

ALBERTA VOLLEYBALL ASSOCIATION

---

Policy & Operations Manual



Updated: June 2007

# Alberta Volleyball Policy and Operations Manual Outline

		<u>Page</u>
1.	<b>ALBERTA VOLLEYBALL OVERVIEW</b>	
	A. Mission Statement	4
	B. Objectives	4
	C. Values and Ethics	4
2.	<b>ALBERTA VOLLEYBALL CONSTITUTION AND BY-LAWS</b>	<b>APPENDIX 2.A</b>
	A. Body	6
	B. Revisions	6
	C. Election of Officers	6
3.	<b>ALBERTA VOLLEYBALL ORGANIZATIONAL STRUCTURE</b>	
	A. Governance	7
	B. Board Structure	7
	C. Staff Structure	7
	D. Committee Structure	8
4.	<b>COMMITTEES</b>	
	A. Officials Committee	9
5.	<b>MEMBERSHIP</b>	
	A. Players	10
	B. Recreational	10
	C. Officials	10
	D. Member	10
6.	<b>ASSOCIATION POLICIES</b>	
	A. Adoption and Amendment of Policies	11
	B. Code of Conduct	11
	C. Equity and Access	14
	D. Grievances and Appeals	14
	E. Insurance	14
	F. Corporate Associations and Sponsorships	15
	G. Government Relations	15
	H. Coaching Code of Ethics	15
	I. Harassment	16
	J. Screening Policy	APPENDIX 6.J 16
	K. Privacy Policy	APPENDIX 6.K 17
7.	<b>COMPETITIONS REGULATIONS</b>	
	A. Indoor Competitions	APPENDIX 7.A 17
	B. Beach Competitions	APPENDIX 7.B 17
8.	<b>PROGRAM REGULATIONS</b>	
	A. Provincial Teams	APPENDIX 8.A 18
	B. Athlete Development Clinic	18
	C. Summer Camps	APPENDIX 8.C 18
	D. Multi-Event Games	19
	E. Awards	APPENDIX 8.E 20
	F. Fundraising	21

<b>9.</b>	<b>PROVINCIAL OFFICE AND ADMINISTRATION</b>		
	A. Provincial Offices		22
	B. Environment		22
	C. Hours of Operation		22
	D. Staff Meetings		22
	E. Computer System		22
	F. Internet Access/Usage		22
	G. Telephone		22
	H. Travel		23
<b>10.</b>	<b>COACHES AND OFFICIALS DEVELOPMENT</b>		
	A. Coaching Certification		23
	B. Officials Development	APPENDIX 10.B	24
<b>11.</b>	<b>MEETINGS</b>		
	A. General Information		24
	B. Annual and Semi-Annual General Meeting		24
<b>12.</b>	<b>FINANCIAL POLICIES</b>		
	A. Financial Objectives		25
	B. Financial Planning		25
	C. Monitoring		25
	D. Expenditure Authority		25
	E. Signing Agents		25
	F. Investment Options		25
	G. Financial Institutions		25
<b>13.</b>	<b>EMPLOYMENT AND HUMAN RESOURCE POLICIES</b>		
	A. Code of Ethics/Employee Conduct		26
	B. Conflict of Interest		26
	C. Council/Staff Relationships		27
	D. Personnel Recruitment and Responsibilities		27
	E. Employment Agreement	APPENDIX 13.E	28
	F. Hours of Work		28
	G. Overtime		28
	H. Absences		29
	I. Holidays		29
	J. Remuneration		30
	K. Benefits		31
	L. Job Performance		32
	M. Training and Development		33
	N. Grievance Procedures		33
	O. Termination Policies		34
	P. Exit Interviews		34
	Q. Service Awards		34
<b>14.</b>	<b>RESOURCES</b>		
	A. Volunteers, Staff and Officials	APPENDIX 14.A	35
	B. Other Information		35

## **1. ALBERTA VOLLEYBALL ASSOCIATION OVERVIEW**

Alberta Volleyball is a not for profit association incorporated under the Societies Act, Chapter 347 RSA 1970 and amendment thereto. The AVA was incorporated on June 21, 1974 under number 500077946. It maintains an Edmonton and Calgary office and operates under a volunteer board structure with staff employed and charged with the delivery of programs in a responsible, people friendly, and business like fashion.

In accordance with this it has developed over the years a series of policies and procedures which guide the organization in the day to day, and year to year design and delivery of its programs and services.

### **A. Mission Statement**

To create lifelong interest in the sport of volleyball by developing and providing quality opportunities for all.

### **B. Objectives**

1. To promote and improve the quality and standards, and increase interest in the sport of volleyball in the province of Alberta.
2. To provide liaison between AVA organizations and the national body known as Volleyball Canada.
3. To develop, organize, promote, and operate clinics for volleyball players, coaches, leaders and officials.
4. To disseminate information, records, and instructional materials on the game of volleyball.
5. To promote the ideals of good sportsmanship and physical fitness through volleyball activities.
6. To conduct provincial championships and other tournaments for the purpose of sending Alberta representatives to regional and national championships.

### **C. Values and Ethics**

Values are fundamental beliefs or principles that underlie the decision making of an organization. They guide the organization's operations, both day to day and long term. They are based upon which programs, services, and allocation decisions are made. Alberta Volleyball's style, culture, and approach reflect the values that we hold at the core of our existence.

The values that shall guide Alberta Volleyball in its program and service delivery shall be accountability, accessibility, equity, excellence, ethical behavior, and participant centered.

Alberta Volleyball's values reflect a fundamental concern for the sports participants.

Ethics may be viewed as the unwritten rules which govern the way in which the AVA does things and the manner in which the AVA govern ourselves.

Alberta Volleyball is committed to maintaining a high standard of professional ethics in the manner in which it conducts its affairs at all levels. The AVA believes in:

- Fair play
- Fun
- The joy of the competitive experience
- Opportunity for all
- Honesty
- Openness
- Communication
- A participant centered organization

The AVA is committed to the operation of an ethical organization in accordance with the minimum ethical standards and beliefs outlined here.

## **2. ALBERTA VOLLEYBALL CONSTITUTION AND BY-LAWS**

### **A. Body**

Alberta Volleyball governs itself in accordance with a set of by-laws. These bylaws are updated as the membership of Alberta Volleyball requires and in accordance with duly noted and accepted procedures.

Alberta Volleyball's by-laws determine much of the organization's policies and operations. The by-laws may be found in full in Appendix 2.A

### **B. Revisions**

Revisions to the by-laws of Alberta Volleyball are made in accordance with the procedures and timelines set out in the by-laws. These procedures will be strictly adhered to, and all timelines and processes respected in order to ensure an open, and freely communicated process to the organization's members. Variance from these processes is not permitted respecting that any such variance might invalidate the revision as it may be deemed to have occurred outside of "due process".

Any revisions to Alberta Volleyball's by-laws must be duly registered with the appropriate provincial government body upon passage by the membership. Failure to do so may well invalidate the revisions.

### **C. Election of Officers**

Election of officers to Alberta Volleyball shall be made in accordance with the procedures laid out in the by-laws of Alberta Volleyball. Required notice and timelines will be strictly adhered to, as will voting procedures.

