

Roles and Responsibilities of the Board

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ALBERTA FENCING ASSOCIATION

Board of Directors Meeting

October 16th, 2022

[Link to approved minutes](#)

PROCEDURES::

- **Motion:** Richard motioned to approve budgeting \$500 to cover medals for AB Cups. Andrew seconds. [**Adopted unanimously**].
- **Motion:** Andrew motioned to approve budgeting up to \$750/day for medical personnel for AB Cups. Richard seconds. [**Adopted unanimously**].

ALBERTA FENCING ASSOCIATION

Board of Directors Meeting

November 13th, 2022

[Link to approved minutes](#)

- **Motion:** Andrew motioned that we accept “option 1” of 3.1.5 of proposed Code of Conduct for AFA Directors: This includes at the AFA Annual General Meeting as it is a conflict of interest for a Director to review their own work from the previous year. Seconded by Mark. Richard is opposed. **[Motion carried]**.
- **Motion:** David motioned that the policy be accepted with the above modification in i. Seconded by Michelle. **[Motion carried unanimously]**

POLICIES TO BE RATIFIED:

Appendix II: Code of Conduct Policy

AFA Code of Conduct Policy for Directors

3.1.5 *Members of the AFA Board of Directors*

- Members of the Board of Directors (Directors) of the Alberta Fencing Association at all times must conduct themselves, and act in the best interest of the sport of fencing in Alberta without regard to the interests of businesses, clubs, and individuals.
- Directors may not be the agent, representative, intermediary, or in any way act on behalf of an individual or business seeking to conduct business with the AFA, regardless of their relationship to the individual or business, or lack thereof.
- Directors may not promote or provide unsolicited recommendations for an individual or business to the AFA, but if the Executive Director (ED) asks for recommendations or referrals, it is appropriate for a Director to share their knowledge or experience about an individual or business, if they disclose any potential conflict of interest when they share that information.
- Directors may not be the agent, representative, intermediary, or in any way act on behalf of a club in that club's/clubs interactions with the AFA, regardless of whether the Director is a member of the club, or not. This includes at the AFA Annual General Meeting as it is a conflict of interest for a Director to review their own work from the previous year. ~~OR This does not apply to the AFA Annual General Meeting.~~
- Directors may not be the agent, representative, intermediary, or in any way act on behalf of an individual in regards to that individual's/individuals interactions with the AFA, regardless of the Directors relationship with that individual, unless that individual is a minor and the Director is that minor's guardian.
- Directors may make information inquiries to the ED on behalf of a club or individual, but any action requests to the ED based on that information must be made by a member of the club, or that individual, who is not an AFA Director.
- Directors may act on their own behalf in dealings with the AFA ED that are not related to Board business. This would include, but not limited to, requesting assistance from the ED to deal with problems with registration for events, or other activities where the Director is acting as an individual member of the association and not a Director, but does not include business interests the Director may have.
- Directors may bring concerns and requests, from a club or individual, to the attention of the Board and may consult with the ED prior to bringing it to the Board in order to ensure that the Board has as much information as possible in order to deal with the issue appropriately.
- When Directors believe they may have a conflict of interest, or the perception of a conflict of interest, due to a relationship with either a club, individual, or business, they must bring that conflict to the attention of the Chair. The Chair, in consultation with the rest of the Board, or committee, will make a determination about the appropriate level of participation in Board, or committee, discussions and votes for the Director with the conflict, or perceived conflict.

- Directors must comply with all components of the CFF Code of Conduct for Directors which do not specifically apply to CFF Directors.
- Violations of this code may be interpreted as grounds for a [Director's](#) removal from the Board under AFA Bylaw 57 A(b)(ee).

POSTED ON THE WEBSITE: <https://www.fencing.ab.ca/wp-content/uploads/2023/01/AFA-Code-of-Conduct-for-Directors.pdf>

Human Resources policy

- Proposal to remove existing section 6.6 and have the section detailed in [Appendix I](#) added in its place. Remove general staffing items and add dispute resolution.
- **Motion:** David motioned that the policy be accepted as written, and the adjustments listed at the top. Seconded by Richard. **[Motion carried unanimously]**

POLICIES TO BE RATIFIED:

Appendix I: Human Resources Policy

*Proposed amendment to **section 6.6** of the policy manual: **Staff***

***Remove the existing**~~Remove existing~~ section and put it into a Human Resources file.*

***Replace** it with a new section:*

6.6 Organizational Structure and Staffing

6.6.1 Organization

Pursuant to AFA Bylaw 12, the Board of Directors has full authority over the operations of the AFA.

Individual Directors have no executive authority, and can not order AFA staff to take any action, unless explicitly authorized to do so by the Board through this manual or direct vote.

The Board of Directors shall exercise oversight, policy, governance, discipline, and adjudicate disputes. Through ~~its committees~~[its committees](#), the Board may also provide planning and organizational support functions to the AFA staff to facilitate the fulfillment of AFA policy objectives.

Pursuant to AFA Bylaw 25 the Chairman of the Board is also the President of the AFA and will have full executive functions over the day to day operations of the AFA, including the direct supervision of the Executive Director (ED).

The President can not unilaterally hire, or fire, the ED but can do so through the Board. The President must chair the committee making hiring or firing recommendations to the Board. Such a committee must have at least 2 members other than the President, ensuring that the committee has 3 or more members. The Board must approve hiring or firing decisions with the needed majority being determined by the number of eligible Directors whether all are in attendance at the meeting or not.

The ED is responsible for the day to day operations of the AFA and fulfilling the policy objectives and programs established by the Board as specified in this document, or any other tasks that the Board deems necessary and votes upon at a meeting of the Board.

6.6.2 Job Description of the Executive Director

The Executive Director of the AFA is responsible for the consistent achievement of the mission and financial objectives of the organization; key responsibilities include:

- Leading the AFA's strategic planning and ensuring continued and timely progress toward its mission
- Supporting member clubs to improve capacity and enhance sustainability
- Managing the finances of the AFA, including development and implementation of the annual budget as approved by the Board of Directors
- Maintaining inventory of AFA equipment, managing use of such, and advising Board of Directors on any related issues
- Maintaining/Managing AFA official records and documents, and ensuring compliance with all granting and contractual obligations
- Overall leadership of staff and contractors
- Keeping the Board informed of the condition of the organization and important factors and trends
- Promoting and managing membership and services
- Acting as an advocate with senior government officials, other sport organizations, and other related institutions
- Maintaining efficient and effective two-way communications with other provincial organizations and the Canadian Fencing Federation
- Publishing the communication priorities and overseeing the AFA website

6.6.3 Complaint or Dispute Resolution

In the event of a dispute between any individual or club member, or any individual or incorporated non-member, and the ED, the first step to resolve the dispute is to appeal to the President.

If the President is unable to resolve the dispute, the complainant may appeal to the Board.

If the dispute is with a staff member other than the ED, the complaint should be addressed to the ED first.

If the ED has a complaint against any individual or club member, other than the President, the ED should address the issue with the President. If the President is unable to resolve the issue, the matter can then be brought to the Board. This includes complaints against members of the Board.

If the ED, or anyone else, has a complaint against the President, the ED should bring that complaint to the Vice Chairman of the Board (Bylaw 26). The Vice Chairman shall bring the matter to the Board, either at a special meeting of the Board, or in a regular meeting of the Board where the Chairman withdraws from the meeting while the Board deals with the matter. The ED must also withdraw from the meeting while the matter is dealt with if the ED is the individual with the complaint against the President.

Decisions of the Board are final on matters that are solely within [its jurisdiction](#)~~its' jurisdiction~~.

6.6.4 Other Staff

The ED is responsible for hiring and overseeing any other staff that are authorized to be hired by the Board of Directors.

6.6.5 Human Resource Documents

A complete file of human resource documents shall be maintained by the President. This will include:

- The human resources policy approved by the Board
- A current job description for all staff
- All performance reviews
- Any disciplinary records
- Any other document pertaining to AFA staff

The human resource documents will not be public, but will be available to the members of the Board and the designated representatives of all member clubs upon reasonable request to the President. The documents will also be available to any government agency which has the right to see them.

If the President denies the request to view the documents as being either unreasonable, or inappropriate, the person making the request may appeal that decision to the Board. The decision of the Board is final.

A link to “Human Resource Documents” should be maintained on the website as a reminder to the Board to periodically review policies regarding Human Resources. The link should reference the relevant section of the Policy Manual stating these documents are not public, and notify the viewer of who is eligible to view the documents and the procedure for doing so.

The Board should periodically authorize a committee to review all the Human Resource Documents and ensure that they are being appropriately maintained and make recommendations about changes to the associated policy documents.

POSTED ON THE WEBSITE: <https://www.fencing.ab.ca/wp-content/uploads/2023/05/Sec.-6.6-Organizational-Structure-Policy-2023.pdf>

Adopt CFF Concussion policy

Maia suggests adding a reference to the CFF Concussion policy in the AFA policy manual

- Motion: Richard motioned to add a new policy section containing the following:
“Safe Sport Principles
- AFA defers to the CFF policy where we don’t have an existing policy already defined”
Seconded by Andrew. [Motion carried unanimously]

POLICY TO BE RATIFIED:

“Add a new policy section containing the following:

8. Safe Sport Principles

- AFA defers to the CFF policy where we don't have an existing policy already defined"

ALBERTA FENCING ASSOCIATION

Annual General Meeting

November 26th, 2022 6:26pm

[Link to Minutes](#)

OPERATIONS:

- Andrew Rusheleau moves to change to Servus Credit Union as the AFA's financial institution. Kali Sayers seconds. Carried unanimously.
-

GOVERNANCE:

12. Policy Manual Review and Discussion

- Andrew Rusheleau moves to accept the current policy manual and the changes that were made, with future review to come. Eden seconds, accepted unanimously.
 - Andrew suggests that the first order of business of the new board's policy committee to review, clean up and consolidate the manual.
-

ALBERTA FENCING ASSOCIATION

Board of Directors Meeting

January 21, 2023

[Link to Minutes](#)

OPERATIONS:

Epic Funding Review (see attached?)

Motion: The Board rescinds any approval in principle of funding to Epic Fencing Club that may have been made at the February 13th 2022 AFA Board meeting.

1st: David / 2nd: Mark / All in favour, Richard abstained

a. Veterans

Training Camp Mailing list-

Motion: The Board authorizes the Executive Director to provide access to whatever membership data she deems appropriate for the Veterans Committee to create a mailing list for promoting veterans events in Alberta. This authorization will expire at the next AFA AGM.

1st - David / 2nd - Mark / Vote : All in favour

PROCEDURES:

- a. Breakdown of expenses for recent tournaments - AB Cup #2

- **Motion: The AFA will cover up to \$2000 of the Venue cost for all AB cups in the 2022/23 season. As a condition, all financial and registration details of the cups must be provided to the Exec director of the AFA before compensation is released.**
 - 1st - Richard / 2nd - Will / Opposed - Alex, Mark, David, Boris / Abstained - Grace / In favour - Will, Michelle, Andrei, Orlin, Richard
-

ALBERTA FENCING ASSOCIATION

Board of Directors Meeting
February 18, 2023

GOVERNANCE:

1. Maia - motion that we approve the financial statement
 - a. 1st: David C.
 - b. 2nd: Alex
 - c. All in favour
-

PROCEDURE

2. Other Business

Motion: That the AFA compensates Ares the amount requested for medical and tape fees for the areas open (\$370), and the requested referee fees and to consult the armory committee in the future before purchasing armory supplies.

