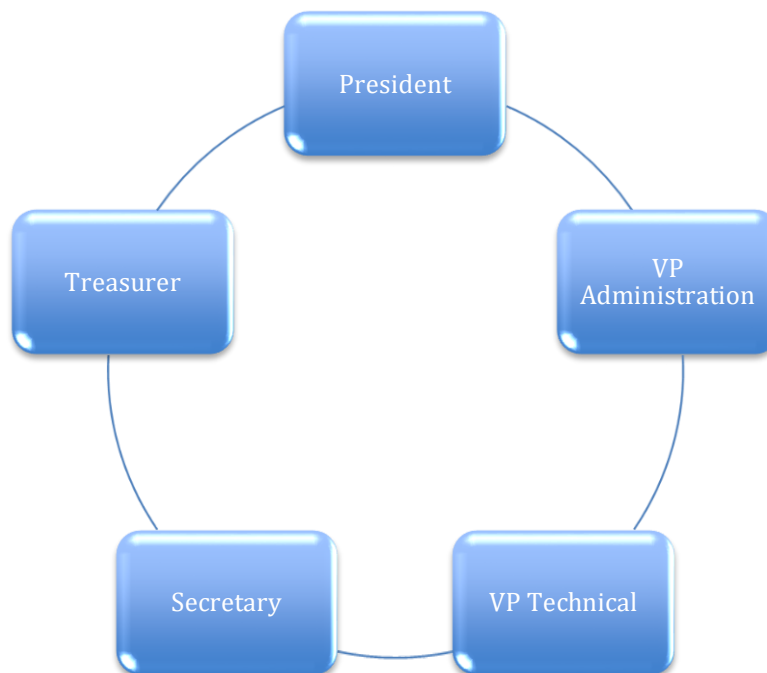
- Give the required notification for the annual general meeting
- Notify the membership of proposed bylaw changes
- Complete the annual incorporation filing requirements (federal and provincial)
- Approve and annually review personnel policies
- Maintain up-to-date contracts with stakeholders and employees
- Maintain receipts and disbursements according to financial and business policies
- Make sure that membership approves the annual audited financial statements
- Purchase adequate insurance (VP Admin duty)
- Make sure that committee reports are submitted in writing or electronic
- Develop written job descriptions for board members

4. Loyalty and communication model

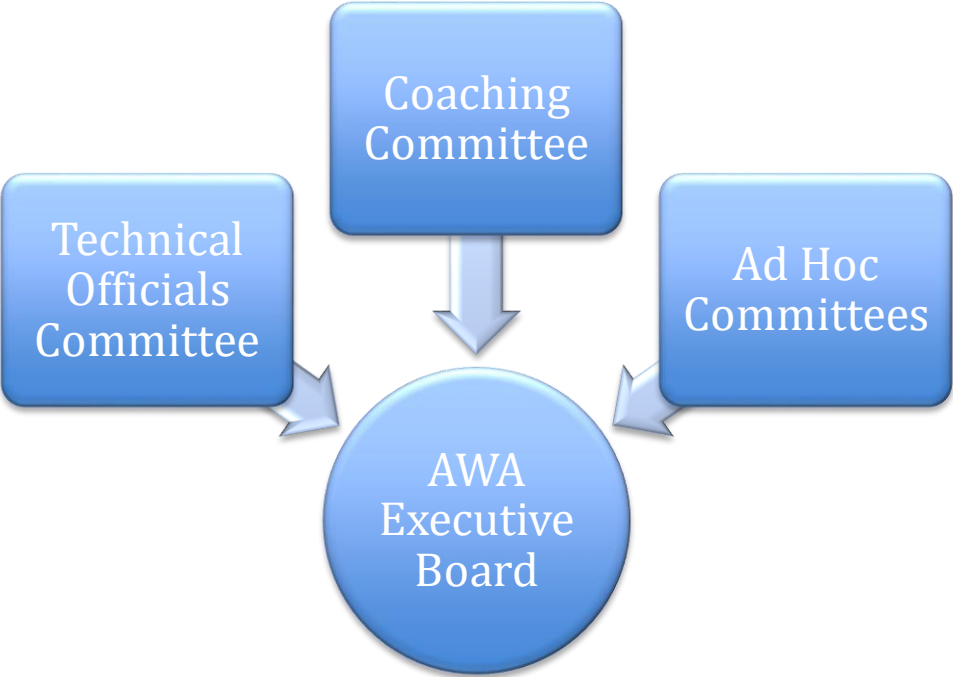
- Duty of Care translates into a board-approved job descriptions, an election process, clearly agreed upon annual goals, and a mutually developed performance review process for the organization that is carried out annually. Each individual board member will respect the duties and role of their fellow board member and will not take on duties that are not in their job description or approved but the board.
- Duty of Loyalty requires that the board have and respect a conflict-of-interest policy and define and honor accepted lines of authority and communication between the board, committee chairs, volunteers and staff.
- Duty of Obedience means that the board – even after vigorous debate over mission, goals, strategies or policy positions – unanimously supports governance decisions outside the board room and backs the Executive Board as a single unit, in carrying them out.
- Duty of communication means that all meeting are carried out with respect and order amongst executive members and invited guest. Guest must be invited and only with the full approval of the board. Uninvited guests will be politely asked to leave the room.

5. Organizational Chart

Alberta Weightlifting Association Executive Board Organization



Committee / Board relationship and structure



6. AWA Executive: Roles and Responsibilities:

- After an Executive is elected into office, the past executive has 2 weeks to collect all emails from the AWA account that they may require. After the 14th day the email account password will be changed for the new executive member.

President: (Voted in Odd Years – maximum 2 Year term)

- Shall act as Chairman of all meetings of the Executive Committee, of the members, and other meetings that may occur from time to time.
- Shall appoint all special committees and have signing authority on all cheques and legal Documents.
- Chief Executive officer of the Association
- Acts as Chairman of the Executive Committee and Board of Directors
- Appoint the Vice-President Administration to chair meetings in his absence
- Has Liaison with: the Provincial Government; other Provincial Associations; with the Canadian Weightlifting Association
- A member of the Board of Directors of the Canadian Weightlifting Federation
- Direct the Executive Committee to function along the lines of the policies of the Association
- Preside over all meetings and maintain order according to the Robert's Rules of Order
- Attend to all official functions of the Senior Provincial Championships as the representative of the Association
- Shall have the decisive vote in the case of a tie vote
- Submit a report at both the Semi-Annual and Annual General Meetings
- Responsible for the registration of all Association participants at national events
- Responsible for sending results of the Alberta Championships to the CWFHC Secretariat

Vice President – Administration: (Voted in Even Years – maximum 2 Year term)

- Shall assist the President and shall preside at meetings in his absence
- Shall act as liaison between the Executive Committee and all special committees
- Be responsible for special programs in the Province of Alberta
- Maintain Policies and Procedures Manual
- Co-ordinate fund raising activities such as CASINOS and BINGOS
- Co-ordinate grant application submissions for funding agencies
- Organize Association 3 year development planning meetings
- Responsible for new board member Orientation
- Shall be responsible to the Executive Committee for all educational functions of the AWA, including an annual board training workshop by the "Board Development Program Voluntary Sector Services Branch Alberta (www.albertabdp.ca)
- Shall have signing authority on all cheques
- Submit report at the Annual and Semi_ Annual General meetings
- Upon the vacancy before the end of the term in the office of the president, perform the duties and exercise the powers of the President and shall perform such duties as shall from time to time be imposed upon him/her by the Executive

Vice President – Technical (Voted in Odd Years – maximum 2 Year term)

- Shall be Chairman of the Technical Development Committee and Coaches Committee or appoints a Chair.
- Reports back to the Executive Committee on Decisions made by the Technical Development Committee
- Co-ordinates all technical programs with the Technical Director
- Co-ordinates and provides direction for the following programs:
 - Coaching Clinics (NCCP)
 - Officials Clinics
 - Master Coaching / Officials
 - Talent Identification
 - School Development
 - Sanctioned AWA competitions
- Co-ordinated availability of:
 - Officials
 - Coaches
- Responsible for supplies and equipment
- Submit report at Annual and Semi Annual General Meetings
- Responsible for making impromptu decision of a technical nature
- Shall supervise the Junior Development plan

Treasurer (Voted in Even Years – maximum 2 Year term)

- Shall receive all funds due to the AWA and shall pay all authorized expenses
- Shall Create an annual budget and present it at the AGM
- Shall maintain up-to-date financial accounts and be prepared to submit reports and financial statements at the Annual General meeting, Semi Annual meeting and the monthly Executive meetings
- Shall deposit the funds of the association in the bank selected by the Executive Committee and shall have signing authority on cheques and legal documents
- Shall be responsible to the Executive Committee for the co-ordination of all financial activities regarding budgeting and fund-raising
- Be fully aware of the details to be submitted to funding agencies for accounting purposes
- Treasurer shall deliver to his /her successor in office all funds, books, documents, vouchers and other property of the Association which he/she may have in his/her possession or for which he or she is accountable.

Secretary (Odd Years – 2 Year term)

- Shall carry out the business correspondence of the AWA
- Shall maintain a permanent record of the minutes of the Executive Committee, the Annual and Semi Annual General Meetings, Special meetings, all in an approved format as set by the executive committee and ensure distribution of these minutes.
- Shall act as the official historian of the Association
- Establish effective communication systems such as:
 - Gathering and preparing information for the newsletter
 - Ensure notice and agendas of all meetings are sent within the specified time period
- Shall have vested in him the custody and use of the Seal of the Association

7. Committee Management

Committees will be composed of a minimum of three members, max of 5. An AWA boardmember will liaison committee decisions to the board.

1. AWA Board member
2. Chairperson
3. Committee Member

Chairperson

- Supervise and support the duties of the members of the committee
- Ensure that committee members are encouraged to offer ideas and expertise to all target areas of committee function
- Ensure that regular committee meetings are held
- In concert with the committee members set annual measurable objectives for the committee to attain (The first objectives will be for a 6 month period based on the formation date of the committee)
- To develop and implement a system for performance review of the committee
- Maintain ongoing communications with AWA through the VP Technical and provide a written summary report for the AGM – 4-6 weeks prior to the meeting

Technical Officials Committee:

- Reports to the VP tech.
- The committee and chair will be appointed by the Executive Board every year.

A Technical Official controls the play of a competition by applying the rules and regulations of the sport to make judgments on rule infringement, performance, time or score. A Technical Official acts as an impartial judge of sporting competition. This involves an obligation to perform with accuracy, consistency, objectivity and the highest sense of integrity.

Roles and Responsibilities for all Technical Committee members include:

1. Review competitions and make sure that the field of play (the Competition area which includes the Warm-up area etc) is safe for competitors and officials;
2. To make sure that current officials know the up to date Rules with absolute assurance;
3. To hear complaints and issues from technical officials and NOT members
4. To develop and implement a training plan for officials on an annual basis
5. Target potential new technical officials and groom them into the final stages of becoming an official
6. Submit an official's budget to the treasurer before AGM
7. Submit a report to the President 30 days before the AGM
8. Conduct themselves in a professional manner

<http://www.iwf.net/wp-content/uploads/downloads/2012/04/TOs-A-GUIDE-TO-COMPETITIONS.pdf>

Coaching Committee:

- Reports to the VP tech.
- A minimum of one representative for northern Alberta and one from southern Alberta using Red Deer as the boundary split.
- The committee and chair will be appointed by the Executive Board every year.

The coaching committee is involved with the formal NCCP coaching training, selection of Provincial Team Coaches and responsible for the development of future coaches.

Roles and Responsibilities for all Coaching Committee include:

1. Objectively selecting the team coaches for Team Alberta the National Championships.
2. Dealing with coaches complaints before taking them to the Executive
3. Submit an official's budget to the treasurer before AGM
4. Submit a report to the President 30 days before the AGM
5. Conduct themselves in a professional manner
6. To develop and implement a training plan for coaches on an annual basis

NCCP Committee –Subcommittee of the Coaches committee

- Reports to the chair of the coaching committee.
- A minimum of one representative for northern Alberta and one from southern Alberta using Red Deer as the boundary split.
- The committee and chair will be appointed by the Executive Board every year.

The NCCP committee is involved with the formal NCCP coaching training, driving of the Introduction to Coaching Stream and Instructional Stream Workshops, Evaluation and Debrief of trained coaches for Certification. Implementation of a strategy to best help increase the number of certified coaches in Alberta.

Roles and Responsibilities for all Coaching Committee include:

1. Scheduling and timely delivery of coaching training (NCCP)
2. Setting up the standards of cost structure of the workshops
3. Setting up the system for evaluation of trained coaches
4. Setting up the system to follow CWFHC standards for both streams and for higher level coaching certifications.

Other Committee's:

VP Tech

- Junior Development
- Equipment Committee

VP Admin

- Policy and Procedure Committee
- Records and Ranking List

Secretary

- Athlete Membership
- Club Membership

Treasurer

- Budget Committee

8. OPERATIONAL POLICIES:

a. Access and Equity Policy

The Alberta Weightlifting Association (AWA) accepts the basic principles of the Canadian Weightlifting Federation Halt rophile Canadienne (CWFHC) Access and Equity Policy as it applies to Alberta.

The AWA recognizes that in order to achieve its goal of excellence, it needs to provide an environment and related support mechanisms, which encourage all potential participants in weightlifting, regardless of their background and personal circumstances, to participate and achieve their full potential in the sport.

The AWA recognizes that access to weightlifting must be equitable for all groups within society, and also recognizes that it has a social responsibility to do what it can to facilitate equitable access.

The AWA is committed to ensuring that access and equity is reflected in program delivery and in its day to day operation by:

Ensuring access to, and utilization of, AWA programs by women, First Nation's people, people with disabilities and other minority groups;

- Equipping AWA Executive Board, Committee members, staff and contractors to be responsive to the needs and issues of participants in weightlifting from these groups; and
- Raising awareness for AWA members, Executive Board, Committee members, staff and contractors of discrimination within the sport sector. The above objectives are addressed in AWA program planning and operations by:
 - Encouraging members of the AWA Executive Board to attend workshops dealing with related matters;
 - Designing and offering programs that address specific areas of concern including increased participation by women and by offering training sessions for groups that have been excluded in the past;
 - Developing an environment that is more inclusive by implementing policies that discourage practices of intolerance;
 - By educating AWA members about access and equity concerns.
 - To abide by the principles of True Sport with particular focus to Respect Others and include Everyone as it pertains to this policy.

b. Alternative Dispute Resolution Policy

The Alberta Weightlifting Association (AWA) supports the principles of Alternative Dispute Resolution (ADR) and is committed to the techniques of the four dispute resolution methods: Resolution Facilitation (RF); Mediation; Med/Arb, and; Arbitration as effective ways to resolve disputes with its members, and avoid the harm of litigation. The AWA duly recognizes and supports Provision 10 of Bill C-12, an Act to Promote Physical Activity and Sport, which created the Sport Dispute Resolution Centre of Canada (SDRCC)¹. Following the SDRCC template of ADR within the national sport community, the AWA as a PSO endeavors to adopt the same processes.

Resolution Facilitation (RF)

RF is a process whereby effective communication and the interests of the parties take precedence over all other factors. RF is an assistance process that allows parties involved in a dispute to communicate more effectively and work towards an agreement.

Mediation

Mediation is the use by disputing parties of a neutral third party to facilitate their own

resolution of their dispute. Mediation only brings a dispute to an end if both parties, with the intervention and assistance of the mediator, are able to come to an agreement that resolves the dispute. Opportunities for mediation may be pursued at any point in a dispute where it is appropriate and where the disputing parties agree that such a course of action would be mutually beneficial.

Med/Arb

Med/Arb is a dispute resolution process that combines mediation and arbitration. Initially, the parties try to reach a settlement through mediation. If there are issues that are not resolved through mediation, an arbitrator (the same person who acted as mediator) makes a decision for the parties.

Arbitration

In the event that a dispute persists after internal avenues of decision-making, appeals and other ADR methods have been exhausted, opportunities for arbitration may be pursued. Arbitration employs a neutral third party to hear the evidence and decide for the disputants how their conflict should be resolved. Arbitration will bring finality to the dispute whether the parties agree or not; an arbitrator's decision is, and is meant to be, final and binding on the parties to the dispute. The decision of the arbitrator may not accord with the resolution suggested by either party, but it will nevertheless be final.

Legal Action

No action or other legal proceeding shall be commenced against AWA in respect of a dispute, unless the AWA has failed to participate in arbitration in accordance with this policy.

¹ <http://www.crdsc-sdrcc.ca>

c. AWA Appeal Policy

Definitions

1. These terms will have these meanings in this Policy:

- a) "Appellant"- The party appealing a decision.
- b) "AWA" – Alberta Weightlifting Association
- c) "Member"- Membership as defined in the AWA Bylaws, as well as all individuals employed by or engaged in activities with the AWA, including but not limited to, directors, officers, committee members, athletes, coaches, technical officials, volunteers, and administrators.
- d) "Days" - Days irrespective of weekends or holidays.
- e) "Respondent" - The body whose decision is being appealed.

Purpose

2. The purpose of this Policy is to enable disputes with Members to be dealt with fairly, expeditiously and affordably, within the AWA and without recourse to external legal procedures.