### 3. ALBERTA VOLLEYBALL ORGANIZATIONAL STRUCTURE

#### A. Governance Model

The General Council is the responsible body of the association. The General Council shall be comprised of the Board of Directors and the Executive Council. The General Council determines policy at the semi-annual and annual general meetings. The Executive Council meets two additional times per year, provides support and guidance to the staff, and ensures that AVA policy is carried out. Day-to day operations and the execution of programs are the responsibility of the staff. AVA policies are developed and executed in the following ways:

1. Policy formulation is accomplished through a cooperative effort involving both staff and Council members.
2. Policy determination is the sole responsibility of the General Council.
3. Policy execution is the responsibility of the staff.

#### B. Board Structure

Volunteers within Alberta Volleyball may be either elected or appointed. Elected officials make up the Executive Council and consist of the President, four Vice Presidents and the Past President. They are elected by the General Council for a two year term. Election of positions will be staggered in order to develop continuity with the association. Any individual member of Alberta Volleyball may run for election.

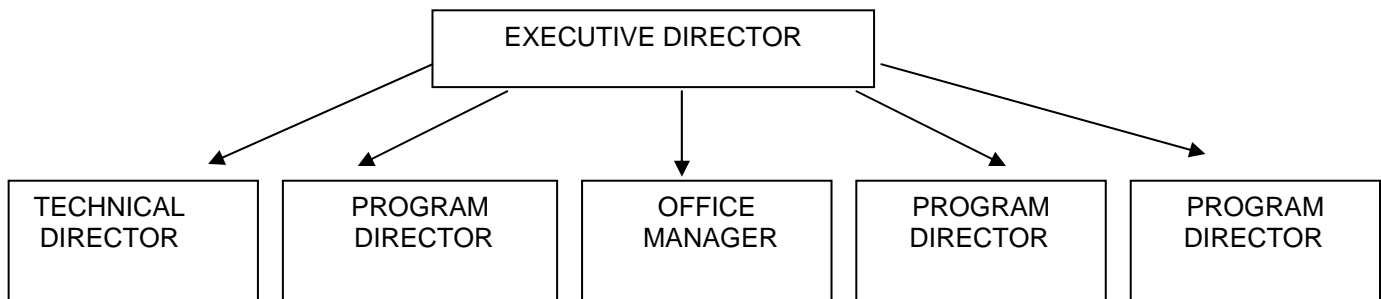
Appointed officials make up the General Council and these representatives serve 2 year terms. The General Council consists of 2 official's reps, 2 outdoor reps, 1 senior rep, 3 age class reps, 1 Alberta Schools Athletic Association rep (ASAA), and 1 rep from the CIS or the ACAC.

#### C. Staff Structure

Alberta Volleyball employs a full time professional staff to ensure the delivery of it's programs and services.

The Chief Staff Officer of Alberta Volleyball is the Executive Director. All other staff positions report either directly or indirectly to this position. A staff organizational chart is shown below.

The Executive Director may make recommendation to the General Council from time to time with respect to the staffing structure and make up of the organization. The Executive Director has the authority to bring into the organization what may be viewed as term or contract employees, practicum students etc. as deemed necessary in order to complete the work of the organization within the time frames required.



## D. Committee Structure

Alberta Volleyball will put in place committees to ensure delivery of its mandate and mission in accordance with the stated values and ethics. Committees will be struck according to need by the General Council.

The committees are fully outlined in Section 4 of this manual.

Committees operate under the jurisdiction of the General Council. Committees are chaired by a member of the Executive Council who shall recruit as needed sufficient numbers of qualified and experienced people to enable the Committees to operate in an efficient manner. The Committees shall meet as often as deemed necessary by the Chairperson of the Committee and report to the AVA General Council annually.



## 4. COMMITTEES

### A. Officials Committee

- Mandate:** To ensure the equitable resolution of matters pertaining to the development and performance of officials in Alberta, while providing a forum for input for all stakeholders.
- Key Duties:** To investigate, discuss, prepare and present officials rates to the General Council.  
To improve communications between all Alberta Volleyball stakeholders.  
To further enhance development opportunities for officials in Alberta.
- Authority:** The Officials Committee has the authority to present policy, procedures and officials rates for ratification at the AVA Annual and Semi-Annual General meetings.
- Composition:** The Officials Committee may be comprised of the following representatives. The Regional Officials Chairperson (ROC) or his/her designate, the Alberta Volleyball Officials Association (AVOA) President or his/her designate, an active member of the AVOA, one age class representative, one senior/recreational representative, one post-secondary representative, one representative of the ASAA, one member of the Executive Council who will act as the Chairperson, and one AVA staff member (for a total possible committee of nine).
- Appointment:** Committee members will be appointed by their respective stakeholder group. (i.e. – ASAA will name their representative to the committee)
- Meetings:** Annually or as required due to special circumstances.
- Objectives:** To provide all stakeholders an opportunity for input into the negotiation and setting of officials rates.  
To improve communications among all Alberta Volleyball stakeholders.  
To promote the development of Officials (indoor and beach) in Alberta.
- Reporting:** Twice yearly to the General Council (June and December)
- Chairperson:** Vice President of Leadership

## 5. MEMBERSHIP

Alberta Volleyball is an amateur sport governing body with several category's of membership that are open to all persons who are interested in the sport of volleyball.

Membership provides access to services, merchandise and publications as well as insurance coverage for Alberta Volleyball events and competitions.

The membership fees include Volleyball Canada membership and are in effect from September 1 – August 31 of each year.

### A. Players

**13U** \$20.00/player

**14U** \$20.00/player

**15U** \$35.00/player

**16U**

Tier 1 \$35.00/player

Tier 2 \$20.00/player

**17U** \$35.00/player

**18U**

Tier 1 \$35.00/player

Tier 2 \$20.00/player

**21U** \$20.00/player

**Adult** \$20.00/player

**Masters**

**35 & over** \$20.00/player

**Beach** \$15.00/player

### B. Recreational

Recreational Team \$ 40.00

### C. Officials

Local \$ 25.00

Provincial \$ 30.00

Regional \$ 35.00

National \$ 40.00

International \$ 45.00

### D. Member

Individual \$ 20.00

## 6. ASSOCIATION POLICIES

### A. Adoption and Amendment of Policies

New policies and procedures will be reviewed quarterly by the Executive Council and will be approved by the General Council at the Annual General or Semi-Annual General Meeting.

1. Operating rules, policies and procedures development or revision may be initiated from information or feedback by employees, governing bodies, and federal or provincial laws or regulations.
2. Information is gathered by staff and forwarded to the Executive Director to formulate new policies or revision of current procedures.
3. New policies and procedures require the approval of the General Council.
4. Revisions of the Policy and Operations manual will be forwarded to all staff and Council members.

### B. Code of Conduct

Volleyball, because of its regulations and its tradition, offers a philosophy of competition guided by the highest standards of good sportsmanship. For that reason, all participants (teams, players, coaches, officials, managers and spectators) in tournaments and meetings under the authority of Alberta Volleyball, have a duty to conduct themselves in a reasonable and acceptable manner. They must avoid all unsportsmanlike conduct, acts or practices which are, in the opinion of Alberta Volleyball, detrimental to the sport. Such acts include but are not limited to:

1. Committing any act which is considered an offence under any duly promulgated law:

**Penalty - Suspension for one year plus.**

2. Accepting money or other consideration for losing a match or winning by a particular margin.
  - i. Being a party to any payment of money or other consideration to another person to lose a match or win by a particular margin.