1st - Richard / 2nd - Will / All in favour

OPERATIONS

Motion: authorize the executive to move banking from Scotiabank to Servus credit union.

1 - Richard / 2 - David / All in favour

Motion : Signing Authorities for the [Alberta Alberta](#) fencing association are Maia Rathwell (ED), Richard Bezemer (President), [David Cymbaluk](#)(Vice Char), Andrew Rusheleau, William Sacuta, Boris Bojanov. 1st - Richard / 2nd - Alex / All in favor

Motion All signing offices will have full access to online banking. Accounting staff as designated by the Executive Director are allowed viewing access to the account.

1st Richard / 2nd David / All in favor

ALBERTA FENCING ASSOCIATION

Board of Directors Meeting
March 26th, 2023

Motion to adopt the proposed Equipment Rental Policy:

https://drive.google.com/file/d/1UpEZVKLzDkaNad6trLYsUePTkjO2cNc/view?usp=share_link

POLICIES TO BE RATIFIED:

Equipment Loan Policy

The purpose of this policy is for the Alberta Fencing Association (AFA) to provide and maintain FIE standards compatible equipment for facilitating competitive fencing in the province of Alberta.

1. Equipment will be loaned to organizations in good standing with the Alberta Fencing Association (AFA).
2. A list of all bookings including date first requested, length of time requested, contact and organization and will be maintained by the Executive Director and shared with the executive of the Alberta Fencing Association and the AFA Armoury Committee.
3. The Executive Director will facilitate the organization of delivery of equipment to borrowers. Cost to transport the equipment will be the responsibility of the borrower, however the AFA will cover the shipping costs for level 2 or higher tournaments.
4. Borrowers must notify the Armoury Committee or the Executive Director of any discrepancies in equipment or any damaged equipment immediately upon delivery.
5. Damage shall be assessed by a representative of the AFA Armoury Committee whether it was due to normal wear or negligence. Damage due to negligence will be fined as according to Appendix X and fine amounts will be reviewed yearly by the Board. Any disputes shall be decided by a majority vote of the AFA Armoury Committee.
 - a. While a fine is outstanding, no further equipment will be loaned to the organization and no provincial events will be granted to that organization.
6. Equipment not returned by the agreed upon deadline is subject to retrieval by the AFA at full cost to the borrower and the borrower will be fined as according to Appendix X and fine amounts will be reviewed yearly by the board.
 - a. While a fine is outstanding, no further equipment will be loaned to the organization and no provincial events will be granted to that organization.
7. Requests to borrow equipment must be received in writing (electronically) by the Executive Director on the following schedule and will be subject to equipment availability
 - a. 4 or fewer metal pistes - 6 weeks notice
 - b. More than 4 metal pistes - 90 days notice
 - c. 8 or less of any of the following require 6 weeks notice. To borrow larger quantities requires 90 days notice and must be approved by a majority board vote.
 - i. Cloth pistes
 - ii. Score boxes / Reels
 - iii. AFA banners , Tables, and test equipment
 - d. Exceptions to the number of days notice may be accommodated at the discretion of the Executive Director only if the requested equipment is available and the borrower is responsible for facilitating the delivery and return of the equipment.
 - e. Maximum amount of time requested must be no longer than 1 week. For requests longer than one week it must be approved by majority vote of the board.
8. Priority of Equipment requests
 - a. When there is a conflict between organizations wanting to borrow equipment the following priorities will be used. Within each level, priority will be given on a “first-come, first-serve” basis of equipment requests.
 - i. Level 2 or higher tournaments
 - ii. Level 1 tournaments

- iii. Training Camps
- iv. Level 0 tournaments
- v. Club training

- b. When two or more organizations have requested to borrow equipment at the same time at the same level of priority, the equipment will be split evenly between the requests.
- c. If a higher priority request is received with adequate notice (see section 6), equipment from a lower priority level will be redistributed to the higher priority event.

9. The maximum length of rental time will be 6 months, after which a new loan agreement must be agreed to by both parties and approved by the AFA Board of Directors no less than 30 days and no more than 90 days prior to the end of the existing contract

Appendix X: Fines for not returning equipment.

Damage or missing metal piste : \$10,000

Damage or missing Carpet piste : \$5,000

Damaged or missing score box: \$2,000

Damaged or missing score box remote or power cables: \$500/item missing

Damaged or missing reels: \$1000 / per reel

All other missing or damaged items will be fined at a amount defined at the discretion of the Executive Director

Review and approve Technical Package:

https://docs.google.com/document/d/1chlsj3enQ7Kyko6u_JVHFDWRySsIqxEf/edit?usp=sharing&ouid=101314270541801335532&rtpof=true&sd=true

Will 1st to adopt the Canada Winter Games technical package / Boris 2nd / Passed unanimously

POLICIES TO BE RATIFIED:

Fencing Technical Package - Alberta Winter Games 2024

FENCING TECHNICAL PACKAGE - 2024 ALBERTA GAMES

AGE GROUP

12 - 16 years of age (as of start date of the Games)
 Year of Birth: 2007 - 2011

Insert Sport ICON Here

ZONE TEAM COMPOSITION

The maximum team size shall be:

<u>6</u> athletes per Zone	(# of females <u>3</u>	# of males <u>3</u>)
<u>2</u> coaches or chaperones per Zone	(# of females <u>1</u>	# of males <u>1</u>)

FILL POLICY

A sport fill policy will be in effect whereby any fill athletes must be of a comparable level of ability, be fully eligible, and have participated in a Zone playoff:

Team

1. In the event that a Zone does not have any athletes, the first opportunity to replace that Zone team will be given to the host Zone, if they can provide a second full team of eligible athletes.
2. The second opportunity to replace that team will be given to the Zone with the greatest

number of participants (not in individual events, but participants in total) in a Zone playoff that can provide a full team of eligible athletes.

3. Should no Zone be able to field a second full team of athletes, the host Zone will provide the bulk of athletes, and the individual fill policy will take effect for the individual positions left unfilled.
4. The filled team will be considered a second team from the Zone from which the majority of the athletes reside.

Individual

In the event that there are one or more open slots for a given event:

1. The first opportunity to fill each spot is given to the host Zone
2. Subsequent fill athletes will be designated based on provincial ranking at November 24th, 2023, as detailed below

General

- Distribute places in inverse order from the team's placing at the last Alberta Winter Games according to the principle of making the weakest teams as strong as possible:
 - The highest ranked fill Zone fencer to be placed as fill on the weakest team (based on the previous Alberta Winter Games results) that requires a fill, the next highest fill to the next weakest team and so on.
 - The ranking used will be the ranking published following the last Zone qualification tournament that has been completed.
- Should a tie occur, the Zone Playoffs results will determine the selected athlete.
- In the case of the withdrawal of an athlete from the Games after the Zone teams have been announced, the individual fill policy will be used to fill the vacated position.
- Should the vacancy occur on a team filled by the team fill policy, and that Zone is not able to provide a new fill athlete, only the vacancy will be filled and all other athletes will remain the same.
- All Zones are required to register athletes for the Zone playoffs on the website identified by the Alberta Fencing Association. This is required even if a fee is not charged, and will allow for proper application of the fill policy.
- All Zones are required to submit their playoff results to the Alberta Fencing Association by November 24th, 2023 in order to allow for the proper application of the fill policy.
- Individual fill athletes compete in both the team and the individual event for the Zone they are filling on, regardless of their home Zone.
- In the case of the team fill policy being applied, any individual fills on a filled team will compete for the Zone from which the bulk of the athletes reside

*Fills must be submitted for approval to the Multisport Games Unit by **January 16, 2024**.*

ELIGIBILITY

Athletes

- Athletes will compete for their Zone of residence, unless they are competing as a fill athlete for another Zone, as per fill policy outlined in this document.
- Each athlete is only eligible to register to compete at the Alberta Winter Games in one (1) weapon, though they may enter the qualification events for multiple weapons.

Athletes seventeen (17) years of age, or athletes turning seventeen (17) during the Alberta Games, are NOT eligible to attend the Games. For Alberta Games Eligibility Policy information please visit www.albertawintergames.ca.

Coaches

- **NCCP Certification** - A minimum of one (1) member per Zone of the staff registered as coaches must be fully certified) under the National Coaching Certification Program to at least **Instructor-Beginner** or the equivalent. As this is a developmental event, Zones should assign the coaching positions in the following order of preference, depending on availability:
 1. Comp-Int
 2. Inst-Beg
 3. Comp-Dev
 4. Community

All coaches and chaperones must be at least eighteen (18) years old by the start of the Alberta Games.

AFFILIATION

Athletes must be members of the Alberta Fencing Association to participate in the Alberta Winter Games. Contact the Alberta Fencing Association at (780) 427-9474 or your local fencing club.

Note: The registration deadline for Fencing is **December 11, 2023**.

Benefits of affiliation include:

- Access to provincial programs
- Liability and Sport Accident insurance
- Newsletter
- Right to participate in coaching and officials certification program
- Right to hold office

ENTRY AND ZONE PLAYOFF PROCEDURES

Each Zone will finalize and submit to the AFA a Zone playoff schedule by **August 28, 2023**. These dates will be circulated to all clubs as well as posted on the Alberta Fencing Association website.

To determine the date and location of Zone playoffs/selection please visit www.fencing.ab.ca or www.albertawintergames.ca.

PROVINCIAL GAMES REGISTRATION FEE AND DEADLINE

All Zone team athletes, who qualify to compete at the 2024 Alberta Winter Games (excluding coaches and chaperones), are required to pay an individual registration fee of \$80.00. This fee will offset the costs related to transportation, accommodation, meals, Zone identification, medals, athlete entertainment and sport competitions. This fee is payable to your provincial sport organization and must accompany the athlete's registration form for the Provincial Games.

Please note the registration deadline for Fencing is **December 11, 2023**.

EVENTS

The competition will consist of Individual and a Team events. Event details will be posted on the Alberta Fencing Association's website before the Games.

Individual Event

- There will be an individual event for each of the six (6) weapon categories.

- The individual event will take the form of a round robin (poule) followed by direct elimination.
- There will be a direct elimination match for third place.

Team Event

Each Zone will qualify one (1) team of six (6) fencers. There will be a maximum of eight (8) teams. The team shall consist of:

- One (1) Men's and one (1) Women's Foilist
- One (1) Men's and one (1) Women's Epeeist
- One (1) Men's and one (1) Women's Sabreur

The team competition will take the form of a round robin (poule) followed by direct elimination. Each team will fence each other once in the poule.

- Order of bouts will be decided by random draw by the coaches or team captains at the beginning of each match.
- There will be a direct elimination match for third place.
- The sabre bouts of the team event will be fought for a maximum of one minute stop time.