Scope and Application of this Policy

- 3. Any Member will have the right to appeal a decision of the AWA Executive Board, any AWA committee, or individual who has been delegated authority to make decisions on behalf of the AWA, provided there are sufficient grounds for the appeal as set out in Section 8 of this Policy subject to the limits in Section 6 and 10 of this Policy.
- 4. This Policy will apply to decisions made by the AWA relating to eligibility or discipline.
- 5. This Policy will not apply to decisions relating to:
 - a) The rules of Olympic weightlifting or disputes over technical and competition rules and regulations;
 - b) Policies and procedures established by entities other than the AWA;
 - c) Issues of operational structure, staffing, employment or volunteer opportunities;
 - d) Commercial matters;
 - e) Issues of budgeting and budget implementation;
 - f) Discipline matters and decisions arising during events organized by entities other than the AWA, which are dealt with pursuant to the policies of these other entities;
 - g) Disputes arising within competitions which have their own appeal procedures; and
 - h) Any decisions made under Sections 6 and 9 of this Policy.

Timing of Appeal

6. Members who wish to appeal a decision will have fourteen days from the date on which they received notice of the decision, to submit in writing to the head office of the AWA the following:

- a) Notice of their intention to appeal;
- b) Contact information of the Appellant;
- c) Name of the Respondent;
- d) Grounds for the appeal;
- e) Detailed reason(s) for the appeal;
- f) All evidence that supports the reasons and grounds for an appeal;
- g) The remedy or remedies requested, and
- h) A payment of Five hundred dollars (\$500), which is non-refundable.

7. Any party wishing to initiate an appeal beyond the fourteen day period must provide a written request stating reasons for an exemption to the requirement of Section 6. The decision to allow, or not to allow an appeal outside the 14-day period will be at the sole discretion of the Case Manager appointed by the AWA and may not be appealed.

Grounds for Appeal

8. Not every decision may be appealed. Decisions may only be appealed, and appeals may only be heard, on procedural grounds. Procedural grounds are strictly limited to the Respondent:

- a) Making a decision for which it did not have authority or jurisdiction as set out in the Respondent's governing documents;
- b) Failing to follow procedures as laid out in the bylaws or approved policies of the AWA;
- c) Making a decision that was influenced by bias, where bias is defined as a lack of neutrality to such an extent that the decision-maker is unable to consider other views or that the decision was influenced by factors unrelated to the substance or merits of the decision; and/or
- d) Making a decision that was grossly unreasonable.

9. The Appellant will bear the onus of proof in the appeal, and thus must be able to demonstrate, on a balance of probabilities, that the Respondent has made an error as described in Section 8.

Case Manager

10. The AWA will appoint a Case Manager to oversee the management and administration of appeals submitted in accordance with this Policy. The Case Manager has an overall responsibility to ensure procedural fairness is respected at all times in this Policy, and to implement this Policy in a timely manner. More specifically, the Case Manager has a responsibility to:

- a) Determine if appeals lie within the jurisdiction of this Policy;
- b) Determine if appeals are brought in a timely manner;
- c) Determine if appeals are brought on permissible grounds;

- d) Appoint the tribunal to hear appeals;
- e) Determine the format of the appeal hearing;
- f) Coordinate all administrative and procedural aspects of the appeal;
- g) Provide administrative assistance and logistical support to the tribunal as required; and
- h) Provide any other service or support that may be necessary to ensure a fair and timely appeal proceeding.

Screening of Appeal

11. Upon receipt of the notice and grounds of an appeal and the required fee, the Case Manager will review the appeal and will decide whether or not there are sufficient grounds for an appeal. If the Case Manager is satisfied that there are not sufficient grounds for an appeal, the parties will be notified in writing, stating reasons. If the Case Manager is satisfied that there are sufficient grounds for an appeal, then a hearing will take place. This decision is at the sole discretion of the Case Manager and may not be appealed.

Appeals Panel

12. If the Case Manager is satisfied that there are sufficient grounds for an appeal, the Case Manager will establish an Appeals Panel (the "Panel") consisting of a single Adjudicator to hear the appeal. In extraordinary circumstances, and at the discretion of the Case Manager, a Panel of three persons may be appointed to hear and decide an appeal and in this event, the Case Manager will appoint one of the Panel's members to serve as the Chair.

Procedure for the Hearing

13. The Case Manager will determine the format of the hearing, which may involve an oral hearing in person, an oral hearing by telephone, a hearing based on written submissions or a combination of these methods. The hearing will be governed by the procedures that the Case Manager and the Panel deem appropriate in the circumstances, provided that:

- a) The hearing will be held within the appropriate timeline determined by the Case Manager.
- b) The Parties will be given reasonable notice of the day, time and place of the hearing.
- c) Copies of any written documents which the Parties wish to have the Panel consider will be provided to all Parties in advance of the hearing in accordance with the appropriate timeline.
- d) Both Parties may be accompanied by a representative or adviser, including legal counsel.
- e) The Panel may request that any other individual participate and give evidence at the hearing.
- f) If a decision in the appeal may affect another party to the extent that the other party would have recourse to an appeal in their own right under this Policy, that party will become a party to the appeal in question and will be bound by its outcome.
- g) The hearing will be conducted in the official language of choice of the Appellant.

h) In the situation where the hearing is conducted by a Panel consisting of three persons, a quorum will be all three and decisions will be by majority vote.

Appeal Decision

14. Within fourteen days of concluding the appeal, the Panel will issue its written decision, with reasons. In making its decision, the Panel will have no greater authority than that of the original decision-maker. The Panel may decide to:

- a) Reject the appeal and confirm the decision being appealed; or
- b) Uphold the appeal and refer the matter back to the initial decision-maker for a new decision; or
- c) To uphold the appeal and vary the decision but only where it is found that an error occurred and such an error cannot be corrected by the original decision-maker for reason of lack of clear procedures, lack of time, or lack of neutrality.

15. The decision will be considered a matter of public record. A copy of this decision will be provided to the Parties and to the AWA. Where time is of the essence, the Panel may issue a verbal decision or a summary written decision, with reasons to follow, provided the written decision with reasons is rendered with the appropriate timelines.

Confidentiality

16. The appeal process is confidential involving only the parties, the Case Manager and the Panel. Once initiated and until a written decision is released, none of the parties or the Panel will disclose confidential information relating to the appeal to any person not involved in the proceedings.

Final and Binding Decision

17. The decision of the Panel will be binding on the parties and on all Members, subject only to the AWA Alternate Dispute Resolution Policy.

18. No action or legal proceeding will be commenced against the AWA or its members in respect of a dispute, unless the AWA has refused or failed to abide by the provisions for appeal and/or dispute resolution as set out in the AWA policies.

d. Athlete Code of Conduct

I, _____ (PRINT NAME), am a member in good standing with the Alberta Weightlifting Association (AWA). I am an athlete training and competing in the sport of Olympic Weightlifting.

I understand that while competing, training and participating in the Olympic Weightlifting community I must:

1. Work towards the attainment of my full potential in the sport of Olympic Weightlifting. Respect other athletes, coaches, technical officials, volunteers, staff/contractors, facility owners, sponsors and other funding agencies.
2. Be gracious in victory and defeat, be co-operative and always remain a team player. I will abide by the True Sport principles and I will keep in mind that my actions on and off the platform reflect not only on me but my club, the AWA and my sport.
3. Regard Technical and Competition Rules and Regulations (TCRR) governing my sport as a form of agreement. The TCRR represent the spirit or letter, which I will endeavor not to evade or break.
4. Treat all clubs, weightlifting centres, public areas, accommodations, facilities, as well as other people's property as if my own. I understand that any willful destruction of property or theft is not permitted. Full payment will be required for any destruction.
5. Not be involved in any act considered to be an offense under federal, provincial or local laws.
6. Act in a reasonable and acceptable manner; unacceptable behavior includes but is not limited to; conduct in contrary to True Sport principles, willful damage to property, actions that would cause the myself to lose eligibility to in AWA sanctioned competitions, or the Canadian Weightlifting Federation Halt rophile Canadienne (CWFHC) competitions.
7. Avoid the use of alcohol and tobacco products at any time if underage while participating, training or competing in Olympic Weightlifting competitions, training camps, clinics and functions. For those athletes of age, drink responsibly if they consume alcohol, remembering that they are role models and representatives of their club, AWA and the sport;
8. Avoid the use of banned substances in contravention the True Sport principles, the rules of AWA, CWFHC, IOC, the Canadian Anti-Doping Program (CADP), Ministry Tourism, Culture & Sport, Quest for Gold, Sport Canada policy and Canadian society. I will submit, without prior warning, to unannounced doping-control tests in and out of competition when requested by the AWA, CWFHC, IWF, CCES, WADA, or other authorities designated to do so.
9. Avoid possession of anabolic drugs and substances illegal under Canadian laws, and shall neither supply such drugs directly or indirectly to others, nor encourage or condone their use by knowingly aiding in any effort to avoid detection of the use of banned substances or banned performance-enhancing practices.
10. Participate in any Anti-Doping Education Program as formulated by the AWA and/or the CWFHC in cooperation with CCES or other organizations as designated by the AWA.
11. Enjoy the sport!

I understand that any violation of the above Code of Conduct shall be investigated by the competition host, AWA or CWFHC personnel on site. If it is decided that individuals are not adhering to the above guidelines, any of the following actions may be pursued:

- a) Termination of the athletes' participation in the given event.
- b) Removal of the athletes' right to compete in future related events.
- c) Withdrawal of funding for future AWA/CWFHC/Club events/teams.
- d) The athlete may be subjected to further discipline by AWA, CWFHC and/or their respective club.

Athlete Signature _____
Date _____

VP Administration (or designate) _____
Date _____

e. Confidentiality Policy

Purpose

1. The purpose of this Policy is to ensure the protection of Confidential Information that is proprietary to the Alberta Weightlifting Association (AWA).

Application of this Policy

2. This Policy applies to all members as noted within the AWA Bylaws as well as all individuals employed by, or engaged in activities with, the AWA. Persons affected by this Policy include, but are not limited to; athletes, coaches, officials, volunteers, managers, administrators, contract personnel, committee members, and directors and officers of the AWA (hereinafter "AWA Representatives").

Confidential Information

3. The term "Confidential Information" includes, but is not limited to, the following:

a) Personal information of AWA Representatives including:

- i. Home address
- ii. Email address
- iii. Personal phone numbers
- iv. Date of birth
- v. Financial information
- vi. Medical history
- vii. Police Vulnerable Sector Checks

b) AWA intellectual property, proprietary information, and business related to AWA programs, fundraisers, procedures, business methods, forms, policies, marketing and development plans, advertising programs, creative and training materials, trade secrets, knowledge, techniques, data, products, technology, computer programs, manuals, registration lists, software, financial information, and information that is not generally or publicly known or distributed.

4. Confidential Information does not include the following: name, title, business address, work telephone number, or any other information widely available or posted publicly.

5. AWA Representatives voluntarily publishing or consenting to the publication of basic personal information in a public forum (such as the listing of an email address on a website) forfeit the expectation of confidentiality for that personal information for as long as it is available publicly.

Responsibilities

6. AWA Representatives will not, either during the period of their involvement/employment with the AWA or any time thereafter, disclose to any person or organization any Confidential Information acquired during their period of involvement/employment, unless expressly authorized to do so.

7. AWA Representatives will not publish, communicate, divulge, or disclose to any unauthorized person, firm, corporation, or third party any Confidential Information without the express written consent of the AWA.

8. AWA Representatives will not use, reproduce, or distribute Confidential Information without the express written consent of the AWA.

9. All files and written materials relating to Confidential Information will remain the property of the AWA and, upon termination of involvement/employment with the AWA or upon request of the AWA, the AWA Representative will immediately return all written or tangible Confidential Information, as well as copies and reproductions, and any other media containing Confidential Information.

Intellectual Property

9. 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 AWA will be owned solely by the AWA, 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 AWA may grant permission for others to use its intellectual property.

Enforcement

10. A breach of any provision in this Policy may be subject to legal recourse, termination of the employment or volunteer position, or sanctions pursuant to the Alberta Weightlifting Association Discipline and Complaints Policy.

f. Conflict of Interest Policy

The Alberta Weightlifting Association (AWA) accepts the basic principles of the Canadian Weightlifting Federation Halt rophile Canadienne (CWFHC) Conflict of Interest Policy as it applies to Alberta.

Introduction

The AWA recognizes that it must be impartial and fair in its dealings with AWA members, suppliers, and the general public. The trust, confidence, and support of the AWA goals and objectives are necessary if the AWA is to do its job well. AWA Executive Board, Committee members, staff/contractors must ensure that opportunities do not exist for individual interests, or those close to them, to conflict with the impartial performance of the individuals AWA duties. Any potential, real or perceived conflict between an individual's interests and those of the AWA must be resolved in favour of AWA.

Definition of Conflict of Interest

Conflicts of interest include both pecuniary and non-pecuniary interests. Non-pecuniary conflicts of interest are just as important as pecuniary interests. A pecuniary interest is an interest that a person has in a matter because of the reasonable likelihood or expectation of appreciable financial gain or loss to the person or another person with whom the person is associated. Associated persons include relatives, partners, and employers. A non-pecuniary interest may include family relationships, friendships, positions in associations, and other interests that do not involve financial gain or loss.

A Conflict of Interest exists where:

- An individual has a personal interest that could lead to be influenced in a way that AWA duties are carried out; or
- A personal interest that could lead a fair person to think that an individual could be influenced in the way that AWA duties are carried out; or
- A family member, relative, friend, associate, or any individual associated has a personal interest that could lead individuals to be influenced in a way that AWA duties are carried out, or could lead a fair person to think that the individual could be influenced. Nothing in this definition precludes obligations of Executive Board members, Committee members or staff/contractors to notify of conflicts of interest in pecuniary matters. Some examples of situations that may give rise to conflicts of interest include:
 - Responsibilities for hiring a consultant where one of the applicants is a good friend;
 - Supporting proposals from a club, where one spends a great deal of one's leisure time;
 - Supporting proposals from groups or individuals with whom one has regular personal contact. The presence of a non-pecuniary conflict of interest need

not mean automatic or complete exclusion from participating in discussion and decision making.

Perceptions

The AWA must not only be free from conflict of interest, but the AWA must ensure that it is seen to be free of any conflicts of interest. It is therefore important that the AWA considers the optics and of how of individuals may perceive the situation. Other people include, but are not limited to: potential suppliers; other sport organizations; colleagues; staff/contractors; general membership; or the public.

Notifying a Real, Perceived or Potential Conflict of Interest

General AWA Executive Board, Committee members, staff/contractors wishing to discuss a real, perceived or potential conflict of interest should initially contact the President and VP Administration, who will act as objective parties in assessing whether such a conflict of interest may, or will arise. The President and VP Administration may then refer the matter to the full Executive Board, or seek legal or ethical advice for further consultation and decision-making. Preliminary discussions with both the President and VP Administration regarding potential conflicts of interest will be viewed as confidential, provided these discussions do not lead to a notification of a conflict of interest. The objective of notification is to protect the individual and the Executive Board. In many cases, only the individual, themselves, is aware of the potential for a conflict of interest. The onus for notification is therefore on the individual.

Notification of conflicts of interest by staff/contractors AWA staff/contractors must notify a conflict of interest as soon as they are aware one exists. Conflicts of interest must be notified in writing and delivered (email is acceptable) to the President and VP Administration. Notifications of conflicts of interest by staff/contractors will be presented to the entire Executive Board.

Notification of conflicts of interest by Executive Board members AWA Executive Board members must notify the President and VP Administration in writing (email is acceptable), as soon as they are aware that a conflict of interest exists. If a conflict arises during a meeting, such as a Executive Board meeting, the conflict must be verbally stated immediately and captured in the meetings minutes. The President and VP Administration will ensure that written notifications of all conflicts of interest by Executive Board members are presented to the entire Executive Board.

Areas which require special attention

Purchasing

AWA Executive Board members must not participate in a purchasing process if it is felt there is a conflict of interest. If the member is uncertain about whether a conflict of interest exists it must be discussed with both the President and VP Administration. Where a staff/contractor may have an interest and it can be identified through any of the criteria in the definition of conflict of interest, that staff/contractor will not participate in the purchasing selection process.

