

Manual Introduction

PURPOSE OF THE MANUAL

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

- Officers of the Executive Committee (herein referred to as the Board of Directors), and
- Members of Standing and Ad-hoc Committees,

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

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

MANUAL STRUCTURE

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

1. Introduction
2. Special Offices
3. Committee Guidelines
4. Memberships
5. Committees
6. Executive Office
7. Appendices

ACCESS

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

NEW AND REVISED POLICIES AND PROCEDURES

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

1. Policies and procedures are recommended by Standing Committees or Certified Members:

- a. Standing Committees are expected to recommend new or revised policies/procedures through the appropriate Committee Chairperson or directly to the Board of Directors.
 - b. Certified Members are welcome to recommend new or revised policies or procedures through the appropriate Committee Chairperson or directly to the Board of Directors.
2. When submitting a new or revised policy or procedure, the Policies and Procedures designate must:
- a. revise the policy/procedure; and
 - b. following board approval, distribute the new/updated document to:
 - Board of Directors,
 - Committee Members,
 - Certified Members, and
 - the National office.

ORIENTATION

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

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

ADHERENCE

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

STORAGE OF OUTDATED POLICIES AND PROCEDURES

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

Official Documents

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

- Alberta Athletic Therapists Association Policy and Procedure Manual
- Code of Ethics
- Scope of Practice
- Officers of the AATA Handbook
- Course Hosting Policy
- Alberta Education Initiative Information
- Position Paper and Official Statement Disclaimer
- Member Project Proposals

POLICIES AND PROCEDURE MANUAL

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

CODE OF ETHICS

See *Code of Ethics*, #7-1 of the *Alberta Athletic Therapists Association Policy and Procedure Manual*.

SCOPE OF PRACTICE

See *Scope of Practice*, #7-2 of the *Alberta Athletic Therapists Association Policy and Procedure Manual*.

OFFICERS OF THE AATA HANDBOOK

The Officers of the AATA Handbook is a guiding document which outlines specific business operations for the Association’s Board of Directors and Committee Chairs. See *Executive Office Manual*, #7-3.

COURSE HOSTING POLICY

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

ALBERTA EDUCATION INITIATIVE INFORMATION

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

POSITION PAPER AND OFFICIAL STATEMENT DISCLAIMER

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

MEMBER PROJECT PROPOSAL

The Member Project Proposal is an application for Certified Members of the AATA in which the Association will provide up to \$500 towards a special project. See the *Member Project Proposal*, #7-7.

Official Marks

NAMES AND TRADEMARKS

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

Please refer to the *Canadian Athletic Therapists Association Policy and Procedure Manual – Official Marks, #1-60* for specific details.

LOGO

The name, logo, and/or insignia of the Alberta Athletic Therapists Association (AATA) may not be used in any testimonial and/or endorsement for a service, product, program, publication, or facility by an individual Member or group of Members of the Association without the express written consent of the Board of Directors of the AATA. Please refer to the *Alberta Athletic Therapists Association Policy and Procedure Manual - Code of Conduct, #7-1* for specific details.

Awards

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

POLICIES

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

PROCEDURES

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

DETAILS OF AWARDS

SPECIAL RECOGNITION AWARD

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

Qualifications for Special Recognition Award

The nominee must:

- be a Certified Member of the Association who has maintained their status;
- demonstrated outstanding service in the area of athletic therapy, sport medicine education, or research;
- have known excellence in the field of athletic therapy; and
- be nominated by at least one Certified Member.

The nominator will:

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

To be selected, the nomination must be:

- reviewed and ratified by the Board of Directors.

Nature of the Award

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

OUTSTANDING SUPERVISOR AWARD

This award is given to an Association Member with demonstrated distinct leadership and commitment. Two Members will be selected for this award and must have contributed significantly to the growth and development of Certification Candidates; one in a field setting and one in a clinical setting.

Qualifications for Outstanding Supervisor Award

The nominee must:

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

The nominator will:

- complete the online Outstanding Supervisor Award application form (found at www.aata.ca).

To be selected, the nomination must be:

- reviewed and ratified by the Board of Directors.

Nature of the Award

The recipients are honoured at the AGM and are presented with an honorarium.

MEMBER EMERITUS

This award recognizes the prior contributions of a Member who may still be contributing to the fields of athletic therapy or sports medicine, but who is no longer actively engaged in the day-to-day of an athletic therapist as defined in the Association's *Scope of Practice, #7-2* due to retirement from active employment or a shift in career focus.

Qualifications for Member Emeritus Award

The nominee must:

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

The nominator will:

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

To be selected, the nomination must be:

- reviewed and ratified by the Board of Directors.

Nature of the Award

Member Emeritus Award recipients:

- do not pay annual dues;
- are not required to submit maintenance of certification;
- receive all Association mailings and documents; and
- are not eligible:
 - to vote at the AGM, or
 - for executive office or Committee Membership.