**Penalty - Suspension for one year plus.**

3. Betting or acting as a “bookmaker” on matches or tournaments.
  - i. Associating with professional gamblers.

**Penalty - Suspension from one month to one year.**

4. Willfully damaging property.

**Penalty - Replacement of property and suspension from one month to one year.**

5. Cheating:
  - i. Entering a competition and then failing to appear without valid reason and adequate notice.
  - ii. Defaulting a game or match in a competition except as a result of injuries or other valid reason.
  - iii. Withdrawing a team from a match except as a result of injuries or other valid reason
  - iv. Playing in a competition under an assumed name, falsifying a team entry form or giving false information to a tournament official.

**Penalty - Forfeit for the tournament plus fine equal to registration fee and suspension from two weeks to one year for team or individual.**

6. Violence:
  - i. Showing outward displays of temper.
  - ii. Deliberately throwing or hitting a ball in the direction of an official, spectator or opponent.
  - iii. Threatening bodily injury to anyone.

**Penalty - Suspension from three months to life.**

7. Poor Attitude:
  - i. Swearing at an official, lines judge, scorekeeper, spectator, or opponent.
  - ii. Using profanity or obscene language or gestures.

**Penalty - Suspension from two weeks to one year**

### **Disciplinary Action:**

Violations of the AVA's Code of Conduct may subject the offending player(s), coach(es), official(s), manager(s), spectator(s), administrator(s), or team(s) to disciplinary action as outlined under "Penalties".

### **Procedures:**

All violations of the Code of Conduct occurring during or as a result of a AVA sanctioned event shall be reported within 48 hours to the Executive Director by the tournament director and confirmed in writing. All reports will be investigated and forwarded to the AVA President and the Executive Committee to determine if there is sufficient cause for a hearing.

1. Any person having knowledge of, or making allegation in respect to, a violation of the Code of Conduct during or as a result of an AVA sanctioned event, shall report the alleged violation to the Tournament Director.
2. The Tournament Director, upon receipt of the report, shall immediately investigate the violation of the Code of Conduct and shall prepare a written report of his/her investigation. The investigation shall, among others;
  - a. Determine the names and addresses of the alleged violators.
  - b. Determine the circumstances of the alleged violation.
  - c. Identify the witnesses, if any, and,
  - d. If appropriate, secure any statement of the person accused of the violation, or witnesses.

3. The Tournament Director shall transmit the written report within 48 hours to the Executive Director who shall confirm the receipt of the written report.
4. The Executive Director shall examine the report of the Tournament Director and may conduct further investigation as he/she deems necessary to prepare a record of the matter.
5. The Executive Director shall forward to the President the report of the Tournament Director and any supplementary report containing the details of his/her investigation.

**Hearing:**

All persons accused of a Code of Conduct violation must be given an opportunity for a hearing in the jurisdiction where the violation took place. The AVA President or Executive Committee may appoint a special commissioner to conduct the hearing on their behalf.

**Notification:**

Any person accused of a Code of Conduct violation must be notified in writing of the time, place and date of the hearing. Such person is entitled to an alternate date if for a good cause the original date is unacceptable. Should the accused person fail to attend the hearing, the person conducting the hearing may proceed and take the evidence of those in attendance. The hearing may accept or reject sworn statements provided by the accused person.

**Rulings:**

After hearing all of the evidence, the person presiding at the hearing may take whatever action he/she deems appropriate or may refer the matter to the AVA President or Executive Committee for action. The accused person must then be advised in writing by the AVA Executive Director of the "Notice of Ruling" taken and any penalties imposed.

**Right of Appeal:**

Any person who has been penalized may appeal to the AVA General Council who shall determine if a fair hearing was held and an equitable solution reached. The decision of the General Council shall be final. Any person desiring to appeal must notify the Executive Director in writing outlining his/her intention. Such appeal must be received by the AVA within 60 days after mailing of the "Notice of Ruling" mentioned above (in Rulings). It is understood that any such appeal will be reviewed by the General Council at one of their regular meetings.

**Penalties:**

Penalties shall be at the discretion of the special commissioner or Executive Committee as outlined below.

1. Penalties imposed by the AVA may be in the form of a letter of censure, suspension, expulsion, fines, or a combination of these, or any other penalty considered more suitable depending on the offence.
2. An active member being considered for penalization shall receive 30 days notice of same, including reasons before any penalty is enacted.

## C. Equity and Access

Alberta Volleyball is an equal opportunity employer and as such abides by provincial human rights legislation which specifically prohibits discrimination on the basis of gender, race, color, physical or mental handicap, age, family status, religion and political belief. Further Alberta Volleyball prohibits discrimination on the basis of sexual preference.

As well these principles are extended to all Alberta Volleyball's activities and program lines ensuring equal opportunity for participation by all Albertans.

Alberta Volleyball is committed to encouraging gender equity in the administration, policies, programs and activities of the association.

## D. Grievances and Appeals

All employees, volunteers, coaches, athletes, officials and administrators within Alberta Volleyball have the right to exercise an established grievance and appeals process where and when deemed justified.

It is understood that every attempt will be made to first resolve differences in an open, honest, and non aggressive manner wherever possible. Many disputes can be resolved through opening the communication channels between the affected individuals.

If initial resolution of disputes is not possible Alberta Volleyball has in place established grievance and appeals processes dependent on the parties involved, e.g. employees, coaches, athletes. Refer to section 13.N.

## E. Insurance

Alberta Volleyball maintains appropriate insurance coverage for its activities and members. This may include, but shall not be limited to,

1. Liability insurance for the association and its membership including general, participant, and third party liability insurance.
2. Property insurance for the AVA administrations office.
3. Athlete Health/Accident insurance.
4. Volunteers Indemnity and Liability Insurance.
5. Group Insurance Benefits for employees.

Alberta Volleyball shall have in place at all times appropriate risk management practices as deemed necessary at all activities, operations, events and functions sanctioned or operated by Alberta Volleyball.

Alberta Volleyball employs the use of legal counsel when and where necessary to review association contracts and or agreements. Alberta Volleyball's law firm of record is presently: Gledhill Larocque, 1950 Merrill Lynch Tower, Edmonton Centre, 10205-101 St Edmonton, AB. T5J 2Z2 (Tel) (780) 425-3511 (Fax) (780) 426-5919.

Alberta Volleyball's insurance firm of record is presently:

Employee Benefits: The Norfolk Group, Suite 510, 940-6<sup>th</sup> Ave. S.W. Calgary, AB. T2P 3T1 (Tel) (403) 232-8548 (Fax) 265-9425

Liability Insurance: Gallagher Lambert Group, 3100 Bell Tower, 10104-103 Ave. Edmonton, AB T5J 0H8 (Tel) (780) 428-9500 (Fax) (780) 424-2370

Related insurance forms and contracts can be found in the files at the AVA north office in Edmonton.