Staff and Recruitment

AWA Executive Board members must not participate in any recruitment process where that individual has a relative or friend, who stands to, or may gain or lose, from it. Executive Board members must immediately notify the nominated officer overseeing recruitment if it is felt that a conflict of interest may exist. Any staff/contractor whose interest in a staff/contractor position could be identified through any of the other criteria in the definition of conflict of interest, shall immediately notify the nominated officer overseeing the recruitment. An assessment by the nominated officer of that individual's ability to participate in the recruitment will be provided to the President and VP Administration prior to any participation of that individual in the recruitment process

g. Gifts, Benefits and Hospitality

AWA Executive Board, Committee members, or staff/contractors must never accept any gift or benefit if:

- The person offering it, or a fair person, would expect an individual to be influenced on how AWA duties are carried out, or a sense of obligation or debt to the person offering the gift or benefit; or
- Any Executive Board members is likely to be compromised. Gifts and benefits that are not 'token' in nature will be entered in a gift register. The following issues must be taken into account when determining whether a gift, benefit or hospitality is token:
 - The scale, lavishness or expense/cost/value of the gift or benefit
 - The frequency of occurrence
 - The degree of openness surrounding the occasion of gift. The VP Administration shall keep a Register of Gifts, Benefits and Hospitality for this purpose. Wherever possible, staff/contractor will be required to notify the President and VP Administration prior to receiving any gift, benefit or hospitality. Gifts, benefits and hospitality cover, but are not limited to: food or alcohol, including lunches or dinner, giveaways or prizes, tickets to cultural or sporting events, personal services (i.e.: use of equipment, computers or cars). If an Executive Board member, Committee member, staff/contractor is uncertain whether a gift, benefit or hospitality has been received it should be discussed with the President and VP Administration. Record Keeping for Conflicts of Interest The AWA will keep the following Conflict of Interest records:
 - Standard notification letter for AWA Executive Board, Committee members, staff/contractors for conflicts of interest
 - Creation of a confidential file within the current record keeping system called "Conflicts of Interest"
 - Register of gifts and benefits
 - Register of pecuniary interests

Records on all conflicts of interest will include the following information:

- All conflict of interest notifications
- Failures to disclose
- Disclosure by others (i.e.: colleague or member of the public)
- Vexatious claims
- Assessment of the matter and how it was resolved

- Any action (i.e.: resolutions) taken
- Any appeals on process the notification for conflicts of interest will include the following:
 - the person's name
 - position
 - contact information
 - the nature of the conflict of interest, real, perceived or potential
 - date of notification

Suggested course of action to deal with conflict of interest

- Registers of Gifts, Benefits and Hospitality will be kept by the AWA VP Administration respectively.
- Assessing and Resolving Conflicts of Interest Matters
- Criteria for determining whether an assessment of conflict of interest exists will be those contained in the definition of conflict of interest.
- Any notification of pecuniary conflicts of interest will immediately prevent the individual involved in considering or discussing the matter in which they have the interest and will not be able to vote on any question relating to the matter.
- All relevant information should be made available at the time of assessment (including legal or other advice, if required) initial assessments of conflicts of interest matters (other than pecuniary) will be completed within three days of receipt of the notification.
- Any action required on a conflict of interest (i.e.: sanctions) will be determined within fourteen days of receipt of notification. When determining the best option to resolve the conflict of interest, the test will be that the option ensures impartiality, fairness and protection of the public interest.
- Sanctions Available to Deal with Breaches of the Conflict of Interest Policy
- Sanctions will be determined by the President and VP Administration and a third appointed independent party, unless it is the President or VP Administration being sanctioned, in which case another independent party will be appointed.
- Sanctions for staff/contractors will include, but not limited to:
 - withdrawal from project or issue where conflict of interest exists
 - direction to the individual to remove the source of conflict
 - counseling
 - withdrawal (temporary or permanent) of access to additional work opportunities such as overtime or training
 - suspension without pay
 - dismissal (if appropriate) Sanctions for Executive Board or Committee members, will include, but not be limited to:
 - limited involvement in the matter (i.e.: participation in discussion but not in decision making)
 - no involvement in the matter
 - direction that the member concerned removes the source of conflict
 - passing a censure motion at a Executive Board meeting
 - public disclosures of inappropriate conduct (i.e.: annual report, media, newsletters) requesting a formal apology
- Prosecuting any conflicts of interest which breach the law Any conflicts of interest, which appear to breach the law, will always be referred to the police for investigation and action. Appeals on Actions Taken to Resolve Conflicts of Interest AWA Executive Board, Committee members, staff/contractors will advise the President and VP Administration within four days of receiving notification of

action taken to resolve a conflict of interest of the intention to appeal this decision. Notification of intention to appeal should be in writing (email is acceptable) and outline the reasons for the appeal. The President and VP Administration will refer the appeal to the next Executive Board meeting, after an assessment has been conducted. A full report from the President and VP Administration will accompany the request for appeal. The decision by the Executive Board on the appeal will be final. Training and Education on Managing Conflicts of Interest All AWA members and staff/contractors will be directed to review the AWA Conflict of Interest Policy, as posted on the AWA website, upon becoming a member or upon being hired or contracted.

- a) Public Disobedience
- b) Rogue member, acts unbecoming of a member

h. Alberta Weightlifting Association Discipline and Complaints Policy

Definitions

1. The following terms have these meanings in this Policy:

- a) “AWA” – Alberta Weightlifting Association
- b) “Complainant” – The party alleging an infraction.
- c) “Days” – Days irrespective of weekend and holidays.
- d) “Member”- Membership as defined in the AWA Bylaws, as well as all individuals employed by or engaged in activities with the AWA, including but not limited to, directors, officers, committee members, athletes, coaches, technical officials, volunteers, administrators and spectators.
- e) “Respondent” – The alleged infracting party.

Purpose

2. Membership in the AWA, as well as participation in its activities, brings with it many benefits and privileges. At the same time, Members and participants are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with the AWA Bylaws, policies, procedures, rules and regulations. Irresponsible behavior by Members can result in severe damage to the integrity of the AWA. Conduct that violates these values may be subject to sanctions pursuant to this policy.

Application of this Policy

- 2. This Policy applies to all Members as defined in the Definitions.
- 3. This Policy only applies to discipline matters that may arise during the course of AWA business, activities and events, including but not limited to, competitions, practices, training camps, travel associated with AWA activities, and any meetings.
- 4. Discipline matters and complaints arising within the business, activities or events organized by entities other than the AWA will be dealt with pursuant to the policies of these other entities unless accepted by the AWA at its sole discretion or such discipline matters and complaints adversely affect relationships within the AWA’s work and sport environment and is detrimental to the image and reputation of the AWA.

Reporting a Complaint

5. Any Member may report to the AWA’s head office any complaint of an infraction by a Member. Such a complaint must be signed and in writing, and must be filed within fourteen days of the alleged incident. Anonymous complaints may be accepted upon the sole discretion of the AWA.

6. A Complainant wishing to file a complaint beyond the fourteen days must provide a written statement giving reasons for an exemption to this limitation. The decision to accept, or not accept, the notice of complaint outside the fourteen day period will be at the sole discretion of the AWA. This decision may not be appealed.

Case Manager

7. Upon receipt of a complaint, the AWA will appoint a Case Manager to oversee management and administration of complaints submitted in accordance with this Policy and such appointment is not appealable. The Case Manager is not required to be a member of the AWA. The Case Manager has an overall responsibility to ensure procedural fairness is respected at all times in this Policy, and to implement this Policy in a timely manner. More specifically, the Case Manager has a responsibility to:

- a) Determine whether the complaint is frivolous or vexatious and within the jurisdiction of this Policy. If the Case Manager determines the complaint is frivolous or vexatious or outside the jurisdiction of this Policy, the complaint will be dismissed immediately. The Case Manager's decision to the acceptance or dismissal of the complaint may not be appealed.
- b) Determine if the complaint is a minor or major infraction;
- c) Appoint the Panel, if necessary, in accordance with this Policy;
- d) Determine the format of the hearing;
- e) Coordinate all administrative aspects of the complaint;
- f) Provide administrative assistance and logistical support to the Panel as required; and
- g) Provide any other service or support that may be necessary to ensure a fair and timely proceeding.

8. The Case Manager will inform the Parties if the incident is to be dealt with as a minor infraction or major infraction and the matter will be dealt with according to the applicable section relating to the minor or major infraction.

9. This Policy does not prevent an appropriate person having authority from taking immediate, informal or corrective action in response to behavior that constitutes either a minor or major infraction. Further sanctions may be applied in accordance with the procedures set out in this Policy.

Minor Infractions

10. Minor infractions are single incidents of failing to achieve the expected standards of conduct that generally do not result in harm to others, the AWA or to the sport of Olympic weightlifting. Examples of minor infractions include, but are not limited to, a single incident of:

- a) Conduct contrary to True Sport principles;
- b) Disrespectful comments or behavior directed towards others; and
- c) Non-compliance with the bylaws, policies, procedures, rules, regulations and directives of the AWA.

11. All disciplinary situations involving minor infractions will be dealt with by the appropriate person having authority over the situation and the individual involved (the person in authority may include, but is not restricted to, officials, coaches, organizers,

or AWA decision makers).

12. Procedures for dealing with minor infractions will be informal as compared to those for major infractions and will be determined at the discretion of the person responsible for discipline of such infractions (as noted above in point 11). This is provided that the Respondent being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident.

13. Penalties for minor infractions, which may be applied singly or in combination, include the following:

- a) Verbal or written warning;
- b) Verbal or written apology;
- c) Service or other voluntary contribution to the AWA;
- d) Removal of certain privileges of membership for a designated period of time;
- e) Suspension from the current competition, activity or event; or
- f) Any other sanction considered appropriate for the offense.

14. Minor infractions that result in discipline will be recorded and maintained by the AWA. Repeat minor infractions may result in further such incidents being considered a major infraction.

Major Infractions

15. Major infractions are instances of failing to achieve the expected standards of conduct that result, or have the potential to result, in harm to other persons, to the AWA or to the sport of Olympic weightlifting.

16. Examples of major infractions include, but are not limited to:

- . a) Repeated Minor Infractions;
- . b) Intentionally damaging AWA property or improperly handling AWA monies;
- . c) Incidents of physical abuse ;
- . d) Pranks, jokes or other activities that endanger the safety of others, including hazing;
- . e) Deliberate disregard for the bylaws, policies, rules, regulations and directives of the AWA;
- . f) Conduct that intentionally damages the image, credibility or reputation of the AWA;
- . g) Behavior that constitutes harassment, sexual harassment or sexual misconduct; or
- . h) Abusive use of alcohol, any use or possession of alcohol by minors, use or possession of illicit drugs and narcotics.

17. Major infractions will be decided using the disciplinary procedures set out in this policy, except where a dispute resolution procedure contained within a contract or other formal written agreement takes precedence.

18. Major infractions occurring within competition may be dealt with immediately, if necessary, by an appropriate person having authority. In such situations, disciplinary

sanctions will be for the duration of the competition, training, activity or event only. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this Policy. This review does not replace the appeal provisions of this Policy.

Procedure for Major Infraction Hearing

19. If the Case Manager is satisfied that the complaint is a major infraction, the Case Manager will establish a Panel consisting of a single Adjudicator to hear the complaint. At the discretion of the Case Manager, a Panel of three persons may be appointed to hear and decide a complaint. In this event, the Case Manager will appoint one of the Panel's members to serve as the Chair.

20. The Case Manager will determine the format of the hearing, which may involve an oral hearing in person, an oral hearing by telephone, a hearing based on written submissions or a combination of these methods. The hearing will be governed by the procedures that the Case Manager and the Panel deem appropriate in the circumstances, provided that:

- a) The hearing will be held within the appropriate timeline determined by the Case Manager.
- b) The Parties will be given appropriate notice of the day, time and place of the hearing.
- c) Copies of any written documents which the parties wish to have the Panel consider will be provided to all Parties in advance of the hearing in accordance with the appropriate timeline.
- d) Both Parties may be accompanied by a representative or adviser, including legal counsel.
- e) The Panel may request that any other individual participate and give evidence at the hearing.
- f) If a decision in the appeal may affect another party to the extent that the other party would have recourse to an appeal in their own right under this Policy, that party will become a party to the appeal in question and will be bound by its outcome.
- g) The hearing will be conducted in the official language of choice of the Complainant.
- h) In the situation where the hearing is conducted by a Panel consisting of three persons, a quorum will be all three and decisions will be by majority vote.

Decision

21. After hearing the matter, the Panel will determine whether an infraction has occurred and if so what appropriate sanction will be imposed. The Panel's written

decision, with reasons, will be distributed to all parties, the Case Manager and the AWA within fourteen days of the conclusion of the hearing. The decision will be considered a matter of public record unless decided otherwise by the Panel.

22. Where the Respondent acknowledges the facts of the incident, he or she may waive the hearing, in which case the Panel will determine the appropriate disciplinary sanction. The Panel may hold a hearing for the purpose of determining an appropriate sanction.

23. If the Respondent chooses not to participate in the hearing, the hearing may proceed in any event.

24. In fulfilling its duties, and with the approval of the AWA, the Panel may obtain independent advice.

Sanctions

25. The Panel may apply the following disciplinary sanctions singly or in combination, for major infractions:

- a) Verbal or written warning;
- b) Verbal or written apology;
- c) Removal of certain privileges of membership;
- d) Suspension from certain AWA teams, events and/or activities;
- e) Suspension from all AWA activities for a designated period of time;
- f) Suspension from the AWA;
- g) Expulsion from the AWA;
- h) Other sanctions as may be considered appropriate for the offense.

25. Unless the Panel decides otherwise, any disciplinary sanctions will commence immediately. Failure to comply with a sanction as determined by the Panel will result in automatic suspension of membership in the AWA until such time as compliance occurs.

26. A written record will be maintained by the AWA at their head office for major infractions that result in a sanction.

Serious Infractions

28. The AWA may determine that an alleged incident is of such seriousness as to warrant suspension of the Respondent pending a hearing and a decision of the Panel.

Criminal Convictions

29. A Member's conviction for any of the following Criminal Code offenses will be deemed a major infraction under this Policy and will result in expulsion from the AWA and/or removal from AWA competitions, programs, activities and events upon the sole discretion of the AWA:

- a) Any sexual offences;
- b) Any offence of assault; or

- c) Any offence involving trafficking of illegal drugs.
- d) Any Criminal acts of theft or violence.

Timelines

30. If the circumstances of the complaint are such that this policy will not allow a timely conclusion, or if the circumstances of the complaint are such the complaint cannot be concluded within the timelines dictated in this Policy, the Panel may direct that these timelines be revised.

Confidentiality

31. The discipline and complaints process is confidential involving only the Parties, the Case Manager and the Panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings.

Appeals Procedure

32. The decision of the Panel may be appealed in accordance with the

i. AWA Harassment Policy

Freedom from harassment is a basic human right. Harassment is a form of discrimination, which is prohibited by the Canadian Charter of Rights and Freedoms and by the human rights legislation in every province and territory in Canada. In its extreme forms, harassment can be an offence under Canada's Criminal Code.

Behavior, which constitutes harassment, has been defined broadly by Canadian courts and includes behavior, which creates a hostile environment for others. It is important to note that the test of such behavior is from the perspective of the complainant. It is the impact, and not the intent, of such behavior, which is relevant.

Whether the harasser is a director, coach, technical official, volunteer, parent, or athlete, harassment is an attempt by one person to assert power over another. This assertion of power may be explicitly and clear, as when the harasser is in a position of authority over the complainant. It may also be a subtle expression of power rooted in the relative positions in society held by harasser and complainant. Behavior constituting harassment may be one clear incident, or it may be the accumulation of repetitive unwelcome acts, comments, gestures, or other such behavior. In any manifestation, harassment cannot be tolerated.

Policy

1. The Alberta Weightlifting Association (AWA) is committed to providing a sport and work environment in which all individuals are treated with respect and dignity. Each individual has the right to participate in an environment, which promotes equitable opportunities and prohibits discriminatory practices. The AWA is committed to providing a sport environment free of harassment on the basis on race, nationality or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability, prison conviction or other forms of discrimination.

2. This policy applies to directors, volunteers, athletes, coaches, technical officials, and including, but not limited to, members of AWA. AWA encourages the reporting of all incidents of harassment.
3. This policy applies to harassment, which may occur during the course of all AWA business, activities, and events. It also applies to harassment between individuals associated with AWA but outside AWA business, activities, and events when such harassment adversely affects relationships with AWA work and sport environment.
4. Notwithstanding this policy, every person who experiences harassment continues to have the right to seek assistance from their provincial or territorial human rights commission, even when steps are being taken under this policy.

Definitions

1. Harassment takes place in many forms but can generally be defined as comment, conduct, or gesture (through any medium) directed toward an individual or group of individuals, which is abusive, racist, sexist, insulting, intimidating, humiliating, malicious, degrading or offensive. Harassment may occur between peers (e.g.: athlete to athletes in the same age group, parent to technical official, coach to coach) or between someone in a position of power or authority and an adult in a subordinate position (e.g.: coach to athlete, administrator to volunteer, etc.)
2. Types of behavior which constitute harassment include but are not limited to:
 - a) Written or verbal abuse or threats or outbursts.
 - b) The display of visual material which is offensive or which one ought to know is offensive.
 - c) Unwelcome remarks, jokes, comments, innuendo, or taunting about a person's looks, body, attire, age, race, religion, sex, or sexual orientation.
 - d) Leering or other suggestive or obscene gestures.
 - e) Condescending, paternalistic, or patronizing behavior, which undermines self-esteem, diminishes performance, or adversely affects working conditions.
 - f) Practical jokes, which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance.
 - g) Unwanted physical contact including touching, petting, pinching, or kissing.
 - h) Unwelcome sexual flirtations, advances, requests or invitations.
 - i) Physical or sexual assault.
 - j) Any form of hazing or bullying.
 - k) Threats of retaliation against an individual who reports harassment.
3. Sexual harassment, in particular, is defined as unwelcome sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature when:
 - a) Submitting to or rejecting this conduct it is used as the basis for making decisions which affect the individual, or
 - b) Such conduct has the purpose or effect of interfering with an individual's performance, or
 - c) Such conduct creates an intimidating, hostile, or offensive environment.
4. Sexual harassment can occur as behavior by one gender towards the other gender or between persons of the same gender.
5. Retaliation against an individual for:

- a) Having filed a complaint under this policy, or
- b) Having participated in any procedure under this policy, or
- c) Having been associated with a person who filed a complaint or participated in any procedure under this policy will be treated as harassment, and will not be tolerated.