BENEVOLENT FUND

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

- rehabilitation following mental or physical disability;
- compassionate circumstances requiring immediate and urgent assistance; and
- unemployment during an unusually prolonged job search.

Qualifications for the Benevolent Fund

The applicant must:

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

The applicant will:

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

To be selected, the nomination must be:

- reviewed and ratified by the Board of Directors.

Nature of the Award

Recipients of this award will be announced at the AGM unless recipients choose to maintain anonymity.

LEADERSHIP AND SERVICE SCHOLARSHIP

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

Qualifications for Leadership and Service Scholarship

The nominee must:

- be a Certification Candidate of the National Association who has maintained their status; and
- be either a university transfer or post-graduate student of the Mount Royal University Athletic Therapy program.

The nominator:

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

To be selected, the nomination must be:

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

Nature of the Award

The recipients are awarded a scholarship by Mount Royal University.

Fees of the Association

Annual Membership dues are determined by a two-thirds majority of Members present at the Annual General Meeting (AGM). All Certified Members and Certification Candidates will be invoiced by the first week of November of each year. Membership renewal invoices for Alberta Athletic Therapists Association (AATA) Provincial chapter dues will be emailed to those Members who have maintained certification in all Membership categories. It is the responsibility of the Member to ensure that their current email address is updated on the website of the Canadian Athletic Therapists Association in order to receive their invoice in a timely manner. Provincial Membership fees for the upcoming year are due by December 31 of the expiring year. Refer to *Membership Renewals, #4-3* for information regarding Membership processes.

FEES OF THE ASSOCIATION:

1. Annual Membership Fees

- **Annual Membership Fee:**
 - Membership fees shall be set for both Certified Members and Certification Candidates by the Membership at the AGM. The current annual fee is:
 - \$ 155.45 Certified Member
 - \$ 75.10 Certification Candidate
- **Late Fee:**
 - If provincial Membership fees are post-marked and received after December 31 of the expiring year, a \$50.00 late fee will be applied to all late Membership dues. Failure to pay the annual Membership fee and the late fee will result in the suspension of rights and/or privileges of any Member.
- **Reinstatement Fee:**
 - If dues are not received by March 1, reinstatement fees apply. The Membership, rights, and/or privileges of any Member may be suspended for any period of time or may be terminated by a two-thirds majority of the votes cast at a meeting of the Board of Directors, provided the Member may appeal such termination at the next Annual General Meeting.
- **Leave of Absence Fee:**
 - Members approved for leave of absence are required to pay 50% of their annual provincial dues each fiscal year for educational or maternity/paternity/long-term disability leaves (see *Leave of Absence, #4-4*)

Officers of the Board of Directors

The Board of Directors of the Alberta Athletic Therapists Association (AATA) is comprised of the following officers:

- President,
- Vice-president,
- Treasurer, and
- Secretary.

PRESIDENT:

The President:

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

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

Administrative Functions

1. Ensure the stability and function of the Board of Directors and the Standing Committees.
2. Review the minutes of the annual Board of Director and AGM.
3. Assess and develop goals and objectives for the Association.
4. Review, revise, and update the Association's strategic plan.
5. Administrate business of the Association:
 - a) Evaluate the implementation of the plan of action.
 - b) Continually reassess the goals of the Association and alter the administrative plan of action as necessary.

Responsibilities

1. Maintain a constant flow of information among the Board of Directors and the Association's Committees.
2. Serve as the official voice of the Association on matters of policy, special programs, and external activities (although other Members may be delegated to perform certain tasks).
3. Serve on various Committees and agencies as an Association official. These include:
 - a) Chairperson of the Association's Board of Directors; and
 - b) Chairperson of the Association's AGM (can be delegated at the President's discretion).
4. Participate in Presidents Committee Meetings and liaise with Regional Chapter Presidents.
5. Serve as Committee Liaisons to the Ad-hoc Committee and Ethics Committee.
6. Work closely with the Ombudsperson.
7. Work closely with the Treasurer regarding fiscal/financial issues including the state of the Association's investments.
8. In conjunction with the Board of Directors, maintain and update the the *Alberta Athletic Therapists Association Policy and Procedure Manual*, Association's *Code of Ethics* (#7-1), and *Scope of Practice* (#7-2).
9. Be aware and informed of constitutional changes of the Canadian Athletic Therapists Association.
10. Set the AGM date and oversee the distribution of the AGM package.
 - a) The following documents must be made available at least six (6) weeks prior to the AGM:
 - the weekend schedule,
 - past AGM minutes,
 - Board of Directors and Committee Chair reports,
 - a proxy voting form,
 - the preliminary agenda for the AGM, and
 - call for applications for any vacant positions.
 - b) The following documents must be made available at least three (3) weeks prior to the AGM:
 - the annual budget, and
 - the formal agenda.
 - c) All information listed above will be posted on the Association's website in PDF format.