## F. Corporate Associations and Sponsorships

Alberta Volleyball reserves the right to determine which companies and products it will or will not accept associations with and sponsorships from in keeping with its organizational philosophy, values and ethics.

### Tobacco

Alberta Volleyball adheres to and supports the present federal government sanction on tobacco sponsorships of sporting organizations and activities. Alberta Volleyball does not accept sponsorships from or associations with tobacco companies.

### Alcohol

Alberta Volleyball may accept sponsorship affiliations with the producers of alcoholic beverages, i.e. beer, wine, cider, liquor manufacturers. Alberta Volleyball however reserves the right to determine where and how sponsorship recognition will take place. Alberta Volleyball does not allow for the sponsorship of events designed for, or targeted at, underage participants by the producers, manufacturers, or promoters of alcoholic beverages.

## G. Government Relations

Alberta Volleyball respects and recognizes the long-standing support of government at all levels in facilitating the delivery of its programs and services in keeping with its mandate and mission.

Alberta Volleyball will maintain open communications with Alberta Sport, Recreation Parks and Wildlife Foundation ensuring that the organization's input is provided as and when deemed necessary by Alberta Volleyball on issues of concern to both the organization and broader sport system and sport delivery matters.

Alberta Volleyball is an independent corporation; however, every attempt will be made to work in partnership with relevant government agencies. Alberta Volleyball's General Council is responsible for the governance and future direction of the organization.

## H. Coaching Code of Ethics

(By The Coaching Association of Canada and Canadian Professional Coaches Association)

### Introduction

Individuals coaching volleyball have the opportunity to provide athletes with a unique experience in the sport and in life. The quality of this experience, in large part, is dependent upon the ethics and values that the coach is guided by. The Coaching Association of Canada and the Canadian Professional Coaches Association have developed a Coaching Code of Ethics that provides principles and ethical standards for the coaches of Canada. The volleyball coach is encouraged to adopt this code.

### Respect for Participants

(Respect – Rights – Equity – Empowerment – Informed participation – Confidentiality – Mutual Support – Extended responsibility)

The principle of respect for participants challenges coaches to act in a manner respectful of the dignity of all participants in sport. Fundamental to this principle is the basic assumption that each person has value and is worthy of respect.

### Responsible Coaching

(Professional training – Self Knowledge – Beneficence – Coaching limits – Athlete's interest – Safety – Sexual relationships – Colleagues – Extended responsibility)

The principle of responsible coaching carries the basic ethical expectation that the activities of coaches will benefit society in general and participants in particular and will do no harm. Fundamental to the implementation of this principle is the notion of competence in responsible coaching (maximizing benefits and minimizing risks to participants) is performed by coaches who are well prepared and current in their discipline.

### Integrity in Relationships

(Honesty – Sincerity – Honour – Conflict of Interest – Self-awareness – Extended responsibility)

Integrity means that the coaches are expected to be honest, sincere and honourable in their relationships with others. Acting on these values is most possible when coaches possess a high degree of self-awareness and the ability to reflect critically on how their perspectives influence their interactions with others.

### Honouring Sport

(Spirit of sport – Respect for the rules – Respect for officials and other coaches – Drug-free sport – Positive role model – Responsibility to coaching – Extended responsibility)

The principle of honouring sport challenges coaches to recognize, act on and promote the value of sport for individuals and teams and for society in general.

## I. Harassment

Alberta Volleyball believes in creating a sporting environment which recognizes the performance and the dignity of its members and employees.

In achieving this aim the AVA supports and complies with the Alberta Human Rights, Citizenship, and Multiculturalism Act and is committed to policy whereby it will make every reasonable effort to ensure that its members and employees comply with the provisions of the Act.

Any AVA member (athlete, coach, official, volunteer or staff) who believes they are being harassed are invited to discuss the matter with the AVA Executive Director. Alberta Volleyball supports and abides by Volleyball Canada's Harassment Policy and Guidelines.

## J. Screening Policy

All new volunteers, coaches and employees of the Alberta Volleyball Association (AVA) are required to complete a police record check. Policy in full may be found in Appendix 6.J.



## K. Privacy Policy

Privacy of personal information is governed by the Personal Information Protection and Electronics Documents Act (“PIPEDA”). This policy describes the way that Alberta Volleyball collects, uses, retains, safeguards, discloses and disposes of personal information, and states Alberta Volleyball’s commitment to collecting, using and disclosing personal information responsibly. This policy is based on the standards required by PIPEDA, and Alberta Volleyball’s interpretation of these responsibilities. The policy in full may be found in Appendix 6.K.

## 7. COMPETITIONS REGULATIONS

### A. Indoor Competitions

The complete indoor competition manual is in Appendix 7.A

### B. Beach Competitions

The complete beach competition manual is in Appendix 7.B

## 8. PROGRAM REGULATIONS

### A. Provincial Teams

The complete Provincial Team coaches manual complete with selection processes and all procedures can be found in Appendix 8.A.

### B. Athlete Development Clinics

Athlete Development Clinics are a program designed to bring volleyball to communities throughout Alberta. During the months of September, October, and November, the Program Director organizes, schedules, and runs atomic, mini-volleyball and volleyball clinics in Alberta schools. The goal of the clinics is to teach volleyball skills and drills to athletes and coaches in a fun, challenging and informative manner.

1. Fees will be set to cover the costs of running the clinics while taking into consideration the affordability to the participants.

### C. Summer Camps

The complete Summer Camp policy and procedure manual can be found in Appendix 8.C.

The Hugh Hoyles Scholarship:

This Scholarship Fund was created in Mr. Hoyles name to honour his contribution to volleyball and commemorate the 30th Anniversary of the Jasper Volleyball Camp. The Scholarship is intended for athletes who may not otherwise be able to attend an Alberta Volleyball Summer Camp - Jasper Volleyball Camp (JVC) or Sylvan Lake Volleyball Camp (SLVC) due to their families' financial situation. There will be 10 scholarships of \$200 each per year awarded to help subsidize the cost of attending an Alberta Volleyball Summer Camp.

Guidelines:

- . Alberta residents may only apply.
- . Athletes aged 13-18 years are eligible for a scholarship.
- . Only one application per calendar year for each athlete may be submitted.
- . Campers must register and pay for the camp online through Alberta Volleyball's website at [www.albertavolleyball.com](http://www.albertavolleyball.com). Scholarship recipients will receive a cheque 3-4 weeks after the application deadline.

Process:

- . An adult sponsor (e.g. parent, guardian, counselor, coach, administrator, friend) must initiate the application on behalf of the camper.
- . Applications must be received with all the appropriate documentation prior to the deadline.
- . Having a Reference is the most important step in the application process. This person must be familiar with the applicant's financial situation as their signature verifies the financial need of the family.
- . The reference, for example, can be a professional in social work or family services, a school principal or counselor, a senior recreation administrator, or a public health nurse.
- . References, other than those listed above, may be considered if a written letter from the potential reference outlining the financial need of the family is included with the

application.

. Family members, coaches, or directors of clubs/leagues are not accepted as references.