Responsibility

- 6. The AWA VP Administration, with full support of the AWA, is responsible for the implementation of this policy. In addition, the AWA VP Administration is responsible for:
 - a) Discouraging and preventing harassment within AWA;
 - b) Appointing, and publicizing the names of harassment officers to all members of AWA, and providing the training and resources they need to fulfill their responsibilities under this policy;
 - c) Appointing unbiased case review panels and appeal bodies and providing the resources and support they need to fulfill their responsibilities under this policy;
 - d) Facilitating, but not directly involved with, the investigation of formal complaints of harassment;
 - e) Imposing appropriate disciplinary or corrective measures when a complaint has been sustained, regardless of the position of authority of the offender;
 - f) Providing advice to persons who experience harassment;
 - g) Doing all in his/her power to support and assist any member of AWA who experiences harassment by someone who is not a member of AWA;
 - h) Advising all members of AWA aware of the problem of harassment, and in particular, sexual harassment and of the procedures contained in this policy;
 - i) Informing both complainants and respondents of the procedures;
 - j) Regularly reviewing the terms of this policy to ensure that they adequately meet the organization's legal obligations and public policy objectives.
- 7. Every member of AWA has a responsibility to play a part in ensuring that the AWA sport environment is free from harassment. This includes not engaging in, allowing, condoning, or ignoring behavior contrary to policy. In addition, any member of AWA who believes that a member has experienced or is experiencing harassment is encouraged to notify a harassment officer appointed under this policy.
- 8. If the AWA VP Administration is involved in a complaint, which is made under this policy, the AWA President shall appoint a suitable alternate for the purpose of dealing with the complaint.
- 9. If a complaint of harassment is presented to the AWA, which may include a criminal act or acts, it is the AWA's obligation to report the complaint to the legal authorities. If a complaint is being investigated by outside authorities (Human Rights Commission, Police, etc.), that investigation will take precedence, and any AWA investigation that may be ongoing shall cease, at least until a decision is rendered.

Disciplinary Action

- 10. Members of the AWA against whom a complaint of harassment is substantiated may be severely disciplined, up to and including dismissal or termination of membership and withdrawal of all rights and privileges of membership, where the harassment takes the form of assault, sexual assault, or a related sexual offence.
- 11. AWA understands that it can be extremely difficult for anyone to come forward with

a complaint of harassment and that it can be devastating to be wrongly convicted of harassment. AWA recognizes the interests of both the complainant and the respondent in keeping the matter confidential.

12. AWA shall not disclose to outside parties the name of the complainant, the circumstances giving rise to a complaint, or the name of the respondent unless such disclosure is required by a disciplinary or other remedial process, or legal obligation.

Harassment Officers

13. AWA shall appoint at least two persons, one male and one female, who themselves are members of the AWA to serve as officers under this policy. If more than two officers are appointed AWA shall ensure a gender balance.
14. The role of the harassment officers is to serve in a neutral, unbiased capacity and to receive complaints, assist in informal resolution of complaints, and investigate formal written complaints. In carrying out their duties under this policy, harassment officers shall be responsible to the AWA VP Administration.
15. If a complaint of harassment is presented to the AWA, which may include a criminal act or acts, it is AWA's responsibility to act.
16. Complaint Procedure
17. A person who experiences harassment is encouraged to make it known to the harasser that the behavior is unwelcome, offensive, and contrary to this policy.
18. If confronting the harasser is not possible, or if after confronting the harasser the harassment continues, the complainant should seek the advice of a harassment officer.
19. If the complainant is under 18 years of age, the complainant may appoint a representative to file a complaint on his/her behalf, and to represent the complainant at hearing(s).
20. The harassment officer shall inform the complainant of:
 - a) The option of pursuing an informal resolution of his/her complaint;
 - b) The right to lay a formal written complaint when an informal resolution is inappropriate or not feasible;
 - c) The confidentiality provision of this policy;
 - d) The right to be represented by a person of choice (including legal counsel) at any stage of the complaint process;
 - e) The right to withdraw from any further action in connection with the complaint at any stage (even though AWA may continue to investigate the complaint);
21. Other avenues of recourse, including the right to file a complaint with human rights commission, or, where appropriate, to contact the police to have them lay formal charges under the Criminal Code.
22. There are four possible outcomes of the initial meeting of the complainant and a harassment officer:
 - a) The complainant and harassment officer agrees that the conduct does not constitute harassment. As a result, the harassment officer will take no further action and there will no written action.
 - b) The complainant brings evidence of harassment and chooses to pursue an informal resolution of the complaint.
The harassment officer will assist the two parties to negotiate a solution acceptable

to the complainant. If desired by the parties and if appropriate, the harassment officer may also seek the assistance of a neutral mediator.

If informal resolution yields a result, which is acceptable to both parties, the harassment officer will make a written record that a complaint was made and was resolved informally to the satisfaction of both parties, and will take no further action. If informal resolution fails to satisfy the complaint, the complainant will reserve the option of laying a formal written complaint.

- c) The complainant brings evidence of harassment and decides to lay a formal written complaint.
The harassment officer will assist the complainant in drafting a formal written complaint, to be signed by the complainant, and a copy given to the respondent without delay. The written complaint should set out the details of the incident(s), the names of any witnesses to the incident(s), and should be dated and signed. The respondent will be given an opportunity to provide a written response to the complaint. The respondent will be encouraged to seek independent advice in preparing their written response if required.
- d) The complainant brings evidence of harassment but does not wish to lay a formal complaint.

In this case: 22.d) The harassment officer will determine if the alleged harassment warrants a report to outside authorities or should be pursued internally.

- 23. If the harassment officer determines that the evidence and surrounding circumstances require a formal written complaint, to outside authorities or internally, the harassment officer will issue a formal written complaint and without delay, provide copies of the complaint to the complainant and the respondent.

Investigation Procedure

- 24. As soon as possible after receiving the written complaint, but within 21 days, a panel must be struck to determine if the complaint is frivolous or warrants investigation. This panel consists of one or more people and does not include the VP Administration or harassment officer that assisted in the preparation of the written complaint. The panel then determines:
 - a) No further action is taken because the complaint is unfounded or the conduct cannot reasonably be said to fall with this policy's definition.
 - b) The complaint should be investigated further.

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

- 25. In the event that the panel's recommendation is to proceed with an investigation, the AWA VP Administration shall within 14 days appoint three members of AWA to serve as a case review panel. This panel shall consist of at least one woman and one man. To ensure freedom from bias, no member of the panel shall have any significant personal or professional relationship with either the complainant or the respondent. Proceedings of a fair hearing will include:
 - a) Decision-makers are disinterested in the case;
 - b) Decision-makers are unbiased;
 - c) Timely;

- d) Full disclosure;
 - e) Full opportunity to be heard;
 - f) Written decision.
26. Within 21 days of the appointment, the case review panel shall convene a hearing. The hearing shall be governed by such procedures as the panel may decide, provided that:
- a) The complainant and respondent shall be given 14 days notice, in writing, of the day, time, and place of the hearing.
 - b) Members of the panel shall select a Chairperson from among themselves.
 - c) A quorum shall be all three panel members.
 - d) Decisions shall be by majority vote. If a majority vote is not possible, the decision of the Chairperson will be the decision of the panel.
 - e) The hearing shall be held "in camera".
 - f) Both parties shall be present at the hearing to give evidence and to answer questions of the other party and of the panel. If the complainant or representative does not appear, the matter will be dismissed (unless the complainant decided not to lay a formal complaint, but the officer concluded that the evidence and surrounding circumstances were such as to require a formal written complaint). If the respondent does not appear, the hearing will proceed.
 - g) The complainant and respondent may be accompanied a representative or advisor.
27. Within 14 days of the hearing, the case review panel shall present its findings in a report to the AWA VP Administration, which shall contain: 1. A summary of the relevant facts;2. A determination as to whether the acts complained of constitute harassment as defined by this policy;3. Recommended disciplinary action against the respondent, if the acts constitute harassment;4. Recommended measures to remedy or mitigate the harm or loss suffered by the complainant, if the acts constitute harassment.
28. If the panel determines that the allegations of harassment are false, vexatious, retaliatory, or unfounded, their report shall recommend disciplinary action against the complainant evidence.
29. A copy of the report of the case review panel shall be provided, without delay, to both the complainant and the respondent.
30. When determining appropriate disciplinary action and corrective measures, the case review panel shall consider factors such as:
- a) The nature of the harassment;
 - b) Whether the harassment involved any physical contact, while recognizing that emotional damage is often as serious physical damage;
 - c) Whether the harassment was an isolated incident or a part of an ongoing pattern;
 - d) The nature of the relationship between the complainant and the harasser;
 - e) The age of the complainant;
 - f) Whether the harasser has been involved in any previous harassment incidents;
 - g) Whether the harasser has admitted responsibility, shown remorse, and expressed a willingness to change;
 - h) Whether the harasser retaliated against the complainant.
31. In recommending disciplinary sanctions, the panel may consider the following options, singly or in combination, depending on the severity of the harassment:

- a) A verbal apology;
- b) A written apology;
- c) A letter of reprimand from AWA;
- d) A fine or levy;
- e) Referral to counseling;
- f) Removal of privileges of membership;
- g) Temporary suspension;
- h) Expulsion from membership.

32. Where the investigation does not result in the finding of harassment, a copy of the report of the case review panel shall be placed in the harassment officer's files. These files shall be kept confidential and access to them shall be restricted to the AWA VP Administration.
33. When the investigation results in a finding of harassment, a copy of the report of the case review shall be placed in the membership file of the respondent. Unless the findings of the panel are overturned upon appeal, this report shall be retained for a period of ten years, unless new circumstances dictate that the report should be kept for a longer period of time.

Procedure Where a Person Believes That a Colleague Has Been Harassed

Where a person believes that a colleague has, or is, experiencing harassment and reports this belief to a harassment officer, the officer shall meet with the person who said to have experienced harassment and shall then proceed in accordance with the complaint procedure steps outlined previously.

Appeals

34. Both the complainant and the respondent shall have the right to appeal the decision and recommendations of the case review panel. A notice of intention to appeal, along with the grounds for the appeal, must be provided to the Chairperson of the case review panel with 14 days of the complainant or the respondent receiving the panel's report.
35. Permissible grounds for appeals are:
- a) The panel did not follow the procedures laid out in this policy;
 - b) Members of the panel were influenced by bias;
 - c) The panel reached a decision, which was unfair or unreasonable.
 - i. The AWA Appeal Policy is the reference document for all appeals.
 - ii. The decision of the appeal body shall be final, although the complainant can still go to outside agencies if they so wish.

9. Anti-Doping Policy

The Alberta Weightlifting Association (AWA) acknowledges; supports; and, promotes the Canadian Weightlifting Federation Halt rophile Canadienne (CWFHC) Policy on Doping in Sport as it applies to its member associations.

Position Statement

The Alberta Weightlifting Association is unequivocally opposed, on ethical, medical and legal grounds, to the practice of doping in sport, and fully supports the policies of the International Olympic Committee, World Anti Doping Agency, International Weightlifting Federation, Canadian Weightlifting Federation Haltérophile Canadienne, Sport Canada and the Canadian Centre for Ethics in Sport prohibiting the use of banned substances and methods.

The AWA unanimously endorses the most recent principles of the Canadian Policy Against Doping in Sport – 2011 (CPADS-2011), as implemented by the CWFHC, under the jurisdiction of the Canadian Centre for Ethics in Sport (CCES) and the Canadian Anti-Doping Program.

Selection of Athletes for Testing

The AWA will consult with both the CWFHC and the CCES regarding the selection of athletes, if applicable for testing, based upon the following of principles:

- Random testing of AWA athletes selected to Team Canada prior to International events.
- Random testing will be administered at AWA sanctioned events
- Random testing of funded athletes.

Testing will be subject to unannounced doping control in accordance with the Canadian Policy on Doping in Sport throughout their prescribed funding/program placement.

Selection of Competitions for Testing

The AWA will register competitions under its jurisdiction with the CWFHC as directed by its policies and procedures based upon the following principles:

The AWA host club submits the required AWA Competition Sanction Request Form indicating the competition is subject to doping controls, complete with applicable fees to the President, VP Technical and VP Finance.

- The AWA President submits the CWFHC Registration of Anti-Doping Tests 45 days in advance of the requested competition to the CWFHC VP Administration. (a minimum of 30 days is required by CWFHC to sanction)
- All Junior and Senior Provincial Championships must be submitted for registration to the CWFHC for doping control.
- All qualification competitions and international events, both junior and senior organized by the AWA will be subject to doping control.

Disclosure

- Doping infractions are a matter of public record; however, any adverse analytical findings will not be disclosed by the AWA until after all appropriate parties, including the affected athlete, are first informed. Nonetheless, the AWA recognize that the CCES has the right to disclose information concerning an infraction, if reasonable attempts to notify the athlete have been unsuccessful and such disclosure is in the interests of drug-free sport.

Education Program

- On a regular basis, the AWA will provide information on provincial, national and international anti-doping policies and programs to its members.
- When and where possible, the AWA will organize presentations on drug-free sport to athletes and coaches at competitions and training camps.
- The AWA will provide online information to its membership by way of the AWA website and social media platforms, such as Facebook and twitter.
- For ease of information gathering, the AWA will link its website with the CCES and WADA websites.
- The AWA will advise members, if applicable, who are sanctioned for the use of banned substances or methods of organizations that provide supportive and rehabilitative measures.
- The AWA will continually message the True Sport principles to its membership with particular focus on Play Fair and Stay Healthy for the purpose this policy.

Records

- Any lifter who has registered an in competition positive doping control test shall follow in accordance to the IWF and CCES doping policies.
- Any lifter who has registered a positive doping control test shall have all previous records that he/she may have held removed as well as listings on the lifter ranking lists. Records will revert back to the previous record-holder, when a record is removed from a lifter, the record shall revert to the previous record holder. Should the previous record have since been exceeded by a lift done at a CWFA Nationals or IWF international championships, that lifter may apply to claim the record. The normal record application must be forwarded within 7 days of the day that the previous record is removed. Notification of the record removal shall be done via the AWA Website and Facebook forum.

10.AWA Bullying Policy

Bullying involves a person expressing their power through the humiliation of another person. Bullying occurs between people at any age. It is inappropriate behavior that is typically cruel, demeaning and hostile toward the bullying target.

The actual issue of bullying is not addressed by the law, except when the behavior does become a criminal issue such as, extortion, physical assault, etc.

Bullying can be broken down into four types:

1. Physical: hitting or kicking victims; taking or damaging personal property
2. Verbal: name calling; insults; constant teasing
3. Social: trying to cut off victims from social connection by convincing peers to exclude or reject a certain person
4. Cyber: use of electronic sources including, but not limited to: Facebook, twitter, texting, etc. to accomplish the bully's aims

Types of behavior that constitute bullying include, but are not limited to:

1. Unwarranted yelling and screaming directed at the target;
2. Continually criticizing the target's abilities;
3. Blaming the target for mistakes;
4. Making unreasonable demands related to performance;
5. Repeated insults or put downs of the target;
6. Repeated threats to remove or restrict opportunities or privileges;
7. Denying or discounting the target's accomplishment;
8. Threats of physical violence;
9. Actual physical violence.

Any bullying complaints, subsequent discipline sanctions and appeals are subject to the applicable AWA policies, including but not limited to AWA Discipline and Complaints Policy and Appeals Policy.

11. AWA Coach Responsibility Statement

The position of coach is a privileged one. Coaches play a critical role in the personal, as well as the athletic, development of athletes. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. Coaches must also recognize that they are conduits through which the values and goals of a sport organization are channeled. Thus how an athlete regards his/her sport is often dependent on the behavior of the coach.

The Coach Responsibility Statement has been developed to aid coaches in achieving a level of behavior that will enable athletes to experience all the positive outcomes associated with athletic pursuits. Although this Statement is directed toward coach conduct it equally applies to other members of the "Team Leadership Staff" (i.e.: managers, team leaders, therapists, etc.) It is assumed that those listed positions act in cooperation with one another to construct a suitable environment for the athlete.

A COACH HAS A RESPONSIBILITY TO:

1. Treat everyone fairly with the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief, or economic status.
2. Direct comments or criticism at the performance rather than the individual.
3. Consistently display high personal standards and project a favorable image of the sport while performing coach related responsibilities.
 - Refrain from public criticism of athletes, coaches, or technical or elected officials and administrators.
 - Refrain from abusing alcohol.
 - Abstain from using or suggesting or knowingly allowing athletes to use performance enhancing or illicit drugs.
 - Refrain from the use of profane, insulting, harassing or otherwise offense language or behavior.
4. Through proper risk management practices ensure that the activity being undertaken by both coach and athlete is suitable for the age, experience, ability and fitness level of the individual

and educate the athlete as to their responsibilities in contributing to a safe environment.