- d) Members must receive by email: the agenda, budget, weekend schedule (with the registration forms for all courses), proxy voting form, and application forms.
 - e) All other documents can be posted on the website and Members notified of their location via email.
11. In the case there is no Ethics Chairperson or Committee, forward all ethics complaints to the National Chair. Infractions of the right to title (*see Official Marks, #1-3*) will be forwarded to the National Committee.
 12. Be the provincial contact for the National newsletter and make ready all submissions to the CATA Liaison when requested.
 13. Organize Board of Directors meetings monthly.
 14. Create and distribute the agenda for Board of Directors meetings seven (7) days prior to meeting.
 15. Oversee the activities of the Association.
 16. Be one of two signing authorities of the Association's bank accounts and investments.
 17. Maintain a copy of all documents on the Association's portable hard drive or Google Drive with file name references.
 18. Work in an ex-officio capacity when requested by the Board of Directors.
 19. Oversee the AGM Research Day as a Member of the judging panel. The actual Research Day is organized by the Vice President and the Education Committee.
 20. Produce President's report to be included in the six (6) week AGM package.
 21. Produce Association's Annual Report to be submitted to the CATA annually. This includes:
 - a) AGM Agenda,
 - b) Minutes from the AGM, and
 - c) Names of Members of the Board of Directors and Committee Chairpersons.
 22. Be the AATA contact person to Alberta Education for any information they require with regards to the joint collaboration regarding High School Sports Medicine classes in the province of Alberta. This collaboration began in 2010 and the AATA continues to consult with Alberta Education to improve these classes. The President, or another Member of the Board of Directors, is required to sign certificates that are applied for and sent to the AATA by students of the program who have completed specific requirements. See *Alberta Education Documents, #7-5*. Documents are available at www.aata.ca.

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

VICE- PRESIDENT:

The Vice-President:

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

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

Administrative Functions

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

Responsibilities

1. Work closely with the President on matters of policy, special programs, and external activities.
2. Develop familiarity and understanding of Presidential roles, responsibilities, and mandates.

3. In the absence or incapacitation of the President, shall assume powers and duties of the President.
4. Assume duties as the President dictates.
5. Provide leadership and vision on academic mandates to help promote teaching, learning, and research in the field of athletic therapy. Efforts are to be aimed at facilitating more academic/research scholarships, research days, and discovery of knowledge in regards to current research, innovations, and initiatives.
6. Foster an open relationship with Members of the Association.
7. Serve as a liaison with Certification Candidates.
8. Serve as Committee Liaisons to the Education and Marketing Committees.
9. Serve on various committees and agencies as an Association official. These include:
 - a) Allied health professions and consumer groups when requested; and
 - b) Chairperson of Association's Annual Research Day.
10. Produce Vice-President's report to be included in the six (6) week AGM package.
11. Upon completing the Vice-President's term:
 - c) Spend one day reviewing files with the incoming Vice-President; and
 - d) Create and transfer all computer administrative files.
12. Maintain constant contact with the Membership and public via the Vice-President's email account at vicepresident@aata.ca.

TREASURER:

The Treasurer:

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

The role of the Treasurer shall include the responsibility for custody of the Association's funds and securities; the keeping of full and accurate accounts of receipts, disbursements, and books

belonging to the Association; and the depositing of monies and other valuable effects in the name of and to the credit of the Association.

Responsibilities

1. Oversee all bank accounts located at the TD Canada Trust. The home branch is located at Brentwood Branch: 3630 Brentwood Rd NW, Calgary, Alberta, T2L 6Z2.
2. Oversee all short-term and long-term investments with Don Madra, Investment Advisor, CIBC Wood Gundy, 1800 Manulife Place, 10180-101 Street, Edmonton, Alberta, T5J 3S4.
3. Maintain records of all transactions in proper accounting methods (receipts must be included) and forward all accounting records to the bookkeeper of the MC Professional Accountant, Phil Mutanho: CGA Suite 220, 1201 5th Street SW, Calgary, AB., T2R 0Y6, (403) 450-8388.
4. Make funding applications available to the Board of Directors and Standing Committees.
5. Receive and forward to the Board of Directors all major funding applications for review. Major funding applications include amounts over \$250.
6. Maintain budget and advise the Board of Directors and Committee Chairpersons as to financial position on a quarterly basis including the state of all investments.
 - a) This will include regular communication with all banking and investment institutions as are deemed necessary.
 - b) From time to time, the Membership or the Board may decide to appoint a Member of the Association with greater financial or investment knowledge of the Treasurer to serve in an advisory capacity with the Treasurer to aid in decisions regarding the investments of the association.
 - c) It will be at the discretion of the President and Treasurer as to the authority this Member will have over the investment funds of the association (*e.g.* decision-making authority, signing authority).
7. Work closely with the president on the Annual Operating Budget to be presented at the AGM.
8. Oversee fundraising endeavors on behalf of the Association.
9. Apply for different funding sources (*e.g.* Lotteries Foundation).
10. Be one of two signing authorities for the Association's financial accounts.
11. Maintain capital budget listings.