Rules of competition are in accordance with the Canadian Fencing Federation and Fédération Internationale d'Escrime rules and regulations.

PROTEST PROCEDURES

As per Canadian Fencing Federation rules and regulations.

EQUIPMENT SPECIFICATIONS

As per Alberta Fencing Association rules and regulations.

PROVINCIAL SPORT COORDINATOR

[SeanMaia](#)-Rathwell

c/o Alberta Fencing Association 11759 Groat Road

Edmonton, Alberta, T5M 3K6

Telephone: (780) 860-8422 (b) (587) 603-7141 (c)

E-mail: ed@fencing.ab.ca

Website: www.fencing.ab.ca

ZONE SPORT REPRESENTATIVE

Each of the eight (8) Zones has a designated Fencing representative. To contact your Zone sport representative please see the list below and contact information for each Zone sport representative.

-
- a. Tournament eligibility and preferences
 - b. **Motion: AFA to adopt the following policy changes on tournament eligibility:**
<https://docs.google.com/document/d/18UF5IBIaIZB3Co7bQbS7TerG7dYW0Hm7/edit>
 - i. 1st: David C
 - ii. 2nd Richard Bezemer
 1. Votes: Will S. Abstaining, all others in [favorfavour](#)

POLICIES TO BE RATIFIED:

4.1.4 Eligibility to host tournaments

4.1.4.1 Supported and sanctioned competitions:

Clubs must be members in good standing as defined elsewhere in this manual.

4.1.4.2 Alberta Cups and Provincial Championships:

Clubs must be members in good standing as defined elsewhere in this manual.

Clubs must have filled at least 5 volunteer shifts at the most recent nearby AFA Casino fundraiser in Edmonton or Calgary.

Red Deer may combine the most recent Edmonton and Calgary [casinosecasino's](#).

This does not apply to clubs outside the Calgary or Edmonton metropolitan areas. The AFA Board will determine whether a club is outside the metro areas on a case by case basis.

4.1.5 Preference for Hosting Alberta Cups or Provincial Championships.

4.1.5.1 Alberta Cups and Provincial Championships should be equitably distributed around the province and among eligible clubs.

4.1.5.2 Where 2 or more eligible clubs from the same city have submitted a bid for an Alberta Cup or Provincial Championships, preference should be given to the club which has demonstrated greater support to the AFA and its objectives, as long as the principle of equitability is maintained. Support may be determined by assessing the following aspects:

- Providing volunteers to AFA Casino's
- Participation in AFA programs (referee development, coach development, etc)
- Registration of members in a timely manner
- Providing the Executive Director with tournament data in a timely manner
- Any other factor that the Executive Director can justify to the Board as reasonable

Motion to approve the proposed Tournament Submission deadlines

Deadlines: https://drive.google.com/file/d/1cNBr0D89t1FHLkLrylqZaQQOHo9i4lly/view?usp=share_link
1st - Richard / 2nd - Aster / All in favor

POLICIES TO BE RATIFIED:

4.2 Tournament Bid Submission and Tournament Calendar Deadlines

The deadline for submitting applications for AFA Provincial Cup Series and Provincial Championships (Level 2 & 3 events) in the September to August season is **April 1st** of the previous season. The Board may approve changes and adjustments to these deadlines as warranted.

4.2.1 Tournament Scheduling Priorities

Highest priority will go to scheduling Level 3 events first and then lower level events in a descending order. Consideration for tournament timing will take into account the CFF national events and high level provincial tournaments in other provinces.

Tournament schedule conflicts guidelines: Precedence is given to historical dates.

4.2.2 Timeline

- This timeline may need to be adjusted based on publication of the National Schedule. If adjustments need to be made it will be posted in advance of the deadline.
- The Executive Director will send reminders to clubs for Provincial Cup submissions **30 days and 15 days prior to the submission deadline**. If tournament information is not submitted by the deadline, the tournament will not be sanctioned/ranked by the AFA. Please note that the AFA realizes that venues may not be finalized as of the deadline and as such information may be tentative.
- Provincial Cups should be spread out evenly throughout the season, with Provincials being the last tournament of the series. Historically there have been 2 in the fall session and 2 in the winter session. Any changes made to the event schedule for tournaments posted on the AFA website must be reported to the ED as they are made. (Times, combining events, event cancellation).

□ **April 1st:** Submission deadline for intention to host Level 2 & 3 events. The Executive Director posts the tentative schedule to the website by no later than one week after this deadline. The Executive Director to consult with potential hosts.

□ **April 15th:** Deadline for formal bid packages for Level 2 and 3 events. Executive Director to submit bids and recommendations to the Board, evaluate the timeline for events and work with clubs to optimize the provincial cup series dates.

□ **April 30th:** Board approval of the AFA Provincial Cup Series tournaments and Provincial Championships. Tournament dates are posted to the website; Executive Director to schedule meetings with tournament organizers.

□ **End of May:** Meetings ~~with the Executive~~with Executive Director for clubs hosting Level 2 and higher tournaments to finalize tournament dates.

□ For all Level 1 and below events, a minimum of three months advance notice is required, and the host organization must provide all necessary sanctioning documents. Any equipment requests must follow the submission guidelines for requesting equipment (sec 4.5 AFA Policy Document).

Level 0 tournaments (in-house, club competitions, smaller inter-club or any tournaments not ranked) need to notify the AFA at least one month in advance if an insurance certificate is requested.

4.2.4 Calendar Submission and Posting

The AFA is to submit the AFA Provincial Cup Series tournaments to the CFF by June 1st. The AFA is to post the tournament calendar on the AFA website by June 1st, midnight. The information sheet for Level 2 and 3 events should be posted to the AFA site 2 months in advance of the start of the tournament and 1 month in advance for Level 1 events. Registration should be open for participants to register at the same time as the information sheet is posted.

The Information Sheet should contain

- Date of the tournament
- Venue
- Registration Fees
- Event Schedule
- Accommodation
- Reposting of equipment standards from Armoury Committee (Sec 4.5 (TBD))

ALBERTA FENCING ASSOCIATION

Board of Directors Meeting

June 11, 2023

1. Other Business
 - a. Online Motions
 - i. Provincial Bounties - Passed
 - ii. Open tournament for provincials - Passed

Second set of June 11 minutes:

<https://drive.google.com/file/d/1PDXXKXJmUvCP3PzKiud6R8R35q9uaJAby/view>

Finance Committee

David: The two grant proposals went out and had no feedback other than the school grants. That has been added to the folder. Looking to pass it so clubs can apply for next year.

Mia: There is a reconciliation of the spending up to February to ensure everything is aligned. The credit

card was canceled to ensure that possible fraud charges that were made. The final reconciliation update will be posted when it's ready.

David: Motion to put it on the floor

Mark: Seconded

Richard: How do we determine the funding that goes out for this?

David: Numbers were recommended to be removed in order to let the board adjust it based on finances.

Mark: Will there be preamaters on the grants being given out based on what the clubs are looking to spend money on?

David: Originally we were looking at 5 dollars per student. This is more an incentive to report the activities as a way to know so we can tell our funding partners what is happening.

Mia: we need to discuss our membership categories for the next season. It was seen as a matching grant but it is hard to be restrictive because we don't know the budget. Our funding needs to see school programs and currently it is hard to report the work.

Mark: DO we have a package for this? Insurance sometimes prohibits fencing sometimes. Are there materials that can help these kind of prohibitions?

Mia: It's up to the school board and is case to case.

Alex: Do we need to apply for past work?

David: Clubs can apply for June in the previous year could be a rewrite of the policy. This isn't something that should be counted on in advance.

Motion was passed unanimously

Other busniess

Richard: Open tournaments for provincials was good for including BC which didn't have provincials. Safe sport policy didn't pass and we will look to pass one next meeting with more clarification.

Alberta Cup schedule

Richard: Looking for approval on the schdule and clubs for next season so clubs can start planning. We are looking for another Alberta cup hosted by a club and provincials hosted by provincials to help with grant funding.

Will: AFA hosting in Edmonton, are they looking for a volunteer base and clubs to help with?

David: I will take the role of lead organizer if approved. The volenteer base will be like the casinos.

The

grant will given based on the number of volenteers. This will also go towards expanding the bounties which will give more flexibility for additional bounties and prizes.

Will: Awarding grants for volenteers is this specific or general?

David: It would be like how we do casinos.

Will: Concerned about the work done in advance and drawing on volenteers will be hard to prep for has the work will need to be done during the week.

Mia: how tournaments are handled, this is not a good busniess model as all the profits go to the organizers and all the expenses go to the AFA. This would help reduce these concerns. AFA will be giving Epic 20 000 for provincials.

David: provincials should be spread around the province. My offer to run this will be good if it's in Edmonton.

Richard: this will insure everyone gets a tournament

Kayla: The volunteer base in Calgary is strong but there is concern about relying on them coming up to

help out without an economic incentive.

Orlin: I could see this concern but there was a lot of volenteers up in Edmonton this year.

David: We haven't done this before so it's hard to see how it will go.

Alex: for future years will there need to be a committee to host?

David: I would see this as an experimental year to see if it's successful.

Mark: This about capacity building in the province. These are unknowns that can be seen through as a

capacity building opertunity.

Mia: Four Alberta cups and an Alberta provincial. At the current spending, we would go over budget with expenses. The AFA side needs to pay for more referees, I will need to adjust it and make it larger

for next season. This will not be sustainable.

Richard: Can we motion for this proposed plan?

Kayla: Motion

Alex: Seconded

Passed unanimously

ALBERTA FENCING ASSOCIATION

Board of Directors Meeting

June 26, 2023

Respect in Sport : https://docs.google.com/document/d/1Xu_nPQnbd-2UJoUmeXoDyCccd36oOag1/edit?usp=sharing&oid=117225177739505168886&rtpof=true&sd=true

Motion to adopt the changes to the policy manual to adopt Respect in sport / 1st - Alex / 2nd - Boris / All in favour

OPERATIONS:

Respect in Sport Policy Update:

*Under the AFA Website Resources: Respect in Sport:

Respect in Sport is an online certification course working to empower people to recognize and prevent abuse, bullying, harassment, and discrimination within the sport community through a global culture of respect. The Respect in Sport Program has been implemented by many national and provincial sport organizations across Canada and is partnered with the Canadian Fencing Federation. Respect in Sport provides fundamental training tools which enable all Coaches, Youth Leaders to become better role models for young athletes in their care. Respect in Sport also provides education to empower parents to ensure the safety of their children while encouraging a positive atmosphere for all athletes.