5. Take the personal initiative to learn, respect, communicate, and adhere to the rules and regulations established for the sport.
6. Regularly seek ways of increasing professional development and self-awareness.
7. Communicate and cooperate with registered medical practitioners in the diagnoses, treatment, and management of medical issues. Respect the concerns of these medical people have when they are considering the athletes' future health and well being and when they are making decisions regarding the athletes' ability to continue to compete or train.
8. Treat members of other sport organizations with respect, both in victory and defeat and encourage athletes to act accordingly. Actively encourage all athletes to uphold the rules of the sport and the spirit of such rules.
9. Attend to coach duties, as directed or required, in a timely manner.
10. In the case of underage athletes, communicate and cooperate with the parents or legal guardians, involving them in management decisions pertaining to their child's development.
11. Be aware of the role sport plays in all individuals' lives and respect the pressures that may be placed on all athletes and colleagues, including other coaches, as they strive to balance physical, mental, emotional, and spiritual elements of their lives.
12. Adhere to the terms set out in the relevant AWA policies including, but not limited to, the Anti-Doping Policy.
13. Abide by the True Sport principles.

A COACH MUST:

1. Ensure the safety of the individuals with whom they work.
2. At no time request sexual favors or use threats of reprisal for the rejection of such request.
3. Respect athlete's dignity: verbal or physical behaviors that constitute harassment or abuse are totally unacceptable.
4. Never advocate or condone the use of alcohol, illicit drugs or banned performance enhancing substances.
5. Never provide under age athletes with alcohol or encourage its use.

*I have read and understand the above statements and agree to conduct myself in a manner that demonstrates the standards established in the Coach Responsibility Statement.

Coach: _____ Date: _____

AWA: _____ Date: _____

12.AWA Out-of-Province/Country Code of Conduct

For All Members of the Alberta Weightlifting Association (AWA):

At all times, I will try my best in order to align myself with the AWA Mission, Vision and Values and will attempt to promote the development of the AWA membership and the sport community in general.

I shall do my best to improve the dignity of the AWA and the sport of weightlifting and will abstain from any action that could discredit or embarrass the AWA and / or the sport.

I will strive to always be courteous and objective in my relations with others.

I will abstain from any negative comments towards the members or representatives of the AWA and when such comments are required to be made, I will ensure that they are done through the official channels and protocols.

I agree that all alcohol or drug abuse committed by AWA members will not be tolerated. I will direct AWA members to seek assistance if they struggle with alcohol and drug abuse.

I will conform to all rules, regulations and policies established by the AWA, relevant government agencies, CWFHC, CCES, IWF and Sport Canada, if applicable.

I will abide by the True Sport principles and will do my best to reach my level of excellence in the sport by applying those principles. . As a Guest in a Foreign Country:

I will respect the political, social and cultural values of all participants of other nations.

I will respect the rules and standards of the organizing committee and officials of the host nation.

I will respect the people of the host nation in their quality of athlete, spectator or member of the organizing committee.

I will observe the local customs in my appearance and dress code.

I will respect the laws and regulations of the host nations.

AWA Executive Board (or designate) _____ Signature Date

13.AWA Hazing Policy

Hazing refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate.

Hazing is a broad term encompassing any action or activity which does not contribute to the positive development of a person; which inflicts or intends to cause physical or mental harm or anxieties; which may demean, degrade or disgrace any person regardless of location, intent, or consent of participants; any action or situation which intentionally or unintentionally endangers an athlete for admission into or affiliation with any team.

Any instance where an athlete is pressured by his or her teammates to participate in an activity with which the athlete is uncomfortable is considered to be an incidence of hazing.

Hazing can be broken down into three categories.

1. Subtle: Actions that are against accepted and organizational standards of conduct, behavior and good taste. An activity or attitude directed toward an athlete or an act which ridicules, humiliates, and/or embarrasses. (Examples: deception, assigning demerits, implied threats, deprivation of privileges)
2. Harassment: Anything that causes anguish or physical discomfort to an athlete, any activity directed toward an athlete that confuses, frustrates or causes undue stress. (Examples: verbal abuse, threats, wearing embarrassing attire, sleep deprivation, sexual simulations)
3. Violent: Any form of action that may cause physical punishment or any action that may cause bodily harm and/or touching in private places and/or de-clothing of an athlete. (Examples: forced alcohol/drug consumption, beating/paddling or assault, branding, burning, public nudity, and/or bondage) Any hazing complaints, subsequent discipline sanctions and appeals are subject to the applicable AWA policies, including but not limited to AWA Discipline and Complaints Policy and Appeals Policy.

14. Privacy & Public Information Policy

Article 1

1.1 Purpose – The purpose of this policy is to govern the collection, use and disclosure of personal information in a manner that recognizes the right of privacy of individuals with respect to their personal information and the need of Alberta Weightlifting Association to collect, use or disclose personal information.

1.2 Definitions – The following terms have these meanings in this Policy:

- a) Act – Personal Information Protection and Electronic Documents Act
- b) Commercial Activity – any particular transaction, act or conduct that is of a commercial character.
- c) Organization – includes an association, a partnership, a person, an unincorporated association, a trust, a not for profit organization, a trade union and a corporation.
- d) Personal Information – any information about an identifiable individual, but does not include an employee’s name, title, business address or telephone number.
- e) Personal Health Information – any health information about an identifiable individual.
- f) Representatives- Directors, officers, employees, committees, members, volunteers, coaches, contractors and other decision makes with Alberta Weightlifting Association.

1.3 Application – This Policy applies to directors, officers, employees, committee members, volunteers, coaches, contractors, and other decision-makers with Alberta Weightlifting Association in the case of personal information that is collected, used or disclosed in connection with any commercial activity.

1.4 Statutory Obligations – Alberta Weightlifting Association is governed by the Personal Information Protection and Electronic Documents Act in matters involving the collection, use and disclosure of personal information.

1.5 Additional Obligations – In addition to fulfilling all requirements of the Act, Alberta Weightlifting Association and its Representatives will also fulfill the additional requirements of this Policy. Representatives of Alberta Weightlifting Association will not:

- a) Disclose personal information to a third party during any business or transaction unless such business, transaction or other interest is properly consented to in accordance with this policy;
- b) Knowingly place themselves in a position where they are under obligation to any person to disclose personal information;
- c) In the performance of their official duties, disclose personal information to family members, friends or colleagues, or to organizations in which their family members, friend or colleagues have an interest;
- d) Derive personal benefit from personal information that they have acquired during the course of fulfilling their official duties with Alberta Weightlifting Association; and
- e) Accept any gift or favor that could be construed as being given in anticipation of, or in recognition for, the disclosure of personal information.

1.6 Ruling on Policy – Except as provided in the Act, the Executive Board of the Alberta Weightlifting Association will have the authority to interpret any provision of this Policy that is contradictory, ambiguous, or unclear.

Article 2 Accountability

2.1 Personal Information – Alberta Weightlifting Association will be responsible for personal information that is in its custody or under its control and will implement policies and practices to secure all personal information during collection, use and disclosure.

2.2 Employees – Alberta Weightlifting Association will be responsible to ensure that the employees, contractors, agents or otherwise are complaint with the Act and this Policy.

2.3 Privacy Officer – Alberta Weightlifting Association will designate an individual to oversee the implementation and monitoring of this Privacy Policy and the security of personal information.

2.4 Duties – The Privacy Officer will:

- a) Implement procedures to protect personal information;
- b) Establish procedures to receive and respond to complaints and inquiries;
- c) Ensure all staff and Executive Board members, with focus on VP Administration, implement the proper procedures to protect personal information.
- d) Make his/her identity and contact information known to the public via AWA's web site and will be publicly accessible;
- e) Respond to all requests and inquiries in regards to personal information;
- f) Train staff and Executive Board members, with focus on VP Administration and communicate to staff and Executive Board, with focus on VP Administration information about Alberta Weightlifting Association's policies and practices; and
- g) Develop information to explain Alberta Weightlifting Association's policies and procedures to members and the public.

2.5 Disclosure to Third Parties - A contract made with a third party having access to personal information held by Alberta Weightlifting Association will include a clause that ensures the third party does not breach Alberta Weightlifting Association's privacy policies.

2.6 Information- Information will be made available to the public via Alberta Weightlifting Association's web site explaining privacy policies and procedures.

2.7 Annual Review – This Policy will be reviewed annually by the Privacy Officer and necessary changes will be made to ensure the protection of personal information and compliance with the law.

Article 3 Identifying Purposes

3.1 Collection – Alberta Weightlifting Association will only collect information reasonably necessary for the identified purposes set out in Article 3.3 and will identify in writing the purposes for which personal information is collected at or before the time of collection. The purposes will be stated in a manner that an individual can reasonably understand how the information will be used or disclosed.

3.2 Notification – Before or at the time of collecting personal information Alberta Weightlifting

Association will notify the individual in writing or orally the purposes for which the information is collected and the name of the Privacy Officer.

3.3 Purpose – Personal information may be collected from prospective members, members, participants, coaches, referees, managers, and volunteers (“Individuals”) and used by Alberta Weightlifting Association Representatives for purposes that include, but are not limited to, the following:

- a) Name, address, phone number, cell phone number, fax number and e-mail address for the purpose of providing information to Alberta Weightlifting Association.
- b) Nationality for statistics as required by Sport Canada
- c) NCCP number, education, resumes and experience for database entry at the Coaching Association of Canada to determine level of certification and coaching qualifications.
- d) Credit card information for registration at conferences, purchasing equipment, coaching manuals and other resources.
- e) Date of birth and athlete biography for media releases and to determine age group.
- f) Banking information, social insurance number, criminal records check, resume, and beneficiaries for Alberta Weightlifting Association’s payroll, company insurance and health plan.
- g) Personal health information including provincial health card numbers, allergies, emergency contact and past medical history for use in the case of medical emergency.
- h) Personal health information for individuals with a disability in order to determine eligibility to compete and classification.
- i) Athlete information including height, dietary supplements taken, uniform size, shoe size, feedback from coaches and trainers, performance results, biography information and Alberta Weightlifting Association registration number for required registration forms, outfitting uniforms, media relations, and components of selection.
- j) Athlete whereabouts information including sport/discipline, training times and venues, training camp dates and locations, travel plans, competition schedule, and disability, if applicable, for Canadian Centre for Ethics in Sport inquiries for the purpose of out-of-competition doping testing.
- k) Individual measurements for adjusting equipment.
- l) Body weight, mass and body fat index to monitor physical response to training and to maintain an appropriate weight for competition.
- m) Marketing information including attitudinal and demographic data on individual members to determine membership demographic structure, and program wants and needs.
- n) Passport numbers and Aeroplan/frequent flyer number for travel purposes.
- o) Individuals providing their addresses or e-mail addresses to Alberta Weightlifting

Association may receive an advertisement from new and existing Corporate Partners, an alumni letter, a newsletter and donation request for the purpose of fundraising.

3.4 Purposes not identified – Alberta Weightlifting Association will seek consent from individuals when personal information is used for a purpose not previously identified. This consent will be documented as to when and how it was received.

Article 4 Consent

4.1 Consent – Alberta Weightlifting Association will obtain consent from individuals at the time of collection prior to the use or disclosure of this information.

4.2 Lawful Means – Consent will not be obtained by deception.

4.3 Requirement – Alberta Weightlifting Association will not, as a condition of a product or service, require an individual to consent to the collection, use or disclosure of information beyond that required to fulfill the specified purpose.

4.4 Form – Consent may be written, oral or implied. In determining the form of consent to use, Alberta Weightlifting Association will take into account the sensitivity of the information, as well as the individual's reasonable expectations. Individuals may consent to the collection and specified use of personal information in the following ways:

- a) By filling out an application form;
- b) By signing a form;
- c) By checking a check off box;
- d) By providing written consent either physically or electronically;
- e) By consenting orally in person; or
- f) By consenting orally over the phone.

4.5 Withdrawal – An individual may withdraw consent to the collection, use or disclosure of personal information at any time, subject to legal or contractual restrictions, provided the individual gives one week's notice of such withdrawal. Alberta Weightlifting Association will inform the individual of the implications of such withdrawal.

4.6 Legal Guardians – Consent will not be obtained from individual who are minors, seriously ill, or mentally incapacitated and therefore will be obtained from a parent, legal guardian or person having power of attorney.

4.7 Exceptions for Collection – Alberta Weightlifting Association is not required to consent for the collection of personal information if:

- a) it is clearly in the individual's interests and consent is not available in a timely way; knowledge and consent would compromise the availability or accuracy of the information and collection is required to investigate a breach of an agreement or contravention of a federal

or provincial law;

b) the information is for journalistic, artistic or literary purposes; the information is publicly available as specified in the Act.

c) Exceptions for Use - Alberta Weightlifting Association may use personal

4.8 Obtain information without the individual's knowledge or consent only:

a) if Alberta Weightlifting Association has reasonable grounds to believe the information could be useful when investigating a contravention of a federal, provincial or foreign law and the information is used for that investigation;

b) for an emergency that threatens an individual's life, health or security;

c) for statistical or scholarly study or research (Alberta Weightlifting Association must notify the Privacy Commissioner before using the information);

d) if it is publicly available as specified in the Act;

e) if the use is clearly in the individual's interest and consent is not available in a timely way; or if knowledge and consent would compromise the availability or accuracy of the information and collection was required to investigate a breach of an agreement or contravention of a federal or provincial law.

Exceptions for Disclosure – Alberta Weightlifting Association may disclose

4.9 personal information without the individual's knowledge or consent only:

a) to a lawyer representing Alberta Weightlifting Association;

b) to collect a debt the individual owes to Alberta Weightlifting Association;

c) to comply with a subpoena, a warrant or an order made by a court or other body with appropriate jurisdiction;

d) to a government institution that has requested the information, identified its lawful authority, and indicated that disclosure is for the purpose of enforcing, carrying out an investigation, or gathering intelligence relating to any federal, provincial or foreign law; or that suspects that the information relates to national security or the conduct of international affairs; or is for the purpose of administering any federal or provincial law;

e) to an investigative body named in the Act or government institution on Alberta Weightlifting Association's initiative when Alberta Weightlifting Association believes the information concerns a breach of an agreement, or a contravention of a federal, provincial, or foreign law, or suspects the information relates to national security or the conduct of international affairs;

f) to an investigative body for the purposes related to the investigation of a breach of an agreement or a contravention of a federal or provincial law;

g) in an emergency threatening an individual's life, health, or security (Alberta Weightlifting

Association must inform the individual of the disclosure);

h) for statistical, scholarly study or research (Alberta Weightlifting Association must notify the Privacy Commissioner before disclosing the information);

i) to an archival institution;

j) 20 years after the individual's death or 100 years after the record was created;

k) if it is publicly available as specified in the regulations; or

l) if otherwise required by law.

Article 5 Limiting Collection

5.1 Limiting Collection – Alberta Weightlifting Association will not collect personal information indiscriminately. Information collected will be for the purposes specified in Article 3.3.

5.2 Method of Collection - Information will be collected by fair and lawful means.

Article 6 Limiting Use, Disclosure and Retention

6.1 Limiting Use – Personal information will not be used or disclosed for purposes other than those for which it was collected as described in Article 3.3, except with the consent of the individual or as required by law.

6.2 Retention Periods – Personal information will be retained for certain periods of time in accordance with the following:

a) Registration data and athlete information will be retained for a period of three years after an individual has left the program in the event that the individual chooses to return to the program;

b) Parental/family information will be retained for a period of three years after an individual has left the program in the event that the individual chooses to return to the program;

c) Credit Card information will be destroyed immediately upon completion of a financial transaction.

d) Information collected by coaches will be retained for a period of three years after an individual has left the program in the event that the individual chooses to return to the program, and in order to communicate program and conference dates.

e) Employee information will be retained for a period of seven years in accordance with Canada Customs and Revenue Agency requirements.

f) Personal health information will be immediately destroyed in the event that the individual chooses to leave the program;

g) Personal health information of will be retained for a period of three years after an individual has left the program in the event that the individual chooses to return to the program;

h) Marketing information will be immediately destroyed upon compilation and analysis of collected information.

i) As otherwise may be stipulated in federal or provincial legislation.

6.3 Destruction of Information - Documents will be destroyed by way of shredding and electronic files will be deleted in their entirety.

6.4 Exception – Personal information that is used to make a decision about an individual will be maintained for a minimum of one year of time to allow the individual access to the information after the decision has been made.

6.5 Third Parties- Information which has been consented to be disclosed to a third party will be protected by a third party agreement to limit use and disclosure.

Article 7 Accuracy

7.1 Accuracy – Personal information will be accurate, complete and up to date as is necessary for the purposes for which it is to be used to minimize the possibility that inappropriate information may be used to make a decision about the individual.

7.2 Update – Personal information will only be updated if it is necessary to fulfill the purposes for which the information was collected unless the personal information is used on an ongoing basis.

7.3 Third Parties – Personal information disclosed to a third party will be accurate and up-to-date.

Article 8 Safeguards

8.1 Safeguards – Personal information will be protected by security safeguards appropriate to the sensitivity of the information against loss or theft, unauthorized access, disclosure, copying, use or modification.

8.2 Sensitivity – The nature of the safeguards will be directly related to the level of sensitivity of the personal information collected. The more sensitive the information, the higher the level of security employed.

8.3 Methods of Protection – Methods of protection and safeguards include, but are not limited to, locked filing cabinets, restricted access to offices, security clearances, need-to-know access and technological measures including the use of passwords, encryption, and firewalls.

8.4 Employees – Employees will be made aware of the importance of maintaining personal information confidential and may be required to sign confidentiality agreements.

8.5 Coaches Information – Personal information in the possession of coaches will be secured in a locked filing cabinet and a password protected computer accessed only by the VP Technical, or designate, responsible for the Coaching portfolio.