12. Act as the Registrar of the Association to the extent of the following duties:
 - a) Along with the Secretary, administer the invoices and receipts of the annual Membership dues as outlined below:
 - i. Create generic invoices to Members of the association (status as found on the National Membership database) to be emailed in the month of November; and
 - ii. Create Member receipts to be mailed to individual Members as their dues are received.
 - b) Receive Association Membership fees and deposit them into the Association's account.
 - c) Receive the Membership list from the CATA and cross reference them to Members with fees owing.
 - d) Report discrepancies to the Board of Directors.
 - e) Maintain a copy of the paid Membership list in conjunction with the CATA and forward to Board of Directors.
13. Date and file correspondences received.
14. At the end of every fifth year, oversee a financial audit to be completed at each fiscal year ending in a 0 or 5 (*e.g.* 2010, 2015, 2020...).
15. Produce Treasurer's report to be included in the six (6) week AGM package and the Budget report to be included in the three (3) week package. Please note that as per the 2009 AGM minutes, negative numbers in the budget sheet are to be recorded in brackets in red print.
16. Oversee that the bills of the Association are continually paid on time.
17. Oversee that the post office box of the Association is maintained, and that either the Treasurer or Secretary is regularly retrieving mail and distributing it to the required parties. The AATA mailbox is currently located at the Shoppers Drug Mart at Box 61115 Kensington RPO, Calgary Alberta, T2N 4S6.
18. Request submissions of projected budgets for the upcoming year for each Standing Committee to be submitted prior to the Fall Board of Directors meeting. The Treasurer will review the budgets with supporting documentation, and make the final decisions for the Fall meeting.
19. Upon completing the Treasurer's term:
 - a) Spend one day reviewing files with the incoming Vice-President;
 - b) Be open and available to help incoming Treasurer with any questions they may have; and
 - c) Create and transfer all computer administrative files.
20. Maintain constant contact with the Membership and public via the Treasurer's email address at treasurer@aata.ca.

SECRETARY:

The Secretary:

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

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

Responsibilities

1. Record, type, and distribute the minutes of the AGM and Board of Director meetings.
2. Once minutes are ratified, circulate minutes to the Board of Directors for record purposes.
3. Include a copy of the AGM minutes in the AGM package to the general Membership at least six (6) weeks prior to the upcoming AGM.
4. Send updated copies of all association documents to the President for circulation to the National Office following the AGM.
5. Receive Membership information from the Treasurer and update database for the Association.
6. Maintain close communication with the Treasurer in regards to Membership matters.
7. Work with the Board of Directors and Committee Members to update the:
 - a) Website (Marketing & Education Committees); and
 - b) Membership (Treasurer & National Office).
8. Maintain a record of all Association documents approved by the Membership.
9. Maintain stock and distribution of administrative supplies as needed.
10. Date all correspondence received.
21. Oversee that the post office box of the Association is maintained, and that either the Treasurer or Secretary is regularly retrieving mail and distributing it to the required parties. The AATA mailbox is currently located at the Shoppers Drug Mart at Box 61115 Kensington RPO, Calgary Alberta, T2N 4S6.
11. Produce Secretary's report to be included in the six (6) week AGM package.

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12. Be the liaison for applications for the Alberta Education Athletic Therapy Certificate (see *Alberta Education Documents, #7-5*). Upon obtaining the necessary documents from the students and the fees for the certificates, the certificates will be printed and signed by a Member of the Board of Directors.
 13. Upon completing the Secretary's term:
 - e) Spend one day reviewing files with the incoming Secretary;
 - f) Create and transfer all computer administrative files.
 14. Monitor the Association's email and forward to appropriate Members of the Association; and maintain constant contact with the Membership and public via the Secretary's email account at secretary@ata.ca

Board of Directors Mandate

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

GENERAL RESPONSIBILITIES

1. Administer the Association's policies, and procedures.
2. Carry out the duties and responsibilities of the mandates assigned to them.
3. Approve and affect policy changes to the *Alberta Athletic Therapists Association Policy and Procedure Manual*. (The various Committees or any voting Member of the Association may instigate these changes).
4. Review project proposals and establish priorities as they relate to the Association's strategic plan of action.
5. Meet collectively at least four times a year (more meetings or conference calls can be requested at the Board of Director's discretion).
6. Establish and maintain an open line of communication within Standing Committees.
7. Conduct follow-up activities pursuant to decisions made by the Board of Directors and Committee programs, and report to the general Membership on these activities at the Annual General Meeting (AGM).
8. Review award applications and choose successful candidates. See *Awards, #1-4*.

SPECIFIC RESPONSIBILITIES

Carry out specific mandates, duties, and responsibilities listed below as assigned by the President and based on the strengths of individual Board Members.