Access to Respect in Sport can be obtained through the following links:

Respect in Sport for Activity Leaders

(Duration: 2.5 hrs) Mandatory for AB Coaches & Referees Effective September 01, 2023:

https://fencing-canada.respectgroupinc.com/koala_final/

Respect in Sport for Parents

(Duration: 1 hr) Recommended for one adult caregiver per athlete's family:

https://fencing-canada-parent.respectgroupinc.com/koala_final/

Respect in the Workplace

(Duration: 1.5 hrs) Optional additional resource provided to Clubs for their Staff and Board Members:

<https://fencing-canada-workplace.respectgroupinc.com/start.jsp>

POLICIES TO BE RATIFIED:

*Recommend amending to Section 1.3.4, Section 4.6.2 and Section 5.2 effective September 01, 2023:

Section 1.3.4 Coach Documentation

*Replace 1st paragraph: *All Coaches must have at a minimum the AFA Associate level membership (or Coaching level Membership), a criminal record/background check on file with the AFA, an up to date First Aid course, and the Making Ethical Decisions module completed. With:*

All Coaches must have at a minimum:

- An AFA Associate level membership (or Coaching level Membership)
- Completed Criminal Background Check with Vulnerable Sector Screen
- An up to date First Aid course
- Completed Safe Sport Training
- Completed Respect in Sport Activity Leader Program
- Completed Make Ethical Decisions & Make Ethical Decisions Online Evaluation

Section 4.6.2 Referee Qualifications

*Add before 1st paragraph:

All AFA Recognized Referees must have at minimum:

- An AFA Associate level membership (or Referee level Membership)
- Completed Criminal Background Check with Vulnerable Sector Screen
- Completed Safe Sport Training
- Completed Respect in Sport Activity Leader Program

Section 5.2 Selection Process for Coaches for Training Camps, Events and Teams:

Under: "The committee shall establish a list of relevant criteria for consideration for coach selection which may include:"

Add: - Must have completed Minimum Standards as per Section 1.3.4

OPERATIONS:

*Also recommend adding to the Website's Sport Development Coaches and Officials Pages under the appropriate coaching pathway and official developer stream to reflect the added training requirements to properly reflect the changes in policy.

Points of discussion:

- Respect in Sport for Parents: looking at various PSO's such as Volleyball Alberta, Rugby Alberta and Hockey Alberta it appears Respect in Sport is a mandatory requirement for parents to complete. The board must discuss the level at which Respect in Sport for Parents should be applied for the AFA. This is an important decision as Respect in Sport is tied to Safe Sport.

Safe Sport Policy:

https://drive.google.com/file/d/1L2z4eV1zdkaA5J_IRCDSkhKtXr_pU3oH/view?usp=drive_link

Motion to adopt the Safe sport policy / 1st David / 2nd Mark / All in Favour

POLICIES TO BE RATIFIED:

Safe Sport Policy

1. **General:** In addition to this Policy, Members of Alberta Fencing Association (AFA) may be subject to the Safe Sport Policies ([Safe Sport | Canadian Centre for Ethics in Sport \(cces.ca\)](#) of Canadian Fencing Federation (CFF) and/or other provincial sport governing bodies, and/or other bodies having jurisdiction over sports in Canada. Further, additional safety-related requirements may be contained in other AFA manuals, handbooks and other policies that apply to AFA Members which may be specific to a particular discipline (athletic, coaching, officials, volunteers) or activity (i.e. team manager duties, team travel). If this Policy conflicts with or is inconsistent with the standards set forth in any other applicable codes, standards and policies, the higher standard shall prevail.

2. **Definitions:** Capitalized terms have the following meanings in this Policy:

2.1 “AFA Activities” means all events that are sanctioned, sponsored or otherwise supported by AFA, including but not limited to those ordinarily arising in the course of AFA’s business and activities (whether in person, over the phone or online), such as: competitions, practices, training camps, travel associated with AFA activities, and meetings. For the purposes of this Policy, “AFA Activities” also includes other non-AFA events and circumstances outside of the foregoing, when such conduct adversely affects relationships within AFA (and its work and sport environment) and/or among its Members or is detrimental to the image and reputation of AFA. Such applicability will be determined by AFA, in its sole discretion.

2.2 “Bylaws” means the bylaws of AFA, as the same may be amended from time to time.

2.3 “Duty of Care” means the requirement that reasonable care be taken to avoid acts or omissions that could expose others to risk or harm.

2.4 “Member” has the meaning set forth in the Bylaws (which for clarity includes individuals and organizations, as the context requires), and includes but is not limited to registered participants such as coaches and athletes.

2.5 “Participant” includes Members and any other individual who is involved or present at any AFA activity. This may include and is not limited to Parents and Guardians, spectators or community members.

2.6 “Position of Trust” means a job or position in which one individual may exercise power or authority over another individual, such as a team manager or coach

2.7 “Safe Sport Environment” has the meaning set forth in Section 3.1.1 below.

2.8 “Rule of Two” has the meaning set forth in Section 6 below.

2.9 “Vulnerable Individual” means a person under the age of 18 years old and/or a person who, because of age, disability or other circumstance, is in a position of dependence on others or is otherwise at a greater risk than the general population of being harmed.

2.10 “Maltreatment” ([Canadian Safe Sport Program \(sirc.ca\)](#)) includes but is not limited to psychological, physical, neglect, sexual maltreatment, grooming, boundary transgressions, discrimination, aiding and abetting, and failure to report.

3. Purpose of this Policy

3.1 This Policy has been adapted from the UCCM Commitment to “A Sport Environment Free of Maltreatment” ([The UCCMS](#)) and developed to support AFA’s following commitments and objectives in creating a Safe Sport Environment:

3.1.1 AFA is committed to promoting a sporting environment in which all Members are able to participate in AFA Activities in a safe, healthy and inclusive training and competitive environment, free from any form of abuse, maltreatment, harassment or discrimination, regardless of the level or capacity in which the Member is participating.

3.1.2 The welfare of all participants in the sport is one of AFA’s foremost considerations. All members recognize there is a shared duty of care to prevent or mitigate opportunities for maltreatment and misconduct. In particular, the protection of athletes who are Vulnerable Individuals is the ongoing responsibility of each member of the fencing community. AFA recognizes the collective responsibility that it has which requires deliberate efforts to develop policies, procedures and standards that assist its Members in achieving a Safe Sport Environment.

3.2 AFA will provide support to its member clubs in their provision of fun, healthy, inclusive and Safe Sport Environments. AFA believes that fencing can enrich the lives of everyone involved, and AFA will strive to ensure, through the provision of support and assistance to its Members, specifically its member clubs, that the training and event participation environment throughout the Province of Alberta is one where all participants know they are safe, and are treated with respect and dignity.

4. Policy Application: This Policy applies to all Members and Participants of AFA activities, as defined in the Bylaws of AFA and this policy. Violations of this policy are subject to disciplinary review.

5. AFA’s Ongoing Commitment to a Safe Sport Environment

5.1 AFA, in understanding and discharging its Duty of Care, commits to ensuring that its policies and procedures support a safe, inclusive, open, observable, and transparent sporting environment for all its Members (a “Safe Sport Environment”), and that such policies and procedures are based upon and are consistent with best practices as established by youth sporting organizations in Canada from time to time. AFA intends that its programs and services be consistent with and support this Policy. AFA strives to be a leader in supporting a Safe Sport Environment in all AFA Activities.

5.2 Prioritizing, establishing, and maintaining a Safe Sport Environment involves the responsibility and practices of everyone involved in fencing, in particular those in a Position of Trust, to ensure the safety and development of athletes, coaches and all other participants.

5.3 AFA recognizes the critical role of its member clubs in the delivery of a Safe Sport Environment. AFA is committed to providing support and assistance to its member clubs in their achievement of a Safe Sport Environment.

5.4 AFA strongly recommends that individuals in positions of trust complete “Safe Sport” training ([Safesport \(coach.ca\)](#)) and encourages Board members to also

complete the recommended Safe Sport course.

5.5 AFA strongly encourages member clubs to have all Participants and Members, especially parents, guardians and volunteers, complete the “Safe Sport” or “Respect In Sport” for Parents and Volunteers training module.

6. Safe Sport Environment

6.1 AFA strives to provide all participants who are Members of AFA and/or who are participating in AFA Activities with the following:

6.1.1 safe, healthy and inclusive sporting environments;

6.1.2 qualified, experienced, and athlete-centered leadership that attends to the well-being and developmental needs of participants;

6.1.3 a transparent and clean sport environment that has fair officiating, clear rules, and appropriate training and competition schedules;

6.1.4 the opportunity to feel empowered, use their voice, and share in the leadership and decision making of their sport experience;

6.1.5 information that is important to athlete and participant well-being and opportunities to strive for success;

6.1.6 access to education related to the sport, participation, welfare and safety;

6.1.7 respect, dignity, and appropriate safeguards from abuse, maltreatment, harassment, or discrimination;

6.1.8 mechanisms for reporting misconduct to an independent third party without fear of reprisal; and

6.1.9 tools to allow athletes to know, understand, protect, and advocate for their interests.

7. Adherence to the “Rule of Two”

7.1 In supporting its commitment to a Safe Sport Environment, AFA strongly recommends that all Member clubs adopt the “Rule of Two” in the responsible delivery by persons in a Position of Trust, of coaching and related programs and services.

The “Rule of Two” means:

7.1.1 That the coach (or responsible adult) is never alone with or out of sight with any Vulnerable Individual.

7.1.2 Two NCCP trained or certified coaches (or responsible adults) should always be present with an athlete, especially a minor athlete, when in a potentially vulnerable situation such as in a locker room or meeting room. All one-on-one interactions between a coach (or a responsible adult) and an athlete must be open and observable except for medical emergencies.

7.1.3 One of the coaches (or responsible adults) must also be of the same gender as

the athlete.

7.1.4 Should there be a circumstance where a second screened and NCCP trained or certified coach is not available, a screened volunteer, parent, or adult can be recruited.

7.2 AFA recognizes that, in circumstances of team travel, strict adherence to each aspect of the Rule of Two may be impractical or impossible. AFA expects that its member clubs and the persons in a Position of Trust entrusted with the care of Vulnerable Individuals will take prudent and reasonable steps to ensure that all or as many aspects of the Rule of Two are able to be followed consistently, with as few exceptions as possible.

8. Evaluation: AFA shall continually monitor, evaluate, and amend its policies, practices and procedures, including this Policy, at any time and without notice. It is the responsibility of each member of AFA to understand and keep up to date with current versions of its policies.

9. Obligation to Report: An adult Member is obligated to report on a timely basis and with all relevant information, to AFA or to appropriate law enforcement or child protection services, any actual or suspected psychological misconduct, sexual misconduct, physical misconduct or neglect involving a Vulnerable Individual. Any adult Member who fails in this duty to report shall be subject to disciplinary action by AFA.

10. Reporting Process: Issues, complaints and concerns with respect to breaches or alleged breaches of the AFA Safe Sport policies are to be submitted through the AFA reporting misconduct/complaint form ([hyperlink here](#)) by a Complainant with actual knowledge of the events being complained or the individual acting on behalf of a minor. Additional attachments, if any, should be filed at the same time as the complaint. Complaints shall include all relevant detail such as the name of the Respondent(s), details of the incident(s) (including dates, times, and places), reference to the AGF Policies the Complainant alleges have been breached, and names and contact details (if available) of relevant witnesses.

10.1 Anonymous complaints will only be accepted by the AFA depending on the seriousness of the breaches alleged in the complaint and where the complaint discloses sufficient information to reasonably permit the AFA to undertake next steps.