8.6 Financial Information – Personal information of employees will be secured in a locked filing cabinet and on a password protected computer accessed only by the VP Finance, or the VP Administration with permission from the VP Finance.

8.7 Membership Information- Membership information will be secured in a locked filing cabinet and on a password protected computer accessed only by VP Administration or assigned staff with permission from the VP Administration.

8.8 Athlete Information – Athlete information will be secured in a locked filing cabinet in Alberta Weightlifting Association’s office and on a password-protected computer, both of which will only be accessed by the offices of VP Administration with permission or the VP Technical.

8.9 Personal Health Information – Personal health information will be secured in a locked filing cabinet in Alberta Weightlifting Association’s office and on a password- protected computer, both of which will only be accessed by approved Alberta Weightlifting Association VP Administration or others as assigned by the VP Administration.

8.10 Marketing Information – Marketing information will be secured in a locked filing cabinet and on a password-protected computer, both of which will only be accessed by the President or a person or persons assigned by the President.

Article 9 Openness

9.1 Openness – Alberta Weightlifting Association will make publicly available information about its policies and practices relating to the management of personal information. This information will be in a form that is generally understandable.

9.2 Information – The information made available will include:

Article 10

- a) the name or title, and the address, of the person who is accountable for the organization’s policies and practices and to whom complaints or inquiries can be forwarded;
- b) the means of gaining access to personal information held by the organization;
- c) a description of the type of personal information held by the organization, including a general account of its use;
- d) a copy of any brochures or other information that explain the organization’s policies, standards, or codes; and
- e) Organizations such as CCES, Canadian Weightlifting Federation Halt rophile Canadienne, Sport Canada, Athletes CAN, Sport 4 Alberta, Coaches Alberta and Coaches Association of Canada or other relevant government agencies, in which personal information is made available.

Individual Access

10.1 Individual Access – Upon written request, and assistance from Alberta Weightlifting Association, an individual will be informed of the existence, use, and disclosure of his or her personal information and will be given access to that information.

10.2 Amendment – An individual will be able to challenge the accuracy and completeness of the information and have it amended as appropriate.

10.3 Denial – An individual may be denied access to his or her personal information and provided a written explanation as to why if:

- a) the information is prohibitively costly to provide;
- b) the information contains references to other individuals;
- c) the information cannot be disclosed for legal, security, or commercial proprietary reasons, and
- d) the information is subject to solicitor-client or litigation privilege.

10.4 Contents of Refusal - If Alberta Weightlifting Association determines that the disclosure of personal information should be refused, Alberta Weightlifting Association must inform an individual the following:

- a) the reasons for the refusal and the provisions of the Act on which the refusal is based;
- b) the name, position title, business address and business telephone number of the Privacy Officer who can answer the applicant's questions; and
- c) that the individual may ask for a review within thirty (30) days of being notified of the refusal.

10.5 Source – Upon request, the source of personal information will be disclosed along with an account of third parties to whom the information may have been disclosed.

10.6 Identity – Sufficient information may be required to confirm an individual's identity prior to providing that individual an account of the existence, use, and disclosure of personal information.

10.7 Response – Requested information will be disclosed within 30 days of receipt of the request at minimal expense for copying or no cost to the individual, unless there are reasonable grounds to extend the time limit. The requested information will be provided in a form that is generally understandable.

10.8 Costs - Costs may only be levied if an individual is informed in writing in advance of the approximate cost and has agreed to proceed with the request.

10.9 Inaccuracies – If personal information is inaccurate or incomplete, it will be amended as required and the amended information will be transmitted to third parties in due course.

10.10 Unresolved Complaints – An unresolved complaint from an individual in regards to the accuracy of personal information will be recorded and transmitted to third parties having access to the information in question.

Article 11 Challenging Compliance

11.1 Challenges – An individual will be able to challenge compliance with this Policy and the Act to the designated individual accountable for compliance.

11.2 Procedures – Upon receipt of a complaint Alberta Weightlifting Association will:

- a) Record the date the complaint is received;
- b) Notify the Privacy Officer who will serve in a neutral, unbiased capacity to resolve the complaint;
- c) Acknowledge receipt of the complaint by way of telephone conversation and clarify the nature of the complaint within three days of receipt of the complaint;
- d) Appoint an investigator using Alberta Weightlifting Association personnel or an independent investigator, who will have the skills necessary to conduct a fair and impartial investigation and will have unfettered access to all file and personnel, within ten days of receipt of the complaint.
- e) Upon completion of the investigation and within twenty-five days of receipt of the complaint, the investigator will submit a written report to Alberta Weightlifting Association.
- f) Notify the complainant the outcome of the investigation and any relevant steps taken to rectify the complaint, including any amendments to policies and procedures within thirty days of receipt of the complaint.

11.3 Assistance – Alberta Weightlifting Association will assist an individual in preparing a request for information.

11.4 Whistle blowing – Alberta Weightlifting Association must not dismiss, suspend, demote, discipline, harass or otherwise disadvantage an employee of Alberta Weightlifting Association, or deny that employee a benefit because the employee, acting in good faith and on the basis of reasonable belief:

- a) has disclosed to the commissioner that Alberta Weightlifting Association has contravened or is about to contravene the Act;
- b) has done or stated an intention of doing anything that is required to be done in order to avoid having any person contravene these Act;
- c) has refused to do or stated an intention of refusing to do anything that is in contravention of these Act.

15. Alberta Weightlifting Association Social Media Policy

1. The following terms have these meanings in this Policy: “Case Manager” – The person or organization appointed by Alberta Weightlifting

Association to oversee management and administration of complaints.

- a) “Member”- All membership defined in the Alberta Weightlifting Association Bylaws as well as all individuals employed by, or engaged in activities with, the Alberta Weightlifting Association including, but not limited to, athletes, coaches, officials, volunteers, managers, administrators, directors and officers of the Alberta Weightlifting Association, spectators at events, and parents/guardians of athletes.
- b) “AWA” – Alberta Weightlifting Association.

- c) “Social media” – The catch-all term that is applied broadly to computer-mediated communication media such as Website, blogs, YouTube, Facebook, Instagram, Tumblr, and Twitter, etc.

PREAMBLE

2. AWA is aware that Member interaction and communication occurs frequently on Social Media. AWA cautions Members that any conduct falling short of the standard of conduct and behaviour required by the relevant AWA Code(s) of Conduct will be subject to the disciplinary sanctions identified within the Discipline & Complaints Policy.

APPLICATION

3. This Policy applies to all Members as defined in the Definitions.

CONDUCT AND BEHAVIOUR

4. Per the AWA Discipline & Complaints Policy and relevant Code(s) of Conduct, the following Social Media conduct and behavior may be considered minor or major infractions by the Case Manager:

- a) Posting a disrespectful, hateful, insulting, discriminatory or otherwise negative comment on a personal blog, in a Facebook post or note, or as a Tweet on Twitter or any other social media that is directed at Members or at other persons connected with AWA.
- b) Posting a disparaging or harmful comment on a personal blog, in a Facebook post or note, or as a Tweet on Twitter, that is directed at AWA.
- c) Creating or contributing to a Facebook group, webpage, blog, or online forum devoted solely or in part to promoting negative or disparaging remarks or commentary about AWA or its reputation.
- d) Posting a picture, altered picture, or video on Facebook, Tumblr, Twitter, YouTube, or other social medium that is harmful, disrespectful, insulting, or otherwise offensive, and that is directed at Members or at other persons connected with AWA.
- e) Any instance of cyber-bullying or cyber-harassment between one Member and another Member (including a teammate, coach, opponent, volunteer, or official), where incidents of cyber-bullying and cyber-harassment can include but are not limited to the following conduct on any social medium, via text-message, or via email: regular insults, negative comments, vexatious behavior, pranks or jokes, threats, posing as another person, spreading rumors or lies, or other harmful behavior.
- f) Any instance of bringing the sport of Olympic weightlifting into disrepute.

DISCIPLINE

5. All infractions to the conduct and behavior occurring on Social Media may be subject to the

AWA Discipline & Complaints Policy by the Case Manager.

MEMBER RESPONSIBILITIES

6. Members of the AWA are deemed to be aware of the following:

- a) Members must be aware that their Social Media use may be monitored by AWA or other provincial/territorial government agency and sport association.
- b) When using Social Media, a Member must model appropriate behaviour benefitting the Member's status as a member of AWA.
- c) Removing content from Social Media after it has been posted (either publicly or privately) does not excuse the Member from being subject to the AWA Discipline & Complaints Policy.
- d) A member who believes that the Social Media use by another Member is inappropriate or may violate AWA policies and procedures should report the matter to the AWA Case Manager in the manner outlined by the AWA Discipline & Complaints Policy.

16. Alberta Weightlifting Association Team Alberta Competition Agreement

INTRODUCTION:

I, _____ (print name), wish to be a member of the Team Alberta competing at the _____ (competition name) and therefore agree to the following:

1. TEAM BENEFITS

Members of Team Alberta from the time of their personal departure for the competition and throughout the duration of the competition are entitled to receive the following:

- medical, massage, and physiotherapy treatment, as available, at the competition venues;
- personal injury insurance upon departure from Alberta en route to the competition until the first destination on any return travel after the competition;
- services of coaching and other support at the competition;
- services of a Team Leader/Team Manager, if applicable, to facilitate participation in the competition and other organized activities of the event.

2. TEAM OBLIGATIONS

Members of the Team Alberta are obligated:

- to observe and comply with all reasonable directions given by the Team Leader / Team Manager and/or designate;
- to train and compete under the direction of the Team Coach(es);

- to observe and comply with the all AWA relevant policies with particular focus on the Anti-Doping Policy;
- to conduct oneself in a manner becoming a member of Team Alberta
- to observe and comply with the AWA Code of Conduct;
- to abide by the True Sport principles.

Athlete: _____ Date:

Personal Coach: _____ Date:

Guardian: _____ Date:

All Youth and Junior Teams will be provided with a Team Leader /Team Manager who travels with the Team. The Team Leader/Team Manager is required to be a female if there are no female coaches.

17.AWA NCCP Policy

NCCP certification course is required for individuals wanting to coach athletes at competitions. Courses will be hosted throughout the year at a cost determined by the Facilitator. 1/3 of the gross cost will go to the AWA.

The course will cost \$300. \$200 will go to the Facilitator and \$100 will go to the AWA in the event the participant want to get competition evaluated and debriefed, and the workbook evaluated to complete the certification process.

Competition Coaching

- Local
- Provincial – NCCP Certified to be in the warm up room.
- Standards and Ethics

18.AWA Technical Officials Policy

DEFINITION

A Technical Official is defined as any person who controls the play of a competition by applying the rules and regulations of the sport to make judgments on rule infringement, performance, time or ranking. A Technical Official acts as an impartial judge of sporting competition. This involves an obligation to perform with accuracy, consistency, objectivity and the highest sense of integrity.

(IWF TCRR 2013-2016)

In Weightlifting a Competition Director organizes the competition and allocates Technical Officials, with the assistance of the VP Technical, in the following roles:

- Jury
- Referees
- Technical Controller
- Speaker
- Timekeeper
- Scorekeeper

Depending on the level of the competition or the resources available to the Competition Director a few roles; such as, Jury are not always assigned and some roles do double duty; such as, Timekeeper and Scorekeeper.

Occasionally other Technical Officials are assigned:

- Chief Marshall
- Competition Secretary
- Weigh-in Secretary
- Speakers Assistant

Weightlifting also has Loaders who load the barbell on the competition platform and Decontamination Attendants who clean both the barbell and competition platform. Although both are specialized field of play roles, these roles are not considered to be Technical Officials. For the roles and responsibilities of all of these above noted positions; please consult the following resources:

AWA Technical & Competition Rules 2013

IWF Technical & Competition Rules and Regulations 2013 - 2016

IWF Technical Officials Roles and Responsibilities - A Guide to Competition - A publication of the IWF Technical Committee

In Weightlifting there are five levels of Technical Officials (TOs):

The first level of officiating is the Alberta Weightlifting Association Provincial Level 4 Technical Official.

AWA Level 4 TOs may officiate at AWA club, interclub and provincial competitions.

The second level of officiating is the Canadian Weightlifting Federation Haltérophile Canadienne

(CWFHC) National Level 3 Technical Official. In addition to the above competitions, CWFHC Level 3 TOs may officiate at all levels of national competitions.

The third level of officiating is the International Weightlifting Federation (IWF) Category 2 Technical Official. In addition to the above competitions, an IWF Category 2 TO may officiate at all levels of international Events, excluding Olympic Games, Youth Olympic Games, World Championships and Universiades. The fourth and most prestigious level of officiating is the International Weightlifting Federation (IWF) Category 1 Technical Official. In addition to the

above competitions, an IWF Category 1 TO may officiate at all levels of international Events, including Olympic Games, Youth Olympic Games, World Championships and Universiades.

The newly established International Weightlifting Federation (IWF) Certificate of Duty makes up the fifth category of officiating. The IWF Certificate of Duty TO is eligible to assist in all levels of international Events, including Olympic Games, Youth Olympic Games, World Championships and Universiades; except in positions where an IWF Category 1 or 2 TO is required according to IWF Technical and Competition Rules & Regulations. (This is an exceptional category and distributed at the discretion of the IWF.)

AWA Technical Official in Training

To become an AWA Technical Official in Training, one must

- Be a current AWA member
- Attend an Officiating Clinic conducted by an IWF Category 1 or 2 TO
- Working towards obtaining a Level 4

AWA Provincial Level 4 TO

To become an AWA Level 4 TO, one must:

- Be a current AWA member
- Job shadow an CWFHC Level 3 (or higher) TO at a competition
- Attend an Officiating Clinic conducted by an IWF Category 1 or 2 TO
- Pass the 60 question theory exam - conducted by a CWFHC Level 3 (or higher) TO.
- Passing grade is 75%.
- Referee 65 lifts while being adjudicated by a CWFHC Level 3 (or higher) TO. (The 65 lifts must be done within one competition and must consist of the weigh-in)
- Participate at a weigh-in as a referee for one session
- Act as manual scorekeeper for one session
- Act as Technical Controller for one session
- AWA Level 4 TO adjudication may be arranged with the AWA VP Technical or assigned designate at either a club, interclub or provincial competition.

Upon successful completion of the above the AWA VP Technical or assigned designate ensures the AWA TO database is updated with relevant TO information: name, contact information, level, date received.

CWFHC National Level 3 TO

To become a CWFHC Level 3 TO, one must:

- Be a current AWA member
- Be an active AWA Level 4 TO for at least one year
- Attend an Officiating Clinic conducted by an IWF Category 1 or 2 TO.
- Pass the IWF Technical Official Examination – conducted by a CWFHC Level 3 (or higher) TO. Passing grade is 75%
- Referee at least 100 lifts while being adjudicated as a referee at an AWA sanctioned

Provincial or National level competition by a Jury consisting of IWF

Category 1 and/or 2 TOs. (The 100 lifts must be done within one competition and must consist of the weigh-in)

- Referee at least six AWA sanctioned provincial competitions (may include one inter-club meet – but does not club meets)
- Act as Technical Controller for a minimum of 3 of the 6 AWA sanctioned provincial competitions
- Act as a Speaker or Speakers Assistant at a minimum of 3 of 6 AWA sanctioned provincial competitions

CWFHC Level 3 TO adjudication may be arranged with the AWA VP Technical or assigned designate at either a provincial or national competition.

Upon successful completion of the above the AWA VP Technical or assigned designate ensures the AWA

TO database is updated with relevant TO information: name, contact information, level, date received and submitted to the CWFHC VP Technical.

IWF International Category 2 TO

To become an IWF Category 2 TO, one must:

- Be a current AWA member
- Must be a nationally active TO for at least five years; as required by the IWF
- Submit an application to the CWFHC VP Technical via the AWA VP Technical to take the IWF Category 2 TO examination at a National level competition
- Pass the IWF Category 2 Technical Official exam, both practical and theory, as required and noted in the 2013-2016 IWF Technical and Competition Rules & Regulations

Upon successful completion of the above the applicant provides the required payment for both the IWF Category 2 TO license and new IWF card to the AWA VP Technical. The relevant fees are noted every quadrennial in the IWF Technical and Competition Rules & Regulations handbook. The AWA will forward the payment to the IWF via the CWFHC VP Technical or authorized designate and send the IWF TO card to the applicant.

IWF International Category 1 TO

To become an IWF Category I Referee, one must:

- Be a current AWA member
- Have been an IWF Category 2 TO for at least two years; as required by the IWF
- Submit an application the CWFHC VP Technical via the AWA VP Technical to take the IWF Category 1 TO exam at a national level competition
- Pass the IWF Category 2 Technical Official exam (both practical and theory) as required and noted in the 2013-2016 IWF Technical and Competition Rules &

Regulations

Upon successful completion of the above the applicant provides the required payment for the IWF Category 1 TO license to the AWA VP Technical. The relevant fee is noted every quadrennial in the IWF Technical and Competition Rules & Regulations handbook. The OWA will forward the payment to the IWF via the CWFHC VP Technical or authorized designate and send the IWF TO license to the applicant.

Validation of Technical Officials

AWA Provincial Level 4 TO

- An AWA Level 4 TO certification remains valid for the duration of the individual's valid AWA membership.