Policies and Procedures

1. Maintain the *Alberta Athletic Therapists Association Policy and Procedure Manual*.
2. Ensure that all documents are kept up-to-date, and reflective of the operation of the Association.
3. Make needed revisions to the *Alberta Athletic Therapists Association Policy and Procedure Manual* and distribute the most up-to-date documents to the:

- Board of Directors, and
 - Committee Chairpersons.
4. Ensure that the most up-to-date version of the *Manual* is distributed to Member of the Association at least three (3) weeks prior to the AGM.

Association Documents

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

Minutes

1. Ensure that minutes are recorded for each Board of Director meeting, including timelines and individuals responsible for assigned actions.
2. Distribute draft copy of minutes to the Board of Directors and Committee Chairpersons within three (3) weeks of any Board of Directors meeting.
3. Ensure that corrections made by Members of the Association are forwarded to Board of Directors prior to the meeting at which minutes will be ratified.
4. Once ratified, ensure minutes are circulated to the Board of Directors within one (1) week.
5. Ensure that any motions voted by email are recorded in the minutes of the next meeting.
6. Maintain a file of previous year's minutes for reference.

Membership

1. Share strategies between the Canadian Athletic Therapists Association (CATA) and the Alberta Athletic Therapists Association (AATA) until such time as the Association is directed to handle all matters regarding Membership in their own provinces.

2. Annual Association Membership dues are determined by the Membership. See *Fees of the Association, #1-5*.

Communication

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

Committee Liaisons

Officers of the Board of Directors will also serve as Committee Liaisons on one or more of the following Committees (*i.e.*, Marketing Committee; Education Committee; Ethics Committee; and Ad-hoc Committee) as outlined in *Officers of the Board of Directors, #2-1*, and as follows:

1. Communicate with Committee Chairperson on a regular basis.
2. Report to the Board of Directors at scheduled meetings including:
 - a) motions presented for ratification; and
 - b) policy changes.
3. Review minutes of committee meetings.

In addition:

Marketing Committee Liaison

1. Report to the Board of Directors at scheduled meetings including:
 - recommendations for successful Member Project Proposal applications (see the *Member Project Proposal, #7-7*);
 - budget submissions; and
 - projects.
2. Ensure strategic plans of the Association are incorporated into the Marketing Committee's plans.

Education Committee Liaison

1. Report to the Board of Directors at scheduled meetings including:
 - recommendations for continuing education courses;
 - research and scholarship activities; and
 - projects.

Ethics Committee Liaison

1. Report to the Board of Directors at scheduled meetings including:
 - matters of due process related to investigations;
 - follow-up actions recommended following Ethics Committee investigations; and
 - proposed changes to the Ethics document.

Ad-hoc Committee Liaison

1. Report to the Board of Directors at scheduled meetings including:
 - matters of investigating or pursuing a particular mandate as directed by the Board of Directors.

Ombudsperson

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

TERMS OF REFERENCE

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

- a) Maintaining files and records of any inquiries, complaints, findings, and recommendations which are accessible only to the Ombudsperson and the President of the Association.
 - b) Conducting business on a first come, first served basis. Exceptions may be made by the Ombudsperson for matters of major importance.
 - c) Reporting to the President every complaint brought to the Ombudsperson.
 - d) Preparing an annual report for presentation to the Membership at the AGM. The report includes the number of contacts made to the Ombudsperson during the year and outlines the types of issues brought forward.
 - e) Attending (except in extenuating circumstances) the AGM to answer questions by Members about the report provided the rules of the office are not compromised.
 - f) Upon request of the Board of Directors, attending meetings of the Board of Directors, especially where the creation or modification of major policy or procedure is anticipated because of an investigation by the Ombudsperson. The Ombudsperson is not routinely expected to attend meetings of the Board of Directors or committees.
3. The Ombudsperson takes special interest in the following:
- a) Decisions affecting Members of the Association are made with reasonable promptness.
 - b) Procedures used to reach decisions are adequate and that the criteria and rules on which the decision is based are appropriate.
 - c) Gaps and inadequacies discovered in Association policy and procedure, during the investigation of complaints or concerns are brought to the attention of the Board of Directors. It is not the function of the Office of the Ombudsperson to devise new rules or procedures, but rather to make recommendations for their formulation and/or improvements.
4. The Ombudsperson has unrestricted access to all Association authorities, Officers of the Board, Committee Chairpersons, Committee Members, official files, and other information required to fulfill the function of the Office. Requests by the Ombudsperson for information must receive priority from every Member of the Association.
5. Although authorized to function in the widest possible context and with a minimum of constraints, the Ombudsperson is not to:
- a) Exercise authority beyond the legal authority of the Association.