#### D. Multi-Event Games

Alberta Volleyball will organize and prepare teams for multi-event games based on the following procedures.

##### 1. Arctic Winter Games

All areas and regions north of the 55<sup>th</sup> parallel are eligible to compete in the Arctic Winter Games. Alberta Volleyball will advertise and organize a play down tournament for all eligible teams in these regions with the winning team representing Alberta in the Games. If team play downs are not feasible, player tryouts will be organized and a representative team chosen from this tryout. Funding will be allocated by the Alberta Sport Recreation, Parks and Wildlife foundation to assist in the selection process, travel, Games uniforms and clothing.

##### 2. Alberta Summer & Winter Games

Alberta Volleyball will organize tryouts or a play down tournament for all eligible teams and athletes (Indoor - 14U age category, Beach – 16U age category ) in each of the eight Zones. Funding will be allocated by the Alberta Sport Recreation, Parks and Wildlife foundation to pay for the selection camp or play down and for team uniforms.

##### 3. Western Canada Games

Western Canada Games teams will be selected by the standard Team Alberta selection process. This team will be in the 17U age category and represent Alberta at the Games and in the National Team Challenge Cup. (NTCC)  
See Appendix 8.A for all Provincial Team selection processes.

##### 4. Canada Games

Canada Games teams will be selected by the standard Team Alberta selection process. Canada Games rules allow 21U male and 20U female athletes to compete. In Canada Games years a second 18U team will be selected with the only criteria being that the players are eligible for the 18U age category.  
See Appendix 8.A for all Provincial Team selection processes.

## E. Awards

The Tachikara Achievement Awards are presented to athletes, coaches, officials and volunteers who have made an outstanding contribution to volleyball in Alberta for the current indoor club season. Award nominations are based on the following criteria:

**Athlete:** An athlete in the 16U/18U Division who has shown a combination of performance, positive attitude, and leadership for his/her team both on and off the court. The 18U award winners will also receive a \$500.00 AVA scholarship if they attend a post-secondary institution in Alberta.

**Coach:** A coach in the 15U/16U/17U/18U Division who has led their team to a consistently high level of performance during the season while modeling the principles of air play and sportsmanship.

**Volunteer:** A volunteer (all categories) who has shown a consistently high level of dedication and service to the club or organization over a period of years.

**Official:** An official chosen by the Alberta Volleyball Officials Association based upon their criteria.

Hall of Fame Awards – The following criteria is used to select Alberta Volleyball Hall of Fame inductees. Yearly inductions will take place in each category provided there are deserving nominations.

### 1. ATHLETE

- Must have participated in Alberta Volleyball programs for a minimum of two years (club and/or provincial team).
- Accomplishments to be considered include:
  - i. Canadian National Championships at all levels.
  - ii. Canada Games participation and success.
  - iii. CCAA/CIS All-Canadian and/or Player of the Year Status.
  - iv. National Team participation and success.
  - v. World Championship and/or Olympic participation.

### 2. TEAM

- Team must be based in Alberta during the time of the accomplishment(s).
- Team must have competed in a league or system that is recognized by the AVA.
- Accomplishments to be considered:
  - i. Exceptional single seasons (ex; undefeated championship teams).
  - ii. Consecutive championship teams.
  - iii. Exceptional unbeaten streaks.
  - iv. Any other exceptional accomplishments.

### 3. COACH

- Must have coached a minimum of five years in the Province of Alberta and in a league or system that is recognized by the AVA.
- Accomplishments to be considered include:
  - i. Team success.
  - ii. Individual athlete development and future success.
  - iii. Coaching awards and recognition received.
  - iv. Integrity and leadership.
  - v. Commitment to the development of athletes and the sport of volleyball.

#### **4. OFFICIAL**

- Must have officiated a minimum of five years in the Province of Alberta and in a league or system that is recognized by the AVA.
- Accomplishments to be considered include:
  - i. Commitment to the sport of volleyball as demonstrated by years of service and activity.
  - ii. Assignment to major championships and events.
  - iii. Level of certification attained.

#### **5. BUILDER**

- Must have served in a volunteer capacity in the Province of Alberta for a minimum of five years.
- Accomplishments to be considered include:
  - i. Commitment to the sport of volleyball as demonstrated by years of service and activity.
  - ii. Extraordinary contributions to the development of volleyball programs or events in Alberta.

#### **F. Fundraising**

Alberta Volleyball will provide avenues for school and club teams to fundraise in order to pay for volleyball equipment, travel and tournament fees. Additional methods of fundraising will be added when the opportunity arises. Currently Alberta Volleyball offers the Servathon as a yearly fundraising opportunity for schools and clubs in Alberta.

1. Servathon (September thru April)
  - a. Alberta Volleyball will provide all pledge forms and information for clubs and teams to organize their own servathon.
  - b. Teams determine a date to hold their servathon and players gather pledges based on the number of points scored on 50 serves during the servathon.
  - c. Players and teams collect the pledges after the servathon and return all funds to Alberta Volleyball.
  - d. Individual prizes along with 70% of the money raised are returned to the team. The remaining 30% is used to pay the expenses of this program.

#### **9. PROVINCIAL OFFICE AND ADMINISTRATION**

Alberta Volleyball recognizes that to ensure its corporate health thereby ensuring the ability to deliver on its mandate and mission, that it must conduct and administrate itself as a business in keeping with accepted business practices and standards.

As such clearly identified administrative and operational policies and procedures have been determined and laid out. All administrative matters fall under the jurisdiction of the Executive Director.

## A. Provincial Offices

Alberta Volleyball maintains the Provincial office at the Percy Page Centre, 11759 Groat Road, Edmonton, Alberta. It also runs a satellite office at 2500 University Drive N.W. Faculty of Kinesiology, U of C, Calgary, Alberta. Alberta Volleyball reserves the right to move its provincial office location at any time.

## B. Environment

Alberta Volleyball is committed to the creation of a positive work space for its employees, and any persons entering its environment. All volunteers, and employees share the responsibility for the creation of a positive, creative work environment-one which respects and values the contributions of its people, and which is supportive of productivity and the personal goals, dignity and self-esteem of every person.

The work environment consists of the shared physical and social surroundings where work activities take place whether they are within the walls of the Provincial offices or off site at Alberta Volleyball events, or meetings. A positive work environment shall be free from unnecessary and offensive remarks, materials and behavior.

## C. Hours of Operation

The Alberta Volleyball office shall normally be open 8:30 am – 4:30 pm, Monday – Friday inclusive. Exceptions to this are at the discretion of the Executive Director.

## D. Staff Meetings

Staff meetings shall be called at the discretion of the Executive Director, but will normally take place the Friday prior to Executive and General Council meetings. Every attempt will be made to keep staff meetings brief and focused.

## E. Computer System

Alberta Volleyball's provincial offices currently operate within a PC environment. An internet account is in place, with e-mail accounts for individual staff and an account for information requests from our membership. Computers are for the use of Alberta Volleyball business only.

## F. Internet Access/Usage

Internet use and access is for business purposes only. At no time is the use of the Internet allowed for inappropriate subject matters which may violate privacy, and/or be in conflict with the philosophy, values, and ethics of Alberta Volleyball. Any violation of this will be dealt with appropriately and at the discretion of the Executive Director and/or the Executive Council.