10.2 Upon receiving a report of misconduct or complaint through the AFA complaint form the ED will issue confirmation of receiving the form to the complainant within 48 hours and will within 30 days: a) Determine whether the complaint/report is frivolous and within the jurisdiction of this policy; b) Enquire if the parties would be willing to attempt to resolve the issue by way of mediation; c) Coordinate all administrative aspects and set timelines; and d) Provide administrative assistance and logistical support to the Disciplinary Panel as required.

10.3 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 that the complaint cannot be concluded within the timelines dictated in this policy, the ED or Panel may direct that these timelines be revised.

10.4 The reporting, complaints and discipline process is confidential involving only the parties, the ED and the Discipline Panel. Once initiated and until a decision is released, none of the parties will disclose confidential information relating to the report, complaint or discipline to any person not involved in the proceedings. Where a complaint alleges any physical or sexual abuse of a Vulnerable Individual, AFA is legally obligated to contact the parents or legal guardians of the Vulnerable

Individual and/or relevant law enforcement and/or child welfare authorities. Such disclosure is permissible pursuant to this Policy.

10.5 A decision of the Discipline Panel may be appealed in accordance with the AFA Appeals Policy. *The Canadian Sport Helpline is aimed at offering a safe place for victims and witnesses of abuse, harassment and discrimination in sport to share their concerns and get advice on next steps. The Helpline offers assistance to victims or witnesses of harassment, abuse or discrimination. The anonymous, confidential and independent service allows them to share and validate their concerns, obtain advice on required next steps, and be referred to other appropriate resources for follow up.*

Transgender : https://docs.google.com/document/d/1Q3qxo5tjim-iFb4Pg9DRW8xiBpSC7jY2weCk4QwDU8Q/edit?usp=drive_link 1st Will / 2nd Aster / All in favour

POLICIES TO BE RATIFIED:

4.7.2 Transgender Fencers at Tournaments

- Athletes may compete in AFA sanctioned tournaments as the gender with which they identify at the time of event registration, as determined by their provincial membership profile. Nonbinary athletes may enroll in male or female events.
- Athletes may update their gender on their provincial membership at most once per fencing season.

OPERATIONS:

Motion: That the AFA pay back the \$40k Covid loan now, rather than waiting for the deadline.
1st - David / 2nd - Alex / All in favour

GOVERNANCE:

Strategy Committee

Motion to extend our current strategic plan until January 1, 2024

1st Mark / 2nd - David / All in favour

Motion: Engage with Sport Law to facilitate Strategic Planning and Governance training
https://drive.google.com/file/d/1fHezG_RloxzYNDtsDtB9_VTr3Mql7tB2/view?usp=drive_link

1st - Mark / 2nd - will / All in favour

PROCEDURES:

Membership fees and structure

Motion to stop collecting CFF fees for Associate membership for the 2023 / 24 fencing season.

1st - David / 2nd - Alex / All in favour

Motion for \$20 Associate / Recreational membership

1st - mark / 2nd - David / All in favour

Motion for \$55 competitive fee, includes CFF license cost

PROCEDURES:

Tournament schedule

Motion from the previous meeting is missing - needs to be confirmed before it's posted online - Maia

1. Red Deer Oct 14/15 or Oct21/22
2. SSC Leduc - Nov 4-5
3. UofC - Calgary - Feb 25/27
4. Epic - Calgary - March 15/16
5. Provincials - AFA /Edmonton TBD April/May

Motioned by Kayla, seconded Alex, passed unanimously

Motion to confirm this is the tournament schedule for Alberta Cups for the 2023 /24 season.

1st - David 2nd- Mark All in favour

Minutes July 24, 2023

Motion to accept new Participant membership proposal :

https://docs.google.com/document/d/11GaR4zhu_3iac_iAZtKZkVx5xmGSoxVwyZwp95-Xcq/edit?usp=drive_link

Richard, 2nd Mark, Approved

POLICIES TO BE RATIFIED:

1.4.4 Membership Level

Individual club members must indicate what level of membership they are applying or renewing.

Membership levels are as follows:

1. COMPETITIVE membership allows the member to take part in all Alberta Fencing Association sanctioned and non-sanctioned events, as well as Canadian Fencing Federation sanctioned tournaments. Canadian Fencing Federation tournaments hosted within Alberta require a Competitive membership for all events. A new Competitive member is awarded a CFF license number upon payment of the required fee. A Competitive member will be registered with the CFF, and will be included in CFF Domestic rankings. CFF Ranked Competitive members are eligible for funding support for travel through the Athlete Development Program, and funding for coaching and referee development.

2. ASSOCIATE membership is available for those who participate in club practices, compete in non-sanctioned (Level 0) events, sanctioned Level 1 events, coaches, officials, or any other supporter. Any non-sanctioned competitive events will not be included in the CFF rankings [See Individuals in this membership category also actively participate in the club's fencing classes and in-house tournaments. This membership category also includes any individual who takes part in a clinic, camp or class hosted by the club. The clinic, camp, or class may take place at the club or at another venue (i.e. schools, community league, recreational facilities, etc.).

All coaches/officials must have this level of membership at minimum.

All executive members of clubs or the AFA must have at least this level of membership.

This category may also include volunteers, family members, and executive members who wish to support the Association.

3. *Trial-level membership is available to athletes new to the sport of fencing who participate in club practices and club or AFA outreach/community programs. Trial-level members may compete in no tournaments, enroll in no AFA courses or clinics, and may not participate in classes or programming over the course of more than 6 weeks.*

Trial-level membership expires 6 weeks after registration. Any members who have previously held any provincial membership are ineligible to purchase a Trial-level membership. Any person who possesses this level of membership and continues fencing is expected to upgrade to a higher level of membership after their initial 6 week program has completed.

At no time after purchasing a higher-level membership during the current fencing season is a member allowed to downgrade to this membership level. Fee to be determined by the Board annually or as required.

PROCEDURES:

Motion: Fees for Participant membership to be set at \$5 per membership for the 2023 / 2024 season
1st - Boris, 2nd David, Approved

GOVERNANCE:

Motion for Nelson Chu to be accepted as board member
1st Richard, 2nd David, approved

ALBERTA FENCING ASSOCIATION

Board of Directors Meeting
August 14, 2023

Hiring Committee

Motion : The board accepts Sean Rathwell as the candidate for Executive Director, and authorizes the president to negotiate a contract with him for the Executive Director position.

1st - Richard 2nd - Svetoslav / All in favour

ALBERTA FENCING ASSOCIATION

Board of Directors Meeting
August 27, 2023

PROCEDURES / OPERATIONS:

Motion: The Board affirms that Sean Rathwell will have signing authority with the AFA in accordance with Bylaw 39, effective September 5th, 2023.

1st - David 2nd - Nelson, All In Favour

Motion: The Board delegates Maia Rathwell as a signing authority for the AFA, with authority to speak for the AFA with Scotiabank, our bookkeepers, and accountants, at the request of Sean Rathwell, from the conclusion of her employment with the AFA until the next AFA AGM or December 31, 2023, whichever comes first.

1st - David 2nd - Aster, All in favour

Motion: The Board accept the submitted policy regarding the purchase and sale of branded merchandise, to be designated section 7.5 in the policy manual.

1st - David, 2nd - Aster, Mark Abstains, everybody else in favour

POLICIES TO BE RATIFIED:

7.5 Merchandise

If the AFA acquires branded merchandise, the Executive Director will set prices in consultation with the Chair of the Finance Committee.

With regards to prices, all individuals must be treated equally. The Executive Director may not provide any individual with a complimentary item, or an individualized discount without the expressed approval of the Board. This applies to members of the Board of Directors as well as all other members.

The AFA Board of Directors may authorize the purchase of individualized branded merchandise for the Executive Director, President, and Vice President, displaying their title, to be used when they are representing the Association. These purchases must be authorized by the Board in advance. The individuals holding those positions may decline the offer.

The Executive Director may negotiate terms with clubs for co-branded merchandise if clubs wish to acquire merchandise that displays the AFA logo along with their club logo. Given the unlimited possibilities for merchandise, the Executive Director should consult with relevant committees in determining the appropriate terms of the agreement. This also applies to event specific merchandise for events not organized by the AFA.

Merchandise purchased for athletes representing Alberta at inter provincial games, which is paid for from games related grants, is not subject to this policy.

GOVERNANCE:

Hiring Committee

Online Motion for Accepting Seans Contract. Approved

Motion: Dismiss hiring committee

1st - Richard, 2nd David, All in favour

Strategy Committee

Motion: Members attending the Strategic planning can claim travel expenses and hotel expenses as per current ab government rate.

1st - Richard 2nd - Mark all in favour

Section 6 Policy Update

[Section 6 \(see folder\)](#)

1st David 2nd - Mark - All in favour

POLICIES TO BE RATIFIED:

Section 6

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6 Organizational Structure and Staffing

6.1 Organization

Pursuant to AFA Bylaw 12, the Board of Directors has full authority over the operations of the AFA.

Individual Directors have no executive authority, and can not order AFA staff to take any action, unless explicitly authorized to do so by the Board through this manual or direct vote.

The Board of Directors shall exercise oversight, policy, governance, discipline, and adjudicate disputes. Through its' committees, the Board may also provide planning and organizational support functions to the AFA staff to facilitate the fulfillment of AFA policy objectives.

Pursuant to AFA Bylaw 25 the Chairman of the Board is also the President of the AFA and will have full executive functions over the day to day operations of the AFA, including the direct supervision of the Executive Director (ED).

The ED is responsible for the day to day operations of the AFA and fulfilling the policy objectives and programs established by the Board as specified in this document, or any other tasks that the Board deems necessary and votes upon at a meeting of the Board.

6.2 Job Descriptions for the AFA President, Vice President, and Committees

6.2.1 Chairman of the Board

Pursuant to Bylaw 25, the Chairman of the Board is also the President of the AFA and is responsible for all duties defined therein.

Other responsibilities of the Chairman:

- Scheduling meetings of the Board in accordance with the Bylaws

- Scheduling the AGM of the membership in accordance with Bylaw 45

- Calling General and Special meetings of the membership in accordance with Bylaw 46

- Ensuring the Strategic Plan is reviewed and updated in accordance with Bylaw 22

- Ensuring the Policy Manual is current

- Any other task defined in the Bylaws, or decided by the membership at a General Meeting.

6.2.2 President

Pursuant to Bylaw 25, the Chairman of the Board is also the President

The President is responsible for overseeing the day to day operations of the Association

Other responsibilities of the President

- Providing direct oversight to the ED for the performance of administrative tasks
- Managing or delegating all tasks performed by the ED when there is no ED available
- Conducting an annual review for the ED
- Maintaining the Human Resources policies approved by the Board
- Ensuring the employment contracts for all employees are kept, secure, and available for a succeeding President
- Ensuring that all required documents are maintained
- Ensure that all documents are in good order for the transition to a new President
- Represent the AFA and Alberta to the Canadian Fencing Federation, including the CFF AGM
- Represent the AFA in dealing with other Provincial Sport Organizations
- Be the public face of the AFA in dealing with other organizations and businesses
- Attempt to resolve any complaints against the AFA or its staff by members, or non-members, in accordance with the procedures outlined in this manual
- Any other task specified in this manual
- Any other task determined by the Board during a meeting of the Board

6.2.3 Vice Chair of the Board

Pursuant to Bylaw 26, the Vice Chair will preside at all meetings where the Chair is unable to attend.