CWFHC National Level 3 TO

- A CWFHC Level 3 TO certification remains valid for the duration of the individual's valid AW membership.

IWF International Category 1 and 2 TO & Certificate of Duty

- An IWF TO license must be renewed each quadrennial (Olympic cycle) as noted the relevant IWF Technical and Competition Rules & Regulations handbook.

19.AWA Technical Officials Travel Reimbursement Policy

Summary

This policy and procedure relates to the decision of the Alberta Weightlifting Association (AWA) to compensate qualified and registered AWA Technical Officials for travel expenses to and from designated competitions/events.

Background and Purpose

The practice of AWA Technical Officials has been to pay their own travel cost to and from competitions/events. The AWA understands that these travel costs may be prohibitive for Technical Officials; therefore, this policy has been created to recognize both Technical Official's financial contribution and the volunteer hours provided by these individuals.

The purpose of implementing the AWA Technical Officials Travel Policy is to:

- (a) retain existing Technical Officials;
- (b) attract new Technical Officials to the sport of weightlifting;
- (c) increase participation of Technical Official's in the sport, maintain expertise and confidence and to work towards obtaining higher levels of officiating according to the IWF standards.
- (d) to assist with the growing financial burden of travelling to and from AWA sanctioned competitions/events;

(e) increase AWA membership.

Designated Competitions

An AWA Competition Sanction Request form must be submitted 45 days prior to the competition date in order to be considered a designated Competition/Event. These competitions/events must include, but are not limited to both Junior and Senior Provincial Championship. Once designated Competitions are identified, the AWA will post the name of the competitions/events on the AWA website.

Eligibility Criteria

The following list outlines the eligibility criteria in order to obtain Technical Officials travel compensation:

1. The Technical Official must be a Category 4 in training or higher;
2. The Technical Official must work more that 50% of the competition sessions;
3. The Technical Official must be prepared to officiate during the entire Designated Competition, if requested to do so;
4. The Technical Official must wear appropriate officiating attire as stated in the IWF rules.

The following schedule outlines the compensation available for Technical Officials:

All Travel Expenses:

The AWA shall compensate Technical Official's for travel expense when the total distance to travel to and from a Designated Competition exceeds 50km.

The amount of compensation will be determined on the distance travelled, as well as, on the number of Technical Officials travelling in the same vehicle; as set out in the table below.

# Of Technical Officials Travelling in same car	Amount of compensation
One	\$0.20 per km over 50km
Two or more	\$0.25 per km over 50km

Each Technical Official must provide the AWA Officials Coordinator with an AWA expense Form from the Designated Competition/Event no later than three weeks from the date of the designated event/competition. The shortest route on Google Map Canada will be used in calculating travel distance.

Note: This policy is an adaptation of the OWA Technical Officials Travel Policy.

20.AWA Coaches Reimbursement Policy

Summary

This policy and procedure relates to the decision of the Alberta Weightlifting Association (AWA) to reimburse qualified and registered AWA Coaches for expenses related to National level or higher competitions.

Background and Purpose

Qualified AWA Coaches have been reimbursed when attending National level and higher competitions and the purpose of implementing the AWA Coaches Reimbursement Policy is to:

- (a) Promote Coach and Athlete development
- (b) Provide support to AWA Athletes competing at National level competitions
- (c) Ensure Coaches represent AWA ethically and meet AWA's Coaches Code of Conduct

Designated Competitions

Any CWFHC sanctioned National level competitions (eg. Western Canadian Championships, Junior National Championships, Senior National Championships). Coaches with Athletes qualifying for International level competitions will be eligible for reimbursement at the discretion of the AWA Executive.

Eligibility Criteria

The following list outlines the eligibility criteria in order to obtain AWA Coach reimbursement.

- 1. The Coach must be selected for the team as listed in the AWA Coach Selection Criteria.
- 2. The Coach must submit their expense forms with original receipts within 30 days after the competition.
- 3. The Coach must be available to coach for the duration of the competition for any AWA Athlete.

The following schedule outlines the reimbursement available for Coaches:

- 1. All competition fees will be paid by the AWA.
- 2. All travel expenses related to travel to and from the Designated Competition city will be reimbursed.
- 3. Reimbursement of Hotel expenses is based on double occupancy (ie. 50% of hotel costs per athlete)
- 4. Based on the AGLC funding criteria for support staff.

Note: Coaches will not receive reimbursement for Masters Events.

21.AWA Athlete Reimbursement Policy

Summary

This policy and procedure relates to the decision of the Alberta Weightlifting Association (AWA) to reimburse qualified and registered AWA Athletes for expenses related to National level or higher competitions.

Background and Purpose

Qualified AWA Athletes have been reimbursed when attending National level and higher competitions and the purpose of implementing the AWA Athlete Reimbursement Policy is to:

- (a) Promote Athletes to compete at National level weightlifting competitions;
- (b) Promote Junior/Youth development within the AWA.
- (c) Ensure Athletes represent AWA ethically and meet AWA's Athlete Code of Conduct

Designated Competitions

Any CWFHC sanctioned National level competitions (eg. Western Canadian Championships, Junior National Championships, Senior National Championships). Athletes qualifying for International level competitions will be eligible for reimbursement at the discretion of the AWA Executive.

Eligibility Criteria

The following list outlines the eligibility criteria in order to obtain AWA Athlete reimbursement.

- 1. The Athlete must be selected for the team as listed in the AWA Athlete Selection Criteria.
- 2. The Athlete must submit their expense forms with original receipts within 30 days after the competition.
- 3. The Athlete must compete in the competition.

The following schedule outlines the compensation available for Athletes:

Junior and Youth Athletes:

- 1. All competition fees will be paid by the AWA.
- 2. All direct travel expenses related to travel to and from the Designated Competition city will be reimbursed.
- 3. Reimbursement of Hotel expenses is based on double occupancy (ie. 50% of hotel costs per athlete)

Senior Athletes:

- 1. All competition fees will be paid by the AWA.
- 2. Reimbursement amount of travel and hotel expenses is dependent on:
 - a. Budget approved at AGM
 - b. Distance to competition host venue
 - c. Size of the team

Note: Athletes will not receive reimbursement for Masters Events.

22.AWA Executive Reimbursement Policy

Summary

This policy and procedure relates to the decision of the Alberta Weightlifting Association (AWA) to reimburse AWA Executives for expenses related to AWA activities.

Background and Purpose

AWA Executives have been reimbursed for activities essential to the AWA. This includes but not limited to:

- (a) Storage Fees
- (b) Competition Equipment
- (c) Administrative Equipment and Activities
- (d) Travel expenses related to CWFHC meetings and AWA Executive Meetings

Eligibility Criteria

The expense must be submitted by a current member of the AWA Executive at the time of expense form

23.AWA Athlete Eligibility and Selection Policy

Youth and Junior Provincial Championships:

All Youth and Junior Athletes (as defined by the International Weightlifting Federation) will be eligible to compete at the Alberta Youth and Junior Provincial Championship.

Senior Provincial Championships:

Athletes will be eligible to compete at the Alberta Provincial Championship upon reaching the minimum standard for their age group within the last 12 months of the competition:

- a) Males: Class 2 or higher
- b) Females: Class 3 or higher

Athletes and/or their Coach (es) may apply for consideration to the Provincial Championships should they not fulfill the above requirements. Applications will be approved at the discretion of the AWA Executive.

Western Canadian Championships:

Athletes will be eligible for selection to represent Alberta at the Western Canadian Championships based on the following criteria:

- a) A current member of the Alberta Weightlifting Association in Good Standing,
- b) Have totaled in at least two (2) competitions, one (1) of which must be within the last 12 months of the competition,
- c) Qualification cut off period is the first Saturday of February,
- d) Have a total in the weight category for which he or she is being selected,
- e) Have responded and signed the Declaration of Interest within 48 hours,
- f) Total of eight (8) males and seven (7) females respondents as selected by the Coaches Committee
- g) Maximum two (2) Athletes per weight category.
- h) A "B Team" may be selected at the discretion of the Coaches Committee and the AWA Executive
- i) Athletes can be chosen by their ability to benefit the total Team score

Athletes and/or their Coach(es) may apply for consideration to the Western Canadian Championships should they not fulfill the above requirements. Applications will be approved at the discretion of the AWA Executive.

Note: Athletes with tying qualifying totals will be chosen by the criteria set by the Coaches Committee.

Junior Canadian Championships:

Athletes will be eligible for selection to represent Alberta at the Junior Canadian Championships following the Provincial Championships based on the following criteria:

- a) A current member of the Alberta Weightlifting Association in Good Standing,
- b) Have totaled in at least two (2) competitions, one (1) of which must be within the last 12 months of the competition,
- c) Have a total in the weight category for which he or she is being selected,
- d) Have responded and signed the declaration of interest within 48 hours,
- e) Total of top six (6) males and four (4) females respondents based on the current Alberta Ranking List,
- f) Maximum two (2) per weight category.
- g) A "B Team" may be selected based by the Coaches Committee and AWA Executive on the current number of Youth and Junior aged athletes.

Athletes and/or their Coach(es) may apply for consideration to the Junior Canadian Championships should they not fulfill the above requirements. Applications will be approved at the discretion of the Coaches Committee and AWA Executive.

Senior Canadian Championships:

Athletes will be selected to represent Alberta at the Senior Canadian Championships based on the following criteria:

- a) A current member of the Alberta Weightlifting Association in Good Standing
- b) Have posted a qualifying total for the competition within the qualification period established by the Canadian Weightlifting Federation Halterophilie Canada (CWFHC)
- c) Meet any other eligibility requirements established by the CWFHC or the host association, as reflected in the Competition Regulation.
- d) Athletes under the age of 24 years that have not yet obtained the minimum qualifying total may be eligible to compete in a 'wildcard' position as per CWFHC criteria
- e) Have responded and signed the declaration of interest within 48 hours.

24.AWA Coach Eligibility and Selection Policy

RECLASSIFICATION, OPEN AND PROVINCIAL CHAMPIONSHIPS:

To obtain access to the 'Field of Play,' coaches must:

- a) Be a current member of the Alberta Weightlifting Association (AWA) in good standing and listed on the Coaches Register
- b) A minimum, NCCP Competition-Introduction "Trained" or recognized equivalent (eg. NCCP Level 1 Technical)

WESTERN CANADIAN, JUNIOR CANADIAN AND SENIOR CANADIAN CHAMPIONSHIPS:

Coaches will be selected to represent Alberta as a Head Coach at the Western Canadian, Junior Canadian, and Senior Canadian Championships based pm the following criteria:

- a) Be a current member of the AWA in good standing and listed on the Coaches Register
- b) Obtain and submit a 'Police Information Search' as stated in AWA Police Check Policy (Section 29)
- c) Coach selection will be based on athletes selected for 'A' Team

- d) Have achieved the minimum NCCP Competition certification (or recognized equivalent) as set out in the Competition Regulation
- e) Have the highest point total from his/her athletes named to the team (see “Coach Selection Point System” below)
- f) Be available to coach for the duration of the competition
- g) Have performed as a Coach in an AWA competition within the qualification period for that competition

Coaches will be selected to represent Alberta as Assistant Coach at the Western Canadian, Junior Canadian, and Senior Canadian Championships based on the following criteria:

- a) Be a current member of the AWA in good standing and listed on the Coaches Register
- b) Obtain and submit a ‘Police Information Search’ with no disclosures to the AWA secretary, paid for by the AWA
- c) Be available to coach for the duration of the Competition
- d) Have performed as a Coach in an AWA competition within the qualification period for that competition
- e) Must comply with competition regulations as stated by the hosting club

The AWA may also consider the coaching development needs of the Association in Assistant Coach selection, as appointed by the AWA Executive in recommendation from the Coaching Development Committee.

The number of Assistant Coaches selected, as well as accommodation the coaching development and gender representation needs of the AWA will be appointed by the AWA Executive in recommendation from the Coaching Development Committee.

COACH SLECTION POINT SYSTEM:

Coaches will receive points based on the selected Athlete(s) current ranking after the Athletes have submitted their Declaration of Interest. Points will be awarded as following for both male and female athletes:

Athlete Ranking	Point(s)	Athlete Ranking	Point(s)
1	28	14	12
2	25	15	11
3	23	16	10
4	22	17	9
5	21	18	8
6	20	19	7
7	19	20	6
8	18	21	5
9	17	22	4
10	16	23	3
11	15	24	2
12	14	25	1
13	13	26 and higher	0

25. AWA Sanctioned Competition Policy

Summary

This policy and procedure relates to the decision of the Alberta Weightlifting Association (AWA) outline

the requirements for AWA Clubs to host sanctioned events.

Alberta Weightlifting Association Duties

- i. Handling registration of event through website.
- ii. Supply use of competition equipment.
 - a. Men's and Women's competition bar
 - b. Competition weights set and collars
 - c. Competition platform
 - d. Electronic judging system
 - e. Judging tables
- iii. Provide officials to referee event to IWF standard
- iv. Reimbursement of competition expenses and distribution of profit according to revenue sharing agreement
- v. Arrange awards to be given to competitors

Club Duties

- i. Club must be a registered club with the AWA
- ii. Budget must be presented to the AWA and approved by the AWA executive
- iii. Must appoint a meet coordinator to represent club
- iv. Secure venue for competition before competition registration opens
- v. Coordinate with AWA to transport AWA equipment
- vi. Provide adequate seating for spectators
- vii. Coordinate for following duties:
 - a. Loading crew
 - b. Set up
 - c. Tear down and cleanup
 - d. Transportation of equipment
- viii. Provide refreshment and food for AWA officials and volunteers

Revenue sharing

- i. Profit sharing will be based on a per event calculation of profits
- ii. AWA will collect and hold all registration fees
- iii. AWA will reimburse approved competition expenses up to budgeted limit.
 - a. 2015-2016: \$1400.00
- iv. Reimbursement claim form and original receipts must sent to AWA treasurer
- v. All profits from registration revenue after payment of expenses will be split 50/50 between the hosting club and the AWA
- vi. Competition expenses eligible for reimbursement:
 - a. Venue
 - b. Seating
 - c. Food and refreshments for volunteers
 - d. Transportation of equipment
 - e. Miscellaneous expenses related to holding competition <\$50.00
- vii. Profit sharing funds must be used towards the Club and promotion of Olympic Weightlifting

26.AWA Club Competition Policy

Summary

This policy and procedure relates to the decision of the Alberta Weightlifting Association (AWA) to allow weightlifting clubs affiliated with the AWA to hold competitions that are not sanctioned by the Canadian Weightlifting Federation Hetrapolie Canadienne (CWFHC).

Background and Purpose

The practice of holding sanctioned competitions has been the sole responsibility of the AWA. The AWA understands the need for additional events to introduce new athletes to competition and accommodate the increased popularity of weightlifting therefore, this policy has been created to facilitate the need for a greater number of competitions.

The purpose of implementing the Club Competition:

- i. Increase the opportunity of competitions for athletes
- ii. Increase involvement of clubs
- iii. For new lifters to achieve a total for the ranking list.

Eligibility Criteria

The following list outlines the eligibility criteria in order to obtain Technical Officials travel compensation:

- i. Host club must be a registered club in good standing with the AWA
- ii. All club competitions must have at least 1 technical official who is level 4 or higher and is in good standing with the association.

Record Restrictions for unsanctioned club competitions:

- (a) Records cannot be broken at club competitions.
- (b) Athletes can use a club competition as one of their competitions needed to meet the requirements for Team Alberta Athlete Selection Criteria
- (c) Totals achieved at club competitions cannot be used for Team Alberta Selection criteria
- (d) Athletes must be an AWA member in good standing on the date of the competition

Host club Responsibilities:

- (a) Host Club must notify AWA Executive at least 30 days prior to competition date

27.AWA Registered Club Policy

Purpose of Code of Conduct

Clubs officially registered with the Alberta Weightlifting Association are, in essence, extensions of the Alberta Weightlifting Association. It is therefore imperative that the club and its members govern themselves to the same competitive, professional and ethical standards that that are paramount to the AWA.

Registered Club Code of Conduct

- i. At all times a registered club is required to offer an environment that is free of discrimination or harassment based on a person's age, sex, race, ethnicity, religion or sexual orientation.
- ii. Clubs shall strive to promote the AWA values:
 - a) Promoting the pursuit of excellence by all members.
 - b) Creating an informative and friendly environment for all members.
 - c) Rewarding sportsmanship and participation.
 - d) Eradicating the use of performance enhancing drugs from weightlifting in Alberta.

- iii. Club executive members are required to hold a current AWA membership.
- iv. An internal dispute resolution process shall be developed and implemented by the club.
- v. Clubs shall, as membership levels permit, encourage membership to include at least one referee or other official in addition to the regular pool of athletes.
- vi. Clubs are required to send one representative to assist with any AWA sanctioned meet that is hosted in the club's home city.
- vii. A registered club is expected to facilitate the continued growth of the weightlifting by hosting AWA sanctioned events within the province.
- viii. Head coach must be fully certified NCCP level 1.
- ix. Head Coach must submit a police information check within 30 days of application submission as per AWA Police Check Policy (Section 29).
- x. Clubs will support any AWA fund raising projects (such as casinos) by providing volunteers for these events.

Violation of the Club Code of Conduct

Clubs shall face sanctions for violations of the Code of Conduct. Typically such sanctions shall be restricted to the loss of club status. The term of this suspension shall be determined by the AWA executive.