## G. Telephone

The use of long distance telephone lines is for business use only and is to be monitored carefully in order to minimize costs associated with long distance communications. Wherever possible e-mail transmission of information is to be used rather than the telephone.

## H. Travel

All attempts will be made to ensure that all travel, paid for by Alberta Volleyball, is conducted and booked in the most economical fashion taking advantage of advance booking, seat sales and travel points.

All frequent flyer points which accrue as a result of travel paid for by Alberta Volleyball may accrue to, and for the use of the individual completing the travel.

Reimbursement for staff and volunteers will be made for legitimate expenses only. Alberta Volleyball may choose not to provide reimbursement for liquor expenses, expenses occurred beyond the established per diem meal rates and other expenses not approved in advance.

Claims for reimbursement of expenses occurred by staff and volunteers must be accompanied by the appropriate receipts or copies of the bills. All claims for reimbursement must be made on Alberta Volleyball expense forms.

Alberta Volleyball has established a fixed rate for per diem travel and expenses.

These are:

Meals	\$30.00 (Breakfast-7/Lunch-10/Dinner-13)
Out of Province	\$40.00 (Breakfast-9/Lunch-14/Dinner-17)
Mileage	\$ 0.40 per kilometer
Parking/Taxi	Cost incurred

Any change to established rates must be recommended by the Executive Director and approved by the General Council.

## 10. COACHES AND OFFICIALS DEVELOPMENT

### A. Coaching Certification

Alberta Volleyball in conjunction with Volleyball Canada and the Coaching Association of Canada offer coaching certification courses at Levels 1-3. For each level the candidate must complete Theory, Technical and Practical components. Alberta Volleyball is responsible for the Technical and Practical portions of certification.

Alberta Volleyball will offer Level 1 Technical courses 3 times a year in January, July and September. Level 2 will be offered in January and July and Level 3 will be offered once in July if there are interested applicants only.

In addition to these regularly scheduled times, the AVA will arrange for a course to be staged whenever and wherever there are a minimum of 10 people.

Alberta Volleyball feels that it is extremely important that we ensure all coaches have a minimum level of knowledge as this is best for the athletes and for the sport of volleyball.

The AVA's certification guidelines are as follows and as of 2005 will be mandatory:

Club Coaches:	13U/14U/15U/16U – Level 1 fully certified 17U/18U/21U – Level 2 fully certified
Provincial Team Coaches:	
Indoor	16U – Level 2 or higher fully certified





## **12. FINANCIAL POLICIES**

### **A. Financial Objectives**

Alberta Volleyball is committed to ensuring the ongoing and long term financial health and stability for the organization. Without proper financial management, Alberta Volleyball's ability to deliver on its mission and mandate is compromised. Alberta Volleyball will therefore conduct itself in a business-like fashion at all times in both its day-to-day and long term operations and activities.

### **B. Financial Planning**

Alberta Volleyball will conduct regular financial planning exercises, reviewing financial statements and updating its annual budgets on a regular and as needed basis.

Alberta Volleyball's fiscal year is September 1<sup>st</sup> to August 31<sup>st</sup>. The proposed budget of a fiscal year is presented to the Executive Council via the Executive Director at the March Executive Council meeting. The budget is formally ratified by the General Council at the June AGM.

### **C. Monitoring**

The Executive Director is responsible for the monitoring of the finances of the Association, with regular reports to the Executive Council and twice yearly reports to the General Council. The Executive Director will:

- verify and reconcile monthly bank statements.
- monitor revenues and expenses by program area on a monthly basis.

Expenditures beyond normal budget amounts will not be permitted, except by prior approval received from the Executive Director. No other employees or volunteers have the authority to permit expenses beyond approved budget amounts. The Executive Director may reduce pre-approved expenses if revenues are below projections.

### **D. Expenditure Authority**

The authority to expend finances of Alberta Volleyball and to make financial commitments on behalf of Alberta Volleyball belongs to the Executive Director. Special circumstances and projected expenditures beyond budget must be reported to the Executive Director and the Executive Council.

### **E. Signing Agents**

Two signatures are required on cheques and other official documents. Authorized signing agents are those of: The President, Vice-President of Finance and Administration, Executive Director, and the Office Manager. In absence of one of the above, another Vice-President can sign.

### **F. Investment Options**

Any revenues which are not required for the immediate operation of the organization may be invested at the discretion of the Executive Director in Treasury Bills, short-term GIC's, and/or Canada Savings Bonds. Investments in stocks, mutual funds, etc. are not permitted.

### **G. Financial Institutions**

Alberta Volleyball will hold its accounts with a duly recognized Canadian banking institution of its choice.

### **13. EMPLOYMENT AND HUMAN RESOURCE POLICIES**

Alberta Volleyball will adhere to all existing legislation as stated in the Employment Standards Code of Alberta and Charter of Human Rights in all matters pertaining to employees.

#### **A. Code of Ethics/Employee Conduct**

Code of Ethics/Employee Conduct is Alberta Volleyball's statement of principles of professional ethics and conduct which employees are expected to follow.

Personal integrity, as part of professional conduct, is important to Alberta Volleyball, its members, and employees' feeling of worth and job satisfaction.

Conduct of employees is to be ethical, of a high standard of integrity and trust, in the best interests of our members, and will align with Alberta Volleyball's philosophies and processes.

#### **B. Conflict of Interest**

Employees must remain free of interest or relationships that are potentially or actually detrimental to Alberta Volleyball's integrity or best interests.

To establish principles of conduct for AVA employees and prevent conflict of interest situations which may compromise:

- The reputation of Alberta Volleyball
- The financial status of Alberta Volleyball
- The interests of Alberta Volleyball participants
- The performance of employees

All employees are expected to conduct their activities to avoid entering, or appearing to enter, into a position where their personal interests might be, or appear to be, in conflict with those of Alberta Volleyball or its service users for example:

- Supplementary employment which interferes with the employee's primary responsibilities with AVA.
- Financial interest in another company that supplies goods and services to AVA.
- Gifts from vendors that might be perceived as improper business relations.
- Being gainfully employed while on leave of absence from the AVA unless mutually agreed upon by AVA and the employee.
- Relatives must not be employed in a direct reporting relationship that would involve a direct conflict of interest.

Employees have the duty to disclose any possible conflict of interest to the Executive Director.

## C. Council/Staff Relationships

General Council and staff members of Alberta Volleyball will adhere to guidelines that dictate their activities and responsibilities.