The Vice Chair will make themselves available to the Chair to consult on all matters pertaining to the functioning of the Board

6.2.4 Vice President

The Vice Chair will also be referred to as the Vice President, although not specifically designated so in Bylaw 26

The Vice President is responsible for resolving any complaints against the Chair/President in accordance with the procedures outlined in this manual

The Vice President will represent the AFA at all external meetings where the President is unable to attend

The Vice President will be available for the President to consult on all matters pertaining to the operations of the AFA

The Vice President may carry out executive functions when requested to do so by the President or Executive Director

6.2.5 Standing Committees

In accordance with Bylaw 31 the Board may form committees to carry out the functioning of the Association. The following are the committees that the Board has established to operate regularly as of 2023.

6.2.5.1 Armoury

- Oversee all the equipment owned by the AFA
- Make purchasing recommendations for equipment to the ED
- Establish policies regarding the use of equipment owned by the AFA

Develop policies regarding the safe use of equipment
Arrange for the repair of any equipment owned by the AFA that has become damaged
Make recommendations to the ED regarding courses for the training of Armourers

6.2.5.2 Athlete Development

Responsible for developing programs for athletes to increase their skills through training camps, workshops, and seminars.
Responsible for the integration of LTAD within the fencing community
Establish subcommittees for Official Sport Games established by the federal or provincial governments

Canada/Alberta Games Committees

Oversee the participation of Alberta fencers in multi-sport games within Canada
Establishes selection criteria for athletes
Establishes selection criteria for coaches, officials, referees, and chaperones in line with the criteria established for the specific games

6.2.5.3 Bylaw and Policy

Responsible for reviewing and recommending changes to the Bylaws of the Association
Responsible for organizing and maintaining the Policy Manual
Responsible for proposing policy changes that are not clearly the responsibility of any other committee

6.2.5.4 Finance

Provide oversight of the finances of the Association
Work with the ED and outside bookkeepers to ensure that appropriate financial controls are in place
Review the performance of the bookkeepers and auditors to ensure that the needs of the association are being met
If it is determined that either new bookkeepers or new auditors are needed, work with the ED to ensure that a fair and transparent process is used to select new bookkeepers or auditors, ensure those bookkeepers or auditors have appropriate professional certification, and are free of conflicts with the AFA personnel having executive authority or financial oversight
Work with the ED in constructing the annual budget and monitor adherence to that budget
Work with the Ed on construction of the annual business plan
Oversee the purchase and sale of branded merchandise
Consider appeals for reimbursement where sufficient documentation is not available in accordance with section 6.8.4

6.2.5.5 Safety and Medical

Develop policies regarding safety within AFA jurisdiction
Develop and review policies regarding Safe Sport

6.2.5.6 Technical and Coaching

Responsible for recruitment and retention of coaches and officials province-wide
Organize seminars and courses to facilitate development and certification of coaches and officials

6.2.5.7 Tournament/Secretariat

Establishes criteria for sanctioned tournaments
Establishes criteria for tournament organizers
Organizes training seminars for tournament organizers

6.2.5.8 University

Work with existing university clubs to promote the sport within the university community
Act as a liaison between the university clubs and the Board
Work to develop university/collegiate competitions

6.2.5.9 Veterans

Promote veterans fencing in Alberta
Promote opportunities for veteran fencers to train and compete
Communicate with veterans fencers in Alberta about opportunities to compete or train
Liaise with the CFF Veterans Committee

6.2.6 Ad Hoc and Irregular Committees

From time to time it is necessary for the Board to establish committees to perform tasks that do not occur on a regular basis. Committees that are struck to deal with a particular issue that is not expected to reoccur will be created on an *ad hoc* basis and their tasks will be specified by the Board at the time of their creation.

The following committees are expected to exist on a recurring basis but are not needed to operate in most years, or do not operate on a regular basis

6.2.6.1 Hiring

The Hiring Committee will be responsible for filling the Executive Director position only

The hiring committee will be chaired by the President

The committee must have a minimum of 2 other Board members, with participation on the committee being open to all Directors who wish to participate

The committee and all members will comply with the privacy policies specified in this manual

The committee can choose to include any non-Board member they deem a benefit to the committee

The committee will review/establish the job description for the Executive Director

The committee will ensure that the position is appropriately advertised and conduct interviews of suitable candidates

The committee will make a recommendation to the Board for a particular candidate to be hired

In making a recommendation to the Board, the committee chair will provide the Board with an overview of the process used, the number of applicants and interviews conducted, and a rationale for why the committee believes the recommended candidate is the best candidate

The decision to hire a particular candidate rests with the whole Board and not the committee

6.2.6.2 Marketing

Oversees marketing activities of the association
Oversees development of branded merchandise (in cooperation with the Finance Committee)
Responsible for overseeing media relations and communication
Will be a standing committee personnel permitting

6.2.6.3 Strategic Planning

Responsible for developing the multi-year Strategic Plan

6.2.6.4 Succession

The duration of a Chairman/President's term in office is defined in Bylaw 25.

In the final year of a Chairman's term, or if the Chairman notifies the Board that they will be discontinuing in the role following the next Annual General Meeting, the Board will appoint an individual, or a committee, to search for the next Chairman. The individual, or committee members, need not be a member(s) of the Board. Preference for Chairman should be given to candidates who:

- Have a good understanding of the Bylaws of the Association
- Are familiar with the normal operating practices of the Board
- Are familiar with good governance practices and procedures
- Understand how to organize and run meetings

As the Chairman is also the President, preference should also be given to candidates who:

- Are familiar with the mission and objective of the Association
- Are familiar with the tasks that the Association carries out on a routine basis
- Good business practices and procedures
- Groups and organizations that the Association must maintain relationships with (NSO, PSO's)

The individual, or committee members, appointed to this task will be considered ineligible to become Chairman unless no other candidates for the position can be found.

The individual, or committee, will identify all interested candidates to the Board at the last Board meeting prior to the AGM. The individual, or committee, should inform the Board of the qualifications of each candidate within the above framework, but should not make a recommendation to the following Board as to which candidates should be preferred.

6.3 STAFF

The President can not unilaterally hire, or fire, the ED but can do so through the Board. The President must chair the committee making hiring or firing recommendations to the Board. The Board must approve hiring or firing decisions with the needed majority being determined by the number of eligible Directors whether all are in attendance at the meeting or not.

For any additional paid positions, the Executive director shall assume responsibilities for advertising and interviewing. The Executive Director will make a recommendation to the Board

for final approval.

6.3.1 Job Description of the Executive Director

The Executive Director functions as the Chief Executive Officer of the Association and is responsible for carrying out the day to day operations thereof. Key responsibilities include:

- Ensuring that the operations and programs of the association are consistent with the Strategic Plan established by the Board
- Supporting member clubs to improve capacity and enhance sustainability
- Managing the finances of the AFA, including development and implementation of the annual budget as approved by the Board of Directors
- Work with the Armoury Committee to maintain an inventory of AFA equipment, managing the use of such, and advising the Board of Directors on any related issues
- As an *ex officio* member of all committees, work with those committees to ~~fulfill~~ fulfill their mandates
- Maintaining/Managing AFA official records and documents, and ensuring compliance with all granting and contractual obligations
- Overall leadership of staff and contractors
- Keeping the Board informed of the condition of the organization and important factors and trends
- Promoting and managing membership and services
- Acting as an advocate with senior government officials, other sport organizations, and other related institutions
- Maintaining efficient and effective two-way communications with other provincial organizations and the Canadian Fencing Federation
- Overseeing the distribution of communication priorities and the maintenance of the AFA website

6.3.2 Other Staff

If authorized by the Board, the Executive Director may hire additional staff to fulfill the operational activities of the association.

In seeking authorization from the Board of Directors, the Executive Director will provide a job description, for the position to be filled, to the Board.

The President will ensure that the process used to select additional employees by the Executive Director is fair, transparent, and free of conflicts of interest.

6.4 Complaint or Dispute Resolution regarding the AFA Board and Staff

In the event of a dispute between any individual or club member, or any individual or incorporated non-member, and the ED, the first step to resolve the dispute is to appeal to the President.

If the President is unable to resolve the dispute, the complaint will be brought to the Board.

If the dispute is with a staff member other than the ED, the complaint should be addressed to the ED first. The ED should inform the President of the complaint, even if the ED is able to resolve the matter. The Board should be made aware of any issues that may affect the risk

profile of the association, even if the matter is resolved.

If the ED has a complaint against any individual or club member, other than the President, the ED should address the issue with the President. If the President is unable to resolve the issue, the matter can then be brought to the Board. This includes complaints against members of the Board.

If the ED, or anyone else, has a complaint against the President, the ED should bring that complaint to the Vice Chairman of the Board (Bylaw 26). The Vice Chairman shall bring the matter to the Board, either at a special meeting of the Board, or in a regular meeting of the Board where the Chairman withdraws from the meeting while the Board deals with the matter. The ED must also withdraw from the meeting while the matter is dealt with if the ED is the individual with the complaint against the President.

Decisions of the Board are final on matters that are solely within [its jurisdiction](#)~~its' jurisdiction~~.

If the nature of the complaint is such that there may be a perceived conflict of interest on the part of the Executive Director, the President, the Vice President, or the Board such that the conflict can not be resolved by the individual with the conflict recusing themselves from the process, the Board may bring in an independent third party to oversee resolution of the complaint.

The Board may bring in an independent third party to oversee a complaint if, in the opinion of the Board, the nature of the complaint exceeds the competencies of the Board to deal with the matter.

The Board at all times reserves the right to refer any complaint to law enforcement authorities if there is any indication that the complaint may involve matters that could be considered criminal. The Board reserves the right to consult independent counsel to determine if such a reference is appropriate. The President may undertake such referral or consultation without bringing the matter to the Board.

6.5 Human Resource Documents

A complete file of human resource documents shall be maintained by the President. This will include:

- The human resources policy approved by the Board
- A current job description for all staff
- All performance reviews
- Any disciplinary records
- Any other document pertaining to AFA staff

The human resource documents will not be public, but will be available to the members of the Board and the designated representatives of all member clubs upon reasonable request to the President. The documents will also be available to any government agency which has the right to see them.

If the President denies the request to view the documents as being either unreasonable, or inappropriate, the person making the request may appeal that decision to the Board. The decision of the Board is final.

The President should ask the Policy Committee to review all the Human Resource Documents and ensure that they are being appropriately maintained and make recommendations about changes to the associated policy documents at the time of the annual review for staff.

6.6 Records and Website

6.6.1 Records

The Executive Director shall ensure that all necessary books and records required by the by-laws of the Association or by any applicable statute of law are regularly and properly kept. Financial statements should be reviewed by the Financial Committee regularly and reported to the Board of Directors. The financial statements will be available to any member of the Board upon reasonable request.