- b) Hold any other elected office of the Association. On the request of the Board of Directors, the Ombudsperson may serve in a non-voting capacity and represent the Association at various functions.
- c) Make or replace established policy or procedures. Notwithstanding, policies and procedures may be investigated or questioned and recommendations made for their improvement and efficient functioning.
- d) Release any information regarding personal records unless written permission has been received from the affected individuals.
- e) Refuse the request of individuals seeking help because they requested anonymity.

AUTHORITY

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

CONFLICT OF INTEREST

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

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

Adjudicator for Annual General Meeting

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

The adjudicator:

- must be familiar with Robert's Rules of Order and *Rules and Procedures for Annual Meetings*, #6-2;
- may be a Member with status maintained by the Association; and
- does not have a vote, unless he/she is a Certified Member with status maintained with the Association, in which case he/she retains the right to vote.

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

Committee Structure

ORGANIZATION STRUCTURE

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

The Association's Standing Committees are:

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

NOMINATIONS AND APPOINTMENTS (STANDING COMMITTEES)

Committee Chair

Standing committees may recommend a Chairperson by motion to the Board of Directors. The most senior Committee Member, if possible, should be invited to fill the position. Where no recommendations are forthcoming, the Board of Directors, at their discretion, appoints the Chairperson. All Chairpersons of the Standing Committees must be Certified Members who have maintained their status with the Association.

Committee Members

Each year the Chairperson of the Standing Committees make a general call for nominations for new Committee Member appointments. Subsequently, the Committee Chairperson recommends nominees to the Board of Directors for approval.

The nominees:

- must be Members of the Association who have maintained their status with the Association; and
- are expected to commit to a minimum one (1) year term on the Committee unless otherwise specified in the "Committee Composition" below.

CONDITIONS FOR TEMPORARY REMOVAL FROM VOLUNTEER POSITIONS

1. Volunteer Members from Standing Committees, Ad-hoc Committees, task forces, and representatives of the Association to other groups initiating in the following actions will be subject to temporary removal from their volunteer position until such time as all initiated actions have been resolved:
 - a) In litigation or has served notice of potential litigation against the Association;

- b) In litigation or has served notice of potential litigation with/against another Member of the Association;
 - c) In litigation or has served notice of potential litigation with the National Association;
 - d) In litigation or has served notice of potential litigation with Association sponsors or consultants; and
 - e) Any other action perceived to be in conflict with the Association. All perceived conflicts must be reviewed by the Association's Ombudsperson.
2. If, at the time that this policy is implemented, a Member is involved in an action and holds a position on a Standing Committee, Ad-hoc Committee, task force, or represents the Association to other groups, the Member may remain in their position until the end of term of their position. If upon the expiration of the term, the Member is still involved in an action, the Member will not be eligible to fill a voluntary vacancy until such time as the action is resolved.

COMMITTEE COMPOSITION

Marketing Committee

Mandate

This committee focuses on developing marketing and sponsorship opportunities for the Association.

Specific Responsibilities of the Chairperson

The Marketing Chairperson will:

1. Work closely with the Board of Directors to create long-term and short-term strategic plans.
2. Actively recruit Committee Members and direct Members as to specific mandates within the committee.
3. Collect Member Project Proposal applications, and together with Members of the Marketing Committee, scrutinize applications.
4. Report to the Board of Directors at scheduled meetings including:
 - recommendations for successful Member Project Proposal applications (see the *Member Project Proposal, #7-7*), and
 - projects.
5. Provide leadership to Committee Members and be a source of information, ideas, and contacts.

Specific Objectives of the Committee

The Marketing Committee will:

1. Develop long-term and short-term strategic plans that will promote the Association, its Members, and the profession to potential sponsors, exhibitors, suppliers, consumers, general public.
2. Investigate and develop public relations and special events campaigns.
3. Develop relationships with major corporate charity events to increase awareness.
4. Investigate and develop advertising campaigns.
5. Work with the National Marketing Committee and other Regional Chapters to access sponsorship materials and contracts for use within the province of Alberta.
6. Seek out sponsorship dollars to finance marketing initiatives within the province of Alberta.
7. Continuously update the Association's website and ensure that the website and its contents are aligned with the goals, objectives, and strategic plans of the Association.

Education Committee

Mandate

This Committee focuses on the Continuing Education of the Association. It is responsible for:

- the promotion of an educational framework that serves to advance the profession; and
- the exchange of information and research between Members of the Association, the Members of other professional groups, and the general public.

Specific Responsibilities of the Chairperson

The Education Chairperson will:

1. Report to the Board of Directors at scheduled meetings including:
 - recommendations for continuing education courses;
 - research and scholarship activities; and
 - projects.
2. Work with the Vice-President to create and compile information for the Association's Newsletter. The Newsletter is to be issued quarterly.