28.AWA Financial Guidelines

The Executive's financial responsibilities

It should be known by all that the AWA's financial statements are the responsibilities of management not of an independent reviewer or auditor. This legal principle is recognized throughout the accounting and business community, it is not a man coming from any member. As such this means that an adequate accounting system maintained upon a current basis must be in place at all times.

Treasurer Qualifications

Due to the ever increasing budgets in recent years by with more sophisticated auditing requirements by the AGLC it is now imperative that the treasury position the overseen by those with adequate accounting qualifications. If it is not possible to elect a qualified accountant into the treasury position then this part of the treasurer's position should be subcontracted to someone who is so qualified.

Year-end

The AWA has been using March 31 as its fiscal year-end for many years. This was due to the fact that much of our funding came from government block funding which ultimately has the same year-end. It has now been recognized by many that March 31 is not the most appropriate time for the AWA's fiscal year end. Most of our program culminates in the national championships held in late May. Therefore it is probably most appropriate to have a May 31 year and or alternatively, if one wants to round off to the nearest quarter, a June 30 year end. This will even help in the independent review process since public accounts are less busy at this time of year.

Independent Review

Due to the size of our budget and the origin of most of its funds we are required to have an independent accounting of those funds every year. Sometimes a full audit is performed but more frequently with an entity of our size we have the less rigorous and cheaper independent review of our accounts. The latter essentially performs some aspects of a lot of maybe with the goal of ensuring that books and records reflect plausible circumstances. This is indeed most suitable for the AWA. As such then any reference in the bylaws should use the term "assurance review" as this encompasses both audits and reviews.

It should be noted that the bylaws require an AGM within six weeks of the fiscal year end. This is probably still advisable. It is not always possible in such time frames to complete an independent assurance review. In that case the unaudited financial statements at least must be presented, prepared in the same manner as the independent review format. It should not be acceptable to have no report at the AGM.

Budgeting

Budgets should be prepared and approved by the membership on a timely basis. This needs to be done on both a project in line-item basis. Any subsequent modifications to the budget must also be approved by the membership. The executive is then responsible to operate within those budgets.

The operating fund budget should be prepared annually with full cooperation from the various Committees. Due to its nature the casino budget may be prepared on a project-by-project basis also with full cooperation from the various committees.

Responsibility Accounting

Each section of the budget should be the responsibility of the person managing it. The corollary here is the manager of that budget must have input into its creation.

The Executive should have a responsibility for the setting and proper monitoring of budgetary revenues and expenditures.

Reporting

Due to the nature of the AWA be a publicly funded non-profit society the regularly published financial reports shall be made available to all members and to the general public.

The financial reports must be prepared in accordance with generally accepted accounting principles suitable for non-profit entities.

The Treasurer should report to the members both annually as follows:

Annual Reporting

The financial statements prepared by the independent assurance review need not include budget figures. It is important though how the various accounts are reported. Up until now the assurance reviews have reported on the results of operations according to line items. This is not acceptable as one has no idea what was spent on individual projects. Future such reporting should be first aggregated according to total project expenditures and then the line-item results in each project could be reported in either the Notes to the Financial Statements or on separate Schedules. In this way full disclosure, clarity, and transparency can be best served. The annual financial reports prepared by the reviewer shall consist of the following:

- Accountants Comments
- Management's responsibility for the financial statements
- Statement of financial position (balance sheet)
- Statement of operations, or both the general fund and the casino fun (revenue and expenditures)
- Statement of change in net assets (equity)
- Statement of change in financial position (cash flow)
- Notes to financial statements (fuller explanations)
- Schedules (if needed)

Treasurer's Report

At the Annual General Meeting (AGM) the Treasurer's Report shall consist of the following:

- the independent reviewers prepared statements if available or a similar statement prepared by the treasurer if not available.
- a written report by the treasurer (called the "Management Discussion and Analysis") explaining the financial position and results of operations for the year just ended and
- the final budget figures for the upcoming fiscal year

Each of these must be approved by the membership at the AGM. The treasurer should also be able to answer queries from the membership.

All internal reporting must include each account or project's associated budgets and their resultant variances. When reporting quarterly on general and casino operations the relevant actual expenditures must be compared to their corresponding budget figures in order to ensure Executive compliance with the budget. The quarterly financial reports prepared by the treasurer shall consist of the following:

- Statement of financial position (balance sheet)
- Statement of operations, or both the general fund and the casino fun (revenue and expenditures)
- Statement of change in net assets (equity)
- Statement of change in financial position (cash flow)
- Notes to financial statements (fuller explanations)
- Schedules (if required)

29.AWA Police Check Policy

CRIMINAL RECORD CHECK (CRC) (Vulnerable Sector)

1. All AWA Volunteer personnel (Coaches and Technical Officials) and who are 18 years of age as of January 1st of the current year who coach or officiate athletes 18 years of age or younger must submit a current Criminal Record Check (Vulnerable Sector) (CRC) upon registering for the current year. For previously approved individuals, an Offense Declaration must be submitted as per section 2.
2. A current CRC must be submitted by the prospective volunteer to the clubs Privacy Officer for the current year. The CRC must be date stamped no later than the previous calendar year. The CRC will be valid for three consecutive years supported by an annual AWA Offense Declaration.
3. Individuals as outlined in section 1 who do not submit a CRC will not be approved or eligible to participate in AWA programs, events or any volunteer position until a valid CRC is submitted.
4. It is the responsibility of all AWA Member Clubs to ensure that all coaching and management staff personnel including, but not limited to, coaches, trainers, therapists and volunteers, as well as volunteers who have direct contact with minor aged players, 18 years of age or younger, have a current CRC. It is the specific responsibility of the AWA to ensure that all AWA Registered officials, Provincial Teams and AWA Staff have a current CRC.

CONFIDENTIAL FILE

1. Each AWA member clubs Local Privacy Officer shall create and maintain a confidential file which shall contain all Criminal Record Checks (CRC), AWA Criminal Record Check Reports and Offense Declarations. The Alberta Weightlifting Association (AWA) Executive shall create and maintain a confidential file, which shall contain Criminal Record Checks (CRC) and AWA Criminal Record Check Reports that the AWA Privacy Officer was required to adjudicate.

2. The Alberta Weightlifting Association (AWA) and the Local Privacy Officer shall protect the personal information contained in the confidential files by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal.
3. The Local Privacy Officer shall disclose the contents of its confidential file to the AWA Privacy Officer only with the specific permission of the prospective volunteer and only in regard to the specific content of the offence, omitting personal info that would reveal the identity of the prospective volunteer.
4. The Local Privacy Officer will submit their files of all Level 2 and Level 3 CRC's and supporting documentation in their possession annually by forwarding these documents to the AWA designated Officer/Lawyer. The Local Privacy Officer shall destroy all Level 1 marked CRC's and supporting documentation whenever an individual provides new documentation or said individual terminates their affiliation with that AWA.

*please refer to the "CRC Operating Policy and Procedures Handbook" for instructions, definitions and supporting documentation related to this amendment.

AWA CRC "Level 1"

A CRC that comes back with no offenses listed.

AWA CRC "Level 3"

The association will not knowingly offer the opportunity for new or continued volunteerism or employment to any person with a record of criminal conviction, for the following types of offenses:

1. Any criminal offense under the Criminal Code of Canada, committed against a child 18 and under years of age.
2. Trafficking in or importing for the purpose of trafficking a narcotic under the Narcotic Control Act or a controlled or restricted drug under the Food and Drug Act.
3. Any offense which may pose a risk to the well-being of any of the association's children, volunteers or staff.
4. Violation of a position of trust including theft or fraud.

AWA CRC "Level 2"

A CRC that comes back with offenses listed other than the above list.

- All AWA personnel (coaches, staff, trainers, etc.) and all AWA certified officials who are 18 years of age as of January 1st of the current year who coach or officiate athletes 18 years of age or younger must submit a current Criminal Record Check (Vulnerable Sector) (CRC) upon registering for the current year. For previously approved individuals, an Offense Declaration must be submitted.
- It is the position of the AWA that all AWA members with additional registered volunteers who have direct contact with athletes 18 years of age or younger also submit a CRC. All AWA employees and Staff must submit a CRC.

AWA Final Appeals Process

The final appeal board would be appointed by the AWA to be comprised of individuals independent of the aforementioned groups as well as: the AWA Clubs, the AWA Executive Board, the AWA Board of

Directors, the AWA Technical Committee or anyone involved in the original disciplinary action. The cost of this level of appeal shall be five hundred (\$500.00) dollars and shall be nonrefundable.

NOTE: All appeals must be submitted in writing (with bank cheque) within 15 days of the previous decision. The results of this appeal will be made known by word within 24 hours and written notice (including email, text or any electronic form of electronic form of communication) to the AWA within 3 days

AWA Criminal Record Check (Vulnerable Sector)

Policy & Procedures Handbook

The following information covers procedures for the implementation, tracking, reporting and storing of all documentation related to the AWA Criminal Check Policy

Definitions:

“Criminal Record Check” (CRC) means a document concerning an individual which:

- a) was prepared by a police force or service from national data on the Canadian Police Information Centre (CIPC) database within six (6) months of receipt by the association
- b) provides information concerning the individual’s police record including Criminal Code (Canada) convictions, pardoned sexual offences (vulnerable sector screening), records of convictions under the Controlled Drugs and Substances Act, Narcotic Control Act and Food and Drugs Act and all outstanding warrants and charges.

“Offense Declaration” means, in respect of the association, a written declaration signed by an individual listing all of the individual’s convictions for offenses under the Criminal Records Act (Canada) up to the date of the declaration:

- a) that are not included in a CRC collected by the Alberta Weightlifting Association in the last CRC collected by the association; and,
- b) for which a pardon under Section 4.1 of the Criminal Records Act (Canada) has not been issued or granted.

“CRC Report” is a document to be filled out by an Local Privacy Officer when:

- a) a volunteers CRC has come back with evidence of a criminal record offense NOT appearing on the Level 3

Purpose:

The AWA has a responsibility, under the law, to provide a safe and secure environment for children and volunteers. The association is in a position of trust with regard to children, and must protect their intellectual, physical, mental and emotional well-being.

The AWA will not hire or continue to employ, or utilize as volunteers, persons who will have direct and regular contact with children, who have police records and/or patterns of behaviours which place children at risk.

Any individual who is expected to have direct and regular contact with children will be approved by the AWA to have access, unless the individual:

- Has failed to provide a valid CRC or
- Has provided a CRC which has been adjudicated and found to present an unacceptable risk to children, volunteers, or staff. – Level 3 or rejected Level 2

The AWA is committed to ensuring the privacy of information contained in an individual's CRC / Offense Declaration. The AWA, through the Local Privacy Officers will provide limited, restricted, and secured access to this information with permission of the applicant. As a result, CRC/Offense Declarations should not be disclosed to, copied, or retained by any person other than approved Local or AWA Privacy Officers, except to the extent required or permitted by law.

Requirements:

With respect to volunteers, it is the responsibility of the AWA member club, who is in charge of instruction, organization and management of a club to determine what activities the volunteers participate in, with which children, and in which setting. It is also recognized that the club has a duty of care to children. Duty of care is the legal principle which identifies the obligation to exercise reasonable care including protection from harm. The CRC is a step in the clubs duty of care should direct and regular contact occur between a volunteer and a child. In this case, the below requirements for submitting a satisfactory CRC will apply.

1. The Local Privacy Officer shall collect a satisfactory CRC in respect of the individual before the day the volunteer commences volunteering with the AWA member club.
2. An Offense Declaration shall be signed and provided to the Local Privacy Officer on an annual basis. (for up to 3 additional years)
3. Any volunteer must be an 'active' member in order to remain on the list of acceptable volunteers. If a volunteer takes a year off from volunteering they shall go back to step 1 and provide a new CRC. After 3 signed Offense Declarations a volunteer must submit a new CRC.
4. The AWA member club, in its discretion, may require a volunteer to submit an updated CRC if the club has reason to believe that they may have been a change to the last record on file.

The submitted CRC will fall into one of 3 categories: Level 1, Level 2 or Level 3.

Level 1 Volunteers are those whose CRC is free of an criminal record history and volunteers in this category are immediately approved, the Local Privacy Officer will note this approval on the volunteers AWA Card and forward the AWA Card for approval to the AWA.

The original copy of the CRC, Offense Declaration, and any additional information requested will become the property of the AWA member club, and will not be returned, copied, or forwarded to any other institution or individual, except to the extent required or permitted by law or the AWA's appeals process. CRC's, Offense Declarations, and any other related information will be filed in a separate and secure location.

Level 3 The AWA and AWA member clubs will not knowingly offer the opportunity for new or continued volunteerism or employment to any person with a record of criminal conviction, for which a pardon has not been granted, for the following types of offenses:

1. Any criminal offense under the Criminal Code of Canada, committed against a child 17 years of age and under.
2. Trafficking in or importing for the purpose of trafficking a narcotic under the Narcotic Control Act or a controlled or restricted drug under the Food and Drug Act.
3. Any offense which may pose a risk to the well-being of any of the association's children, volunteers or staff.
4. Violation of a position of trust including theft or fraud.

Level 2 While the convictions above will result in an absolute restriction to volunteering for an AWA member club, a criminal record unto itself does not necessarily prohibit volunteerism. All CRC's that have an offense NOT on the Level 3 list are to be considered Level 2. A Level 2 volunteer can either voluntarily withdraw their application or they are permitted to pursue approval by giving further detail and explanation. Should as Level 2 volunteer pursue approval, the Local Privacy Officer will interview the prospective volunteer and fill out a Criminal Record Check Report on which the Local Privacy Officer will make a recommendation and submit the CRC Report, a copy of the volunteers CRC (with personal identifiers blacked out) to the AWA Privacy Officer for adjudication. Once approved, the Local Privacy Officer retains the CRC and CRC Report in a secure file. The Local Privacy Officer will note this approval on the volunteers AWA Card and forward the AWA Card for approval to the AWA.

Appeals: Prospective volunteers that have been identified as having committed Level 3 offenses have no avenue of appeal. Level 2 listed volunteers that are ultimately rejected by the AWA Privacy Officer may appeal this decision. AWA final appeal policies will apply. *Please refer to the AWA Constitution and By-Laws for details.

Process:

- For every new volunteer, a current CRC is to be provided to the approved Local Privacy Officer. This CRC must be date stamped only in the current or previous calendar year. The CRC will not be viewed, disclosed to, copied, or retained by any person other than approved Local Privacy Officer.
- The original copy of the CRC, and any additional information requested, will become the property of the AWA member club, and will not be returned, copied, or forwarded to any other institution or individual.
- Details relating to an offense may be submitted to the AWA Privacy Officer (with personal identification info omitted) as needed to approve Level 2 listed volunteers.
- Volunteers who have already submitted an approved CRC must perform volunteer duties to remain active every year, and must submit an Offense Declaration annually for up to 3 additional years at which time they must re-submit a fresh CRC. It is not necessary to provide a CRC annually, unless at the request of the AWA member club.
- In order for a volunteer to remain "active" they must be AWA registered and complete an offense declaration every year. At the end of the year the AWA member club should review all volunteers in their organization. They should make 'inactive' any volunteer who has not worked during the past year. Should this volunteer wish to return to volunteer duties the next year, they will need to provide an updated CRC to the Local Privacy Officer for approval.

AWA Offense Declaration

The Alberta Weightlifting Association (AWA) requires AWA Coaches and Technical Officials must provide a Criminal Record Check (Vulnerable Sector) (CRC). The intent of the amendment is to ensure that children are safe within our organization.

The basic requirements are:

1. All new volunteers must have a Criminal Record Check (Vulnerable Sector) prior to commencing employment / volunteering.
2. Associations must collect annually an Offence Declaration, signed by the volunteer, which lists all criminal code convictions registered since the date of the Criminal Records Check or last Offense Declaration.

Please complete the following three (3) sections (using ink):

Section 1 (please print clearly)

Name:

NCCP # or SIN

Position:

Association / Team

Section 2 (please print clearly)

I DECLARE, since the last criminal record check collected by the association, or since the last Offense Declaration given by me to this association, that:

I have no convictions under the Criminal Code of Canada up to and including the date of this declaration for which a pardon has not been issued or granted under the Criminal Records Act (Canada)

OR

I have been convicted of the following criminal offenses under the Criminal Code of Canada for which a pardon under Section 4.1 of the Criminal Records Act (Canada) has not been issued or granted to me. List of Offense(s):

Date: _____

Court Location: _____ Conviction: _____

(use additional page if necessary)

Section 3 (please sign using ink)

DATED at _____ this _____ day of _____, _____:
(City/town) (Day eg. 12th) (Month) (Year)

Volunteer Signature: _____

AWA Criminal Record Check “Level 2” Report

Date: _____

Ref.#: _____

AWA member club: _____

Age of Minors: _____ Sex: _____

Offense: *see attached CRC for details

Comments/Recommendation from Local Privacy Officer

Signature of Local Privacy Officer

Comments/Restrictions from AWA Privacy Officer

Signature of AWA Privacy Officer

- | | | |
|--------------------------|--------------------------|---------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| APPROVED | DECLINED | APPROVED
w/restriction |

Should you wish to appeal this decision please contact the VPadmin@albertaweightlifting.com or call

Alberta Weightlifting Association Criminal Record Check (CRC)