The books, accounts, and records shall be audited by a duly qualified accountant, at least once per year and the audit shall be presented to and approved by the Board. The Board shall submit audited financial statements for the previous year at the Annual General Meeting.

The books and records of the Association may be inspected in the Association's head office by any member at any time upon giving reasonable notice and arranging a time satisfactory to the Officer or Officers responsible.

6.6.2 Website

Information that is to be posted on the web site must come from the Alberta Fencing Association President or Executive Director. Clubs can submit news items for posting to the website, however, these items must meet the following requirements:

1. The news item must be of interest to members of more than one club. For example, a notice of club closure for the holidays falls outside this category, and will not be posted on the website. However, notice of a club open house where any member of the AFA may attend to fence falls in this category, and can be posted on the website.
2. The news item can be congratulatory in nature. For example, a news item can be posted if a fencer places in the top three at a North American Cup or FIE event, or an Alberta athlete, coach, or club receives an award for their contribution to fencing.
3. Any other type of news item that is not specifically referred to in the above requirements will be analyzed on its own merit by the Executive Director, and if needed the Association Chairman, before being posted to the website.

Information for the CFF website must be approved and come from the Alberta Fencing Association President or Executive Director.

6.7 Insurance

To ensure Board Liability Insurance for all AFA board and individual club board members, all AFA and individual Club's Board of Directors and Executives must have at least an Associate membership.

6.7.1 Responsibility for Purchase

The Alberta Fencing Association will provide liability insurance coverage for participants involved with the Alberta Fencing Association.

The individual may participate up to three times without a membership. The fourth time they fence, the individual must register for an AFA membership in order to be covered under the Sport Accident Insurance.

The AFA requires that clubs have the participants sign a waiver of liability prior to their membership application.

6.7.2 Requirements for Coverage

Members and member clubs must be in good standing to qualify for insurance coverage. All individuals who actively fence in the province must complete the registration process with the Association or must have signed a waiver form for the club to which they belong. Volunteers are not required to complete these forms. (See sections 1.3 and 1.4)

For activities outside club premises, the club organizer must check with the event organizer for a certificate of insurance naming them as additionally insured, and/or inform the head office of such events prior to their occurrence.

For insurance purposes, all chaperones at fencing events must provide a Criminal Record Check with Vulnerability Section 14 days prior to the event. All chaperones must be of legal age (18 years and over).

Clubs must ensure that all individuals who work with children, or adults who may be considered vulnerable to exploitation, provide a Criminal Record Check. The Board will communicate the standard established for this by the insurance provider.

6.8 Volunteers/Expenses

6.8.1 Definition of Volunteer

A volunteer is defined as someone who does work for the Association without expectation of reimbursement for their time. Only those volunteers who are working for the Association, rather than a particular club, may apply to the Association for expense reimbursement.

6.8.2 Reimbursement for Attendance at Meetings

The Alberta Fencing Association will subsidize the expenses of one member from each club to attend the Annual General Meeting, if no option for electronic remote attendance is available. If remote attendance is available, travel will be considered discretionary and expenses will not be paid. Valid expenses are those identified in section 6.8.3. If accommodations are necessary, these expenses must be approved by the Executive Director prior to the meeting. Any reimbursement requests for the Annual General Meeting must be received by the head office no later than two (2) weeks after the meeting in question.

The Chairman of the Board will be eligible for travel expenses to the Annual General Meeting, even if remote attendance is available for other Board members and designated club representatives. If the Chairman is unable to attend, the Vice Chair will be eligible for expenses to attend. Eligible expenses will be in accordance with section 6.8.3.

Members of the Board of Directors will be eligible for expenses if they are required to travel to attend a Board function. If remote attendance is an option, travel will be considered discretionary and eligibility for reimbursement will be determined by the Board in advance.

Eligible expenses will be in accordance with section 6.8.3.

The Alberta Fencing Association will subsidize the expenses of Members attending required meetings or events where travel is required. Valid expenses are outlined in section 6.8.3. If accommodations are necessary, these expenses must be approved by the Executive Director prior to the meeting. Any reimbursement requests must be received by the head office no later than two (2) weeks after the meeting in question.

6.8.3 Expenses

The Alberta Fencing Association will reimburse volunteers for the following:

Mileage (if travel by other than personal vehicle is required, it must be approved in advance by the ED/President)

Food expenses

Accommodation expenses

Items purchased that are necessary for the tasks performed

6.8.4 Application for Reimbursement

All expenses must be submitted to the head office with a completed Administrative Expense Form. If the volunteer is only claiming mileage, receipts are not necessary. Receipts are necessary for all other expenses. Receipts will only be considered valid if they are itemized for the goods or services purchased.

If an individual is unable to provide itemized receipts, they may appeal to the Finance Committee with the evidence that they do have and the Finance Committee will make a recommendation to the Board as to whether the expense should be approved. If an appeal is made to the Finance Committee, the Committee **must** present a recommendation to the Board.

6.8.5 Reimbursement Schedule

The expense schedule is as follows:

Mileage, food and accommodations will be paid out at a base rate as determined by the Board of Directors from time to time.

Items purchased that are necessary for the task to be performed will be reimbursed for cost of goods sold, and must be accompanied by valid receipts.

6.8.6 Consideration for Disabilities

Where a volunteer, or a member of the Board, has a physical disability which may result in additional expenses being incurred, the Board may authorize higher rates of reimbursement to be distributed. This would include, but not be limited to, additional mileage payments to reflect that a disability capable vehicle may have higher operating costs than a regular vehicle.

Higher expense claims will be considered on a case-by-case basis.

The ED will make a recommendation to the Board, in consultation with the Finance Committee, as to whether additional reimbursement should be made, either before or after those expenses are incurred.

6.9 Programs

6.9.1 New Club Funding Program

The purpose of this program is to assist new Alberta Fencing Association clubs in purchasing equipment necessary for the instruction of fencing.

Funds will be awarded as budget allows to non-profit clubs only. Grant applies to Executive Director and AFA Board approved future purchases only.

The club requesting the grant must be a club in good standing with the Alberta Fencing Association, and must have been a club in good standing for no more than two (2) years. Funds from this program can be used for the purchase of any equipment related to the instruction of fencing.

The equipment purchased through this program will return to the Alberta Fencing Association should the club discontinue fencing for more than one season. If the club folds entirely, the equipment purchased under this program must be returned to the Alberta Fencing Association in a timely fashion.

The budget for this program will be determined at the last executive meeting before the Annual General Meeting, up to a maximum of \$2000. Information on this amount will be conveyed to the member clubs in a timely manner. The budgeted amount cannot be increased or decreased without a majority vote of the Executive. If grant monies have been allocated to increase the budget, they will be distributed as per the grant application.

Funding will be provided to the eligible club to a maximum of \$1000. Applications for this grant must include the following information:

- type of equipment to be purchased
- total cost of the equipment including taxes and shipping
- the amount of money being applied for
- the approximate date of purchase
- the intended purpose of this equipment
- the club's program of instruction, and how the proposed equipment will assist with delivery

Grant applications can be submitted to the Alberta Fencing Association office at any time during the year. Should the fund have been exhausted for the current fiscal year, the application can be held over to the following fiscal year for consideration.

Once the applications have been processed, a letter of acceptance/rejection will be sent to the applying club, including the grant amount if allocated.

Once the equipment has been purchased, the club must send in copies of receipts for reimbursement. At that time, the head office will send a copy of the Equipment Agreement. This agreement should be signed by the President of the club and sent back to the head office. Once the signed agreement has been received by the head office, a cheque will be issued for the allotted amount.

6.9.2 Official Development Grant Program

The purpose of this program is to assist Alberta Fencing Association members in obtaining National, or International presiding certification.

Funds will be awarded as budget allows. Grant applicants will be approved by the Executive Director and AFA Board approved future expenses only.

The individual requesting the grant must be a member in good standing with the Alberta Fencing Association. Individuals may apply for this grant multiple times, but priority will be considered for applicants who have not received funding in the previous fencing season. Only certain expenses are eligible under the Official Development Grant Program. These

expenses include course fees/costs, travel, and accommodation costs.
The budget for this program will be determined at the last executive meeting before the Annual General Meeting.

Funding will be provided to eligible members to a maximum determined by the board.

Applications for this grant must include the following information:

Requester's current presiding credentials

Details of the course or testing event the requestor would like to attend

Reason for wishing to attend the course or event

Potential certification to be received following the course or event

The Executive Director will notify applicants via email or in writing about their application once a decision has been made including all relevant details.

Once the individual has attended the course or event, they must send in copies of receipts for reimbursement. The head office will issue a cheque for the amount of the grant.

6.9.3 School Program Grants

The purpose of this grant is to support clubs with their programs with schools or school boards.

Clubs will need to be members in good standing with the AFA.

Clubs will need to provide the AFA with the name of the school, name of the teacher/manager at the school supervising the program, the number of students participating, name of the coach, and certification level of the coach.

The grant will be determined by the Board budget permitting after clubs apply.

Clubs can apply in June.

6.10 Awards

The AFA has several annual awards that may be presented in a given fencing season.

Any club or Alberta Fencing Association member can nominate a candidate for consideration. Information provided by the nominator should be thorough, yet concise.

All nominations must be received in the head office by 1 March. Nominations must be in the form of an email or letter (one to two pages). The nomination must detail the reasons why the individual deserves to be considered for the Francis Wetterberg Volunteer of the Year Award.

Annual Awards will be preferably presented at the Provincial Championships.

The AFA will remind its members of the call for nominations deadline by Feb 1st.

6.10.1 Award Recipient Selection

In the event that no nominations are received by the deadline or in sufficient detail for any year, the Board of Directors reserves the right to:

Make immediate nominations at a scheduled Board meeting, or
Decline to hand out the awards in the absence of nominations

6.10.2 AFA Annual Awards

6.10.2.1 Francis and Janet Wetterberg Volunteer of the Year Award

The Volunteer of the Year award recognizes and honors Alberta Fencing Association members whose significant volunteer efforts and achievements have contributed to the development and promotion of the sport in Alberta. The award is named after Francis Wetterberg and Janet Wetterberg in recognition of their contributions to the sport through volunteerism.

Recipients will be selected by the Alberta Fencing Association Board of Directors, based on their outstanding achievements and their contributions to the sport of fencing in Alberta.

6.10.2.2 Sportsmanship Award

The Sportsmanship award recognizes and honors Alberta fencers who have competed in the current fencing season and have demonstrated good sportsmanship and volunteerism.

Any club or Alberta Fencing Association member can nominate a candidate for consideration. Information provided by the nominator should be thorough, yet concise. The nomination must detail the reasons why the individual deserves to be considered for Sportsmanship Award.

Recipients will be selected by the Alberta Fencing Association Board of Directors, based on their outstanding achievements and their contributions to the sport of fencing in Alberta.