Specific Objectives of the Committee

The Education Committee will:

1. Oversee and assist in the ongoing education of all Members of the Association. This will include:
 - seeking out new and interesting course programming pertinent to the continuing education of Members of the Association;
 - recruiting courses in subject areas that Members of the Association may be deficient;
 - informing Members of available and upcoming courses;
 - recruitment of new and informative educational courses; and
 - ensuring that course content is specific to the Scope of Practice of the Association.
2. Apply for continuing education units (CEUs) from the Education Committee of the Canadian Athletic Therapists Association.
3. Attempt to run a minimum of one course per year.
4. Ensure that the allotted budget made available by the Membership be used to the maximum benefit for the AATA Membership.
5. Strive to host financially profitable courses that provide funding to further education and research initiatives and awards
6. Update and make available a schedule of optional courses on the Association's website.
7. Make available new courses based on requests submitted by Members of the Association.
8. Work with the Vice-President to organize the Association's Annual Student Research Day, which is held the same weekend as the AGM.

Liaise with the Board of Directors to adopt Position Papers and Official Statements (see *Position Paper and Official Statement Disclaimer, #7-6*).

Ethics Committee

Mandate

This Committee serves to protect Members of the Association and the general public from breaches of the *Code of Ethics, #7-1* and *Scope of Practice, #7-2* under which Members of the Association practice.

Specific Responsibilities of the Chairperson

The Ethics Chairperson will:

1. Report to the Board of Directors at scheduled meetings including:
 - matters of due process related to investigations,
 - follow-up actions recommended following Ethics Committee investigations, and
 - proposed changes to the Code of Ethics document (see *Code of Ethics, #7-1*).
2. Receive all complaints and follow the procedures outlined in the *Code of Ethics, #7-1*.
3. Instruct the Members of the Ethics Committee on their mandate to consider the evidence brought forth to determine whether a breach of the *Code of Ethics* is substantiated.
4. Maintain a cumulative file of past investigations, including the final decisions of each and subsequent disciplinary action(s). These files shall be held in strictest confidence and forwarded to the incoming Chairperson at the end of the outgoing Chairperson's term.
5. Remove him or herself from the case at hand and ask the Board of Directors to appoint an interim Chairperson in the event of the Chairperson perceives that he or she is in a conflict of interest or in a situation where there may be a reasonable apprehension of bias.

Specific Objectives of the Committee

1. Ethics Committee Members will be chosen in such a way as to reflect a diversity of practice settings, geography, backgrounds, gender and experience.
2. No Member shall participate in any complaint where he/she perceives that there may be a reasonable apprehension of bias or the presence of an actual, potential, or apparent conflict of interest might reasonably be questioned. The Chairperson shall name another Member with status maintained to fill the Member's place in the investigation and judging of the complaint until the complaint's conclusion.
3. Members of the Ethics Committee shall remain on the Committee until the conclusion of the case in which they are involved.
6. The policies and procedures governing the Code of Conduct of the Ethics Committee can be found in the Appendix (see *Code of Ethics, #7-1*).

Ad-hoc Committee

Mandate

This Committee is struck with a specifically mandated purpose as directed by the Board of Directors.

Specific Responsibilities of the Chairperson

The Ad-hoc Chairperson will:

1. Oversee and assist in special projects as directed by the Board of Directors.
2. Report to the Board of Directors at scheduled meetings including matters of investigating or pursuing a particular mandate as directed by the Board of Directors.

Committee Meetings and Reports

COMMITTEE MEETINGS

For Standing Committees and subcommittees of Standing Committees:

- Where practicable, meetings are to be scheduled for times and places that are convenient for Members and in a way to keep costs within the approved budget.
- Chairpersons are to send timely notice of agendas, reports, and other related meeting materials to all Committee and Board Liaison Members.
- Board Liaisons are encouraged to attend meetings and permitted to participate in discussion.

The number of Committee meetings in a given year varies and is dependent on availability of funds. Typically Committees meet as follows:

Committee	Number/Timing of Meetings
Marketing	<ul style="list-style-type: none"> • meets at least twice a year; once in the Spring and once in the Fall • additional meetings to be determined if deemed necessary • meetings can be held face-to-face or via conference call
Education	<ul style="list-style-type: none"> • meets at least twice a year; once in the Spring and once in the Fall • additional meetings to be determined if deemed necessary • meetings can be held face-to-face or via conference call
Ethics	<ul style="list-style-type: none"> • meeting schedule to be determined only if necessary
Ad Hoc	<ul style="list-style-type: none"> • meeting schedule to be determined only if necessary

COMMITTEE REPORTS

Definition

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

Requirements

Committee Chairpersons must:

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

Content, Formal, and Style

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

Committee Responsibilities

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

COMMITTEE RESPONSIBILITIES

Committee Guideline Contract

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

Budget

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

Policies and Procedures

Each Committee is responsible to review and update the Committee's policies and procedures annually. Recommended changes require Board of Director approval and are to be submitted to the Board six (6) weeks prior to the Annual General Meeting (AGM). (Also see "New and Revised Policies and Procedures" in *Manual Introduction, #1-1*)