1. The Full General Council is the responsible body of the association. The General Council determines policy at the semi-annual and annual general meetings. The Executive Council meets two additional times per year, provides support and guidance to the staff, and ensures that AVA policy is carried out. Day-to day operations and the execution of programs are the responsibility of the Staff. AVA policies are developed and executed in the following ways:
  - a. Policy formulation is accomplished through a cooperative effort involving both Staff and Council members.
  - b. Policy determination is the sole responsibility of the General Council.
  - c. Policy execution is the responsibility of the Staff.
2. The President heads the Council and supervises the activities of its committees and members. The Executive Director holds similar responsibility with regard to the rest of the Staff, in addition to holding ultimate authority for the ongoing activities of the AVA.
3. The General Council is expected to provide:
  - a. The maintenance of the traditions and ideals of the AVA.
  - b. Direction for the AVA, through the setting of priorities and goals.
  - c. The ability to make just, timely decisions regarding AVA activities and policies.
  - d. The ability to express the needs and desires of the community they represent.
  - e. Supervision of AVA activities and provision of relevant feedback.
  - f. Assistance when needed in the activities of the Staff and the AVA.
4. The AVA Staff is expected to provide:
  - a. A knowledge of the traditions and ideals of the AVA.
  - b. The ability to unite representative people and incorporate them into the AVA's programs.
  - c. A knowledge of human and financial resources, and possibilities for association enterprises and activities.
  - d. An alertness to community needs, the abilities to make others aware of them and the knowledge to meet them.
  - e. An ability to discern the interests and needs of people and aid in satisfying them.
  - f. A perspective and skill for realizing the goals and objectives of the AVA.

## D. Personnel Recruitment and Responsibilities

Opportunity for employment by the AVA shall be open to any person who on the basis of education, training, experience, general knowledge and merit can present satisfactory evidence of being qualified for the available position. Applicants shall be considered without regard to race, color, gender, and sexual or religious preference.

1. Functions of the Executive Council:

- a. Assume final responsibility for the adoption of personnel policies for the AVA.
- b. Has the ultimate legal responsibility as Employer, and if need be, make provision for professional legal consultation.
- c. In conjunction with the Executive Director carries out the hiring process for all full-time Staff positions.
- d. Regularly receives reports from the Executive Director on appointments, assignments or termination of Staff.

2. Functions of the Executive Director:

- a. Responsible for hiring all part-time and seasonal Staff.
- b. Carries out all aspects of personnel administration and development including assignment of duties, orientation, training, professional development and performance reviews for all Staff.
- c. Delegates appropriate supervisory duties to other Staff members.

E. Employment Agreement

Alberta Volleyball will enter into an agreement with all employees. The employee and an Executive Council representative will sign the agreement in advance of the employees start date.

See Appendix 13.E for Employment Agreement Form

F. Hours of Work

1. Alberta Volleyball will maintain regular hours of work in order to provide consistent service for our members.
  - a. Normal office hours are 8:30 AM to 4:30 PM, Monday to Friday.
  - b. Staff Directors may be required to work beyond regularly scheduled hours including evenings and weekends.
  - c. Flexible hours and variations in the hours of work must be approved in advance by the Executive Director.

G. Overtime

1. Full time staff members only will be eligible to record and be compensated for overtime.
  - a. Compensation will be in the form of time off in lieu, which will be given on an hour for hour basis.
  - b. The Executive Director must authorize all overtime.
  - c. No more than 40 consecutive hours may be taken as time off in lieu. Employees are encouraged to take the time "in lieu of" immediately following an anticipated event or meeting.
  - d. Overtime is not payable upon termination of employment.
  - e. Time off must be scheduled in advance with, and at the approval of, the Executive Director.

## H. Absences

Any Employee who finds it necessary to be absent for any reason must notify the Executive Director immediately.

### 1. Casual Illness

- a. Employees will be permitted a maximum of ten working days of casual illness leave, with pay, per year. This allotment cannot be carried over from one year to the next. Sick time is not payable upon termination of employment.
- b. All full-time employees are covered by medical insurance. The medical insurance comes into effect seven days after the employee's first visit to a doctor. The AVA will continue to pay the employee for the seven-day waiting period until the medical insurance comes into effect. If the illness requires a medical absence of more than seven days, there will be no deduction from the employee's casual illness allotment.

### 2. Leave Without Pay

- a. Employees will be required to use outstanding vacation leave or overtime before commencing leave without pay.
- b. Requests for leave without pay must be made in writing to the Executive Director, who will then forward the request to the President for approval.

### 3. Special Leave

- a. Employees not currently on a leave of absence without pay shall be granted (upon application), special leave with pay, under the following circumstances:

- Illness within the immediate family	2 days
- Family bereavement	3 days
- Travel time for illness or bereavement	2 days
- Administration of estate	2 days
- Moving household effects	1 day
- Disaster conditions	2 days
- Attendance at a funeral as a mourner	1 day
- Maternity leave	In accordance with government regulations
- Paternity leave	In accordance with government regulations
- Adoption leave	In accordance with government regulations
- Jury duty	As required
- Court proceedings	As required, except in employee's own case

Note: Total time granted for special leave may not exceed ten working days per year of employment, unless approved by the AVA.

## I. Holidays

Alberta Volleyball will support general holidays as outlined in the Alberta Employment Standards and recognize AVA specific holidays as per the procedures listed.

1. Statutory Holidays

- a. Employees who are required to work on a statutory holiday will receive one day off in lieu as compensation.
- b. All employees are entitled to paid leave for each of the following holidays:

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

2. Christmas Holidays

- a. The AVA Office will close at the end of business hours on the last Wednesday prior to Christmas and re-open on the first business day following New Year's Day.

3. Annual Vacation Leave (Full-time Employees)

- a. Vacation entitlements, with pay, shall be as follows:

<b>Year(s) of Service</b>	<b>Accrued Annually</b>	<b>Accrued Monthly</b>
<b>Year 1</b>		1.25 days/month
<b>Year 2 through 5</b>	15 working days	1.25 days/month
<b>Year 5 through 8</b>	20 working days	1.66 days/month
<b>Year 9 year +</b>	25 working days	2.1 days/month

- b. Dates of vacation leave must be determined in consultation with the Executive Director.
- c. Vacation may be taken only after it is earned (not in advance)
- d. Vacation leave earned in any given year must be utilized before the end of the following year. Employees can carry over a maximum of 10 days from the year prior.
- e. Employees will be eligible to receive cash in lieu of vacation leave earned, but not taken, only upon termination of employment with the AVA.

J. Remuneration

Alberta Volleyball has developed a pay structure based on equity to remunerate employees.

1. General Salary Plan

- a. Salary grids will be utilized for each full-time position.
- b. Initial placement on the grid will be determined at the time of hiring and will be dependent upon the individual's relevant experience and qualifications. Generally, each year of relevant experience will be recognized as equivalent to one step on the salary grid.
- c. Maximum initial placement on the grid will be at level 6.

- d. Under normal circumstances, a staff member will advance one step on the grid following each successful annual performance review.
- e. Staff members must be employed by the AVA for more than six months prior to receiving an increment.

## 2. Pay Periods

- a. All employees will be paid on a monthly basis (3rd last business day).
- b. Appropriate compulsory deductions for CPP, EI and taxes will be made on each cheque.
- c. Each employee will receive a statement of earnings and deductions with each paycheque.

## K. Benefits

Alberta Volleyball provides a comprehensive Group Insurance Plan, Alberta Health Care plan and matching RRSP program for all full-time employees.

### 1. Medical

- a. Following three months of continuous employment, full-time staff members are eligible for coverage under the Alberta Health Care plan. Premium costs are paid by the AVA (note: this is a taxable benefit).
- b. Following three months of continuous employment, full-time staff members are eligible for extended coverage under the ASRPWF benefit plan. Premium costs are paid by the AVA (note: portions of these premiums are considered taxable benefits).