6.10.2.3 Leslie Palmai Lifetime Achievement Award

The Lifetime Achievement Award recognizes and honors those individuals in the province that have made a significant contribution to the sport over a number of years. Lifetime Achievement awards are not handed out on a yearly basis, but will be considered on a case-by-case basis as nominations are received.

Any club or Alberta Fencing Association member can nominate a candidate for consideration. Information provided by the nominator should be thorough, yet concise.

Recipients will be selected by the Alberta Fencing Association Board of Directors, based on their outstanding achievements and their contributions to the sport of fencing in Alberta.

6.10.3 Non AFA Awards

Where AFA funding partners offer awards or recognition that may be of interest to AFA members, the Executive Director may post links to such awards on the AFA website, and if so directed by the Board, promote these links to the clubs. Clubs will be responsible for nominating eligible members.

Unless otherwise decided by the Board, the AFA will not act as the nominating agent for outside

awards.

If an award requires the nomination to originate with a Provincial Sports Organization, an individual or club may ask the Board in writing to authorize such a nomination.

If an individual or club believes that their situation is exceptional, they may apply to the Board, in writing, explaining why they should receive an exception to the policy.

The Board, in authorizing such a nomination, may attach any conditions to the authorization that the Board feels is appropriate.

Decisions of the Board are final

Upon request from a member or club, the President or Executive Director may provide a letter of support and any other appropriate supporting documentation in support of a members or clubs nomination for an outside award.

The President or Executive Director in consultation with each other may decline to provide a letter of support or supporting documentation if:

- a) the award being applied for has no athletic component.
- b) the individuals or club's performance with the AFA is not consistent with the award being applied for.
- c) the award is not consistent with the goals and objectives of the AFA
- d) the club or member was not a member in good standing for most of the relevant time period.
- e) any other reasonable reason for declining the request.
- f) the President or Executive Director will provide a written explanation for declining the requested support.

An individual who has had their request for supporting documentation for a nomination rejected by the President and Executive Director may appeal that decision to the Board.

the appeal to the Board must be in writing and explain why the member believes the President and Executive Director were unreasonable in denying the request.

the Vice President will ensure that all members of the Board have relevant documents before convening a special Board meeting, or chairing a portion of the regular Board meeting, to decide the matter.

Decisions of the Board are final

6.11 Donations

6.11.1 Types of Donations

The Alberta Fencing Association can accept donations of money or equipment. Donors can request that their donation be forwarded to or kept in trust for a specific club or athlete.

The Alberta Fencing Association is not registered as a charity, and therefore cannot issue tax receipts for any donations. However, monetary donations can be made to the appropriate Alberta sport donation fund program for a tax receipt, and the donor can request that the monies be forwarded to the Alberta Fencing Association, and be specifically earmarked for a particular athlete or club.

6.11.2 Limitation of Liability

The Alberta Fencing Association cannot be held liable if any monetary donations made through

the Alberta Sport Donation Fund Program are not sent on to the Association. Donations to the Donation Fund are made unconditionally, and the Donation Fund is under no obligation to forward the funds to the Alberta Fencing Association, even if the donor indicates that they wish the funds to be directed there.

6.11.3 Administration of Donations

6.11.3.1 Equipment Donations

Equipment donations will become the property of the Alberta Fencing Association, and will be loaned out to member clubs on a highest-need basis as determined by the Executive and/or the Executive Director.

6.11.3.2 Monetary Donations to a Club

Monetary donations made through the Alberta Sport, Parks, Recreation and Wildlife Foundation's Donation Fund and earmarked for a specific club will be forwarded via cheque in one lump sum to the club in question. The funds must be forwarded within four (4) weeks of receipt by the Alberta Fencing Association.

6.11.3.3 Monetary Donations to an Individual

Monetary donations made through the Donation Fund in Athlete Development and earmarked for a specific athlete will be forwarded via cheque in one lump sum to the athlete in question, or if the athlete is a minor, to his or her parents or guardians. The funds must be forwarded within four (4) weeks of receipt by the Alberta Fencing Association.

6.11.3.4 Monetary Donations without Disbursement Request

Monetary donations made through the Donation Fund and not specifically earmarked for any program will be put towards special programs in the development area the donor indicates in his or her donation letter. All funds must be used within 12 months of receipt by the Alberta Fencing Association.

Human Resources Policy
(Policy Manual Section 6.5)

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1 Probationary Period

Every new employee shall undergo a 3-month probationary period, after which time they will be considered a permanent employee. An employee can be terminated at any time during the probationary period without notice. Prior to the conclusion of the probationary period, the employee will receive a probationary evaluation to assess his/her suitability to the position.

2 Work Week

For full time employment, the work week will consist of thirty-five (35) hours per week, with hours to be mutually agreed upon between the employee and the Alberta Fencing Association President.

3 Overtime

It is the policy of the Alberta Fencing Association that wherever possible the practice of working overtime shall be avoided. Where overtime is worked, 1.5x time will be taken in lieu. Days taken in lieu shall be approved by the President prior to being taken; the President reserves the right to deny the use of accumulated overtime provided reasonable cause and notice. Note more than one (1) work day or seven (7) hours of overtime can be accumulated without prior authorization of the President. The employee will be responsible to keep record of accumulated bank time and inform the President of time banked. No more than one (1) week is allowed to be carried over into the next year.

4 Salary

An appropriate salary shall be determined by the President and approved by the board. Salary will be reviewed annually, by the employee's anniversary. Bonuses can be paid for significant extra contribution of time and effort or exceptional performance. Bonuses must be preapproved by the Board.

5 Performance Review

The performance of the Executive Director will be reviewed on a semi-annual basis. The review will be performed by the Board Chairman by the anniversary date of the staff person.

6 Staff Development

Each staff member is entitled to a minimum of two (2) paid days annually for staff training/development. If training is not taken, no additional pay is granted. Staff must apply for funding and time for development using the Professional Development request form and approved by the Board of Directors.

7 Forced Closure

Forced office hours during various holidays, such as Christmas, will not affect the Executive Director's holidays or banked time.

8 Statutory Holidays

The office of the Alberta Fencing Association will be closed on the general holidays defined by the province of Alberta including:

New Year's Day, Alberta Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Alberta Heritage Day, Labor Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day

9 Vacation Entitlement

The vacation period begins the day an employee is hired. Vacation entitlement is as follows:

- More than three (3) months but less than one (1) year of continuous service – 2 weeks
- More than one (1) year but less than five (5) years of continuous service – 3 weeks
- More than five (5) years but less than ten (10) years of continuous service – 4 weeks
- More than ten (10) years of continuous service – 5 weeks

10 Employee Absence

Absence is allowed for personal or family (spouse, children, parents) illness. After three (3) consecutive days, a doctor's certificate is required. The Alberta Fencing Association President must be notified within a reasonable amount of time of the situation occurring.

Time for bereavement is as follows:

- three (3) days for immediate family member
- two (2) days as an executor
- one (1) day for funeral attendance/pallbearer

If an employee is required to perform Jury Duty, the Alberta Fencing Association will agree to top up what is given to the employee for Jury Pay to maintain their current salary range.

11 Health Care

After three (3) months of employment and the successful completion of the probation period, the Alberta Fencing Association will pay for Blue Cross (Plan C) or some similar level of funding towards an equivalent health plan.

12 Maternal Leave

A pregnant employee who has been continuously employed by the Alberta Fencing Association for at least fifty-two (52) weeks prior to the expected date of birth is entitled to a leave of absence without pay. Furthermore, for that period of time for which the employee may not return to work due to medical reasons related to the birth of the child, the Alberta Fencing Association shall supplement any Employment Insurance payments as legally required.

Maternity leave shall be granted without pay and shall commence eight (8) weeks prior to the

expected date of confinement. The total length of the maternity leave shall be no more than fifteen (15) weeks.

Written notice of intent to take maternity leave of absence shall be forwarded to the Executive Committee at least thirty (30) days prior to the commencement of such leave. Such written notice shall be accompanied by a medical leave certificate specifying the anticipated date of confinement of the employee.

13 Parental Leave

An employee who has been continuously employed by the Alberta Fencing Association for at least fifty-two (52) weeks and who is the parent of a new child is entitled to Parental Leave. A leave of absence without pay may be taken for up to thirty-seven (37) weeks by both natural and adoptive parents while caring for a newborn or adopted child. This time allotment may be extended if the child is six months or older at the time of arrival in the home and suffers from a physical, psychological or emotional condition that requires extended care.

The employee eligible for parental leave must give the Alberta Fencing Association Executive Committee two (2) weeks written notice of when the leave is to begin. Parental Leave may not begin more than five (5) weeks after the day the child is born or first comes into the custody, care or control of the parent. Parental Leave of an employee who has taken Maternity Leave must begin when the Maternity Leave ends. The returning employee is required to give four (4) week notice if he or she intends to return early.

14 Disciplinary Procedure

The disciplinary process is enforced to correct a deficiency in conduct or performance. Infractions that do occur are managed through the Progressive Discipline process, which consists of:

First Offence – Verbal Warning

The employee is informed by the President of the problem and what is required to meet the standard.

The employee is notified of an appropriate length of time to correct the problem. Alberta Fencing Association Policies and Procedures Manual 46

The employee is advised that a failure to perform could result in a written warning.

Verbal warning is recorded and placed in employee's file, and shall be removed after twelve months, providing the employee is in good standing, and no further incidents have occurred.

Second Offence – Written Warning

The employee is informed in writing.

The employee is given appropriate counselling or training.

The employee is asked to sign the written warning as an acknowledgement of the notice. If the employee refuses to sign, the President will note this on the written warning.

A copy of written warning will be filed in employee's file, and shall be removed after twelve months, providing the employee is in good standing, and no further incidents have occurred.

Third Offence – Suspension/Termination

Disciplinary suspension to allow for investigation and/or review of facts leading to a

recommendation.

Termination results after the employee has been allowed every opportunity of understanding the ramifications of his/her inability to respond.

Reprimands/Notice: When an employee receives a written reprimand or termination notice, a copy of this must be placed in their personnel file. All correspondence of this nature must be dated and signed by the employee in question.

Serious infractions may lead to immediate suspension or dismissal.

15 Termination Payout Schedule

Employees terminated with cause (i.e. willful misconduct, disobedience, neglect of duty) are not eligible for severance pay.

Vacation pay earned and not taken is to be paid at the time of termination. If an employee leaves through voluntary termination, his/her next salary and vacation pay earned will be paid out in the next payment cycle.

16 Confidentiality

In the course of work, employees may have access to confidential information regarding the participants and club members of the Alberta Fencing Association. It is the employee's responsibility that this information is in no way revealed or divulged except to those within the Association with permitted access to the information. No information regarding members or employees of the Association is to be disclosed to anyone outside the region without prior written approval from a staff member or family.

Any contravention of confidentiality will result in disciplinary action and/or immediate termination.

17 Discrimination or Harassment

The Alberta Fencing Association shall abide by the Alberta Labour & Employment Standards Code, the Individual's Rights Protection Act and the Canadian Human Rights Act in regards to discrimination or harassment matters.

18 Executive Director Work Description

A full work description is kept on file at the head office. This document is reviewed and signed annually by the President (Board Chairman).