### 2. Health and Wellness Benefit

All full-time staff are eligible to receive up to \$300 annually towards programs that are deemed a benefit to their health and wellness. A few of the benefits deemed to be eligible include:

- Fitness centre memberships.
- Certified personal trainer.
- Stress management program, smoking cessation program, health risk assessment.
- Equipment and sporting goods directly related to a physical activity.
- Instruction for a physical activity.
- League fees or dues related to a physical activity.

Programs not noted in the above list will be reviewed by the Executive Director for approval on a case by case basis. Employees will be required to provide photocopies of their receipts to the Executive Director prior to a cheque being issued for the \$300 benefit.

### 3. Employee Savings Plan

- a. In the absence of a company pension plan, the AVA encourages and supports the retirement planning of full-time staff members with a matching RRSP program.

- b. The AVA will match each employee's contribution to the plan at a rate of \$1 for every \$1 deposited up to a maximum AVA contribution of 5% of the employee's annual salary.
  - i. Year 1 – 3% annual salary
  - ii. Year 2 through Year 8 – 4% annual salary
  - iii. Year 9 and beyond – 5% annual salary
- c. Employees will become eligible for this program at the conclusion of the six-month probationary period.
- d. The AVA reserves the right to discontinue this program at any time, based on the current financial status of the Association.

## L. Job Performance

Alberta Volleyball will conduct formal performance appraisals to provide feedback to employees. The appraisal will also be used to determine salary increases for all employees.

### 1. Job Descriptions

- a. Detailed job descriptions will be developed and maintained for each position.
- b. Job descriptions may be updated as required at the discretion of the Executive Director and/or the Executive Council.

### 2. Performance Review

- a. Performance reviews will be completed at the conclusion of a three month probationary period after initial hiring. This review will determine either continued employment or termination.
- b. Performance reviews will be completed at the conclusion of each AVA fiscal year (September).
- c. Progress reviews or special evaluations may be done as the need is identified.

### 3. Performance Review Procedure

- a. Meeting of reviewer and employee to discuss performance over the past period in respect to job goals and the job description and to develop a plan for the upcoming period.
- b. The appropriate review forms are completed and signed by both parties.
- c. At the next Executive Meeting the reviewer reports the results “in camera” to the Executive Council.
- d. The Executive Council then decides “in camera” on salary adjustments based on the grid and/or additional considerations.
- e. The results of the review and any salary adjustments are communicated in writing to the employee and a copy of the review is placed in the employee’s file.
- f. If an employee does not agree with the reviewer on the content of the review instrument, they may ask for another review with a different reviewer.
- g. The Executive Director will review all staff. The President will review the Executive Director.



## M. Training and Development

Alberta Volleyball will provide the opportunity for employee professional development to enhance job knowledge, skills and service delivery. Staff is encouraged to keep abreast of advances in their fields with a view to improving competence and skill in their work. This development is recognized in the form of courses, conferences, training programs, clinics and seminars. Financial assistance will be considered on its merits within the limitations of the budget.

When an employee is requested to participate in training and development, the AVA will pay the full cost of the training.

For a course taken on an employee's own initiative, the AVA will provide full or partial assistance if it is judged to be relevant to the employee's position provided:

- The employee has been employed for 1 year
- The activity is approved by the Executive Director
- The activity is successfully completed
- Adequate funds are available in the budget

A Staff member requesting financial assistance must submit a written request to the Executive Director outlining:

- A description of the activity
- How it will benefit the employee and the AVA- the timing, fee requirements and other relevant particulars

## N. Grievance Procedures

An employee who, for any reason, feels unfairly treated by Alberta Volleyball will have the right to seek redress through an established process.

1. An employee wishing to pursue a grievance, shall submit it in writing to the President within seven (7) days of the date upon which the subject of the grievance occurred or the time the employee first became aware of the subject of the grievance.
2. The President shall reply in writing within fourteen (14) days of the receipt of the grievance, giving the position of the Association.
3. Where the President and the employee are unable to resolve a grievance the AVA Executive Committee shall review the grievance and issue a written opinion. Where the Parties have been unable to resolve a grievance even after review by the Executive Committee they shall request a mediator-adjudicator to mediate between them and to encourage them to resolve any difference or differences raised by the grievance. If the mediator-adjudicator determine that the Parties will not resolve their differences then the mediator-adjudicator is empowered to impose a resolution of any and all differences and to issue a written award concerning the same. The Parties agree that such an award shall be binding on both parties in the dispute. The Parties further agree that unless it is otherwise agreed between them any resolution reached with the assistance of a mediator-adjudicator, or any determination made by a mediator-adjudicator shall not establish a precedent for any other grievance difference or dispute.
4. Mediator-adjudicator is appointed by the President with advice from the Executive Committee and approval by the grievor and is empowered to decide grievances

between the Parties: a person bound by the AVA Agreement of Employment and the Association.

5. The mediator-adjudicator may not be a member of the Executive Committee of the Association or the grievors Designated Officer.

## O. Termination Policies

Termination of employment may be initiated by the employee or Alberta Volleyball. Alberta Volleyball's practices will follow a fair and consistent approach that meet or exceed Alberta Employment Standards Code.

1. Initiated by the Employee
  - a. Employees are required to submit notice of resignation in writing.
  - b. Minimum notice period is 4 weeks.
  - c. Employees are required to turn over all AVA property upon termination and will be asked to participate in an exit interview.
2. Initiated by the AVA
  - a. Employees may be terminated for just cause or if funding allocated for the position within the organization ceases.
  - b. The AVA will provide reasonable and appropriate notice, and reason for dismissal to all employees whose services are no longer required. Every attempt will be made to provide as much advance notice as possible.
  - c. The AVA may terminate the employee without notice and without compensation upon the happening of any one of the following events:
    - i. The employee violates any provisions of their agreement or performs any act or omission which gives rise to liability to the AVA.
    - ii. The employee violates and is determined to have done so after appropriate grievance processes are completed, any of the AVA's fundamental principles and policies, e.g. harassment.
    - iii. The employee is convicted of a criminal offence within an appropriate court of law

## P. Exit Interviews

Prior to the last day of employment, Alberta Volleyball may conduct an Exit Interview with each employee.

Alberta Volleyball will gather information regarding the employee's decision to leave employment, their overall impressions of the AVA, and changes that could be made to improve employment.

1. Procedure
  - a. The Executive Director will conduct an exit interview with the employee in person or over the telephone.
  - b. Employee participation in the exit interview is optional at the employee's choice.
  - c. Exit interviews will be filed in his/her Employee File.

## Q. Service Awards

Employees will be recognized initially at 2 years, then 5 years and in 5 year intervals thereafter. Recognition awards will be at the discretion of the Executive Director with input from the Executive Council.

## **14. RESOURCES**

### **A. Volunteers, Staff and Officials**

See appendix 14.A for the up to date list of General Council, Staff and Officials representatives.

### **B. Other Information**

Website: [www.albertavolleyball.com](http://www.albertavolleyball.com)

General Information Requests: [info@albertavolleyball.com](mailto:info@albertavolleyball.com)