Travel and Accommodation

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

Temporary Chair

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

Legal Consultation

1. The Ethics Committee Chair and the Association Ombudsperson are usually the only ones with direct access to legal consultation. For fiscal accountability, and to minimize legal expenses:

- a) A Committee that requires legal consultation should submit the request to the President of the Association in writing including specific questions the Committee wants answered by the lawyer and issues pertinent to the request.
 - b) The legal response should be returned in writing. Face-to-face and telephone communication should be the exception and coordinated through the President.
2. Financial responsibility is as follows:
- a) Committee requests for legal consultation pertinent to the *Alberta Athletic Therapists Association Policy and Procedure Manual* are the financial responsibility of the Association.

RESPONSIBILITIES OF COMMITTEE CHAIRS

All Standing Committee Chairs are responsible to:

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

10. Submit recommended motions to the Board of Directors prior to each Board meeting.
11. Submit expense claim forms for reimbursement for expenses incurred in the course of completing Association responsibilities including preparing and distribution of minutes and materials prior to meetings.
12. Submit a proposed annual budget with clearly defined goals and objectives to the Board of Directors.

In addition, see specific Member's *Committee Responsibilities* in #3-3 of this *Manual*.

RESPONSIBILITIES OF COMMITTEE MEMBERS

Committee Members are responsible to:

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

In addition, see specific Member's *Committee Responsibilities* in #3-3 of this *Manual*.

Conflict of Interest

Preamble

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

Purpose

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

Description – Conflict of Interest

2. A conflict of interest exists where “there is an arrangement or relationship between the Member or a related person or related corporation and a person, where a reasonable person could conclude that the exercise of the Member’s professional expertise or judgment may conflict with or be influenced by the arrangement or relationship. A conflict of interest may be actual, potential, or perceived” (see *Code of Ethics, #7-1*).

Application

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

Statutory Obligations

4. The AATA is governed by the AATA *Code of Ethics, #7-1* in matters involving real or perceived conflict between the personal interests of a Representative (or other individual involved in decision-making or decision-influencing roles) and the broader interests of the AATA.
5. Under the *Code of Ethics*, any real or perceived conflict, whether pecuniary or non-pecuniary, between a Representative and the interests of the AATA must at all times be resolved in favour of the AATA.

Additional Obligations

6. In addition to fulfilling all requirements of the Policy, the AATA and its Representatives will also fulfill the additional requirements of this policy. Representatives of the AATA shall not:

- a) Engage in any business or transactions, or have a financial or other personal interest that is incompatible with their official duties with the AATA, unless such business, transaction, or other interest is properly disclosed in accordance with this policy.
- b) Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration, or who might seek, in any way, preferential treatment.
- c) In the performance of their official duties, accord preferential treatment to family members, friends or colleagues, or to organizations in which their family members, friends or colleagues have an interest, financial or otherwise.
- d) Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with the AATA, where such information is confidential or is not generally available to the public.
- e) Engage in any outside work, activity, or business or professional undertaking that conflicts or appears to conflict with their official duties as a representative of the AATA, or in which they have an advantage or appear to have an advantage on the basis of their association with the AATA.
- f) Use the AATA property, equipment, supplies or services for activities not associated with the performance of the official duties with the AATA.
- g) Place themselves in positions where they could, by virtue of being a Representative of the AATA, influence decisions or contracts from which they could derive any direct or indirect benefit or interest.
- h) Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being a Representative of the AATA.

Disclosure of Conflict of Interest

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

Resolving Conflicts in Decision-Making

10. Decisions or transactions that involve real or perceived conflicts of interest that has been disclosed by a Representative of the AATA may be considered and decided upon by the AATA provided that:
- a) The nature and extent of the Representative's interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded in minutes;
 - b) The Representative does not participate in discussion on the matter giving rise to the conflict of interest, unless the body considering the matter votes to allow such participation;
 - c) The Representative abstains from voting on the proposed decision or transaction;
 - d) The Representative is not included in the determination of quorum for the proposed decision or transaction; and
 - e) The decision or transaction is in the best interests of the AATA.

Conflicts Involving Litigation by a Representative

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

Enforcement

12. Failure to adhere to this policy may give rise to discipline in accordance with the AATA *Code of Ethics* document.

Review and Approval

13. This policy was approved by the Members of the AATA on April 19, 2015 and will be review by the Board of Directors on an annual basis.

Membership Categories

MEMBERSHIP CATEGORIES:

Members of the Alberta Athletic Therapists Association may be:

- ***Certified Members*** – voting Members of the Association who are able to practice as Certified Athletic Therapists.
- ***Certified Candidates*** – non-voting Members who are current students or graduates of accredited athletic therapy programs in Canada.
- ***Members Emeritus*** – non-voting, previously Certified Members who have been nominated into emeritus due to prior contributions to the profession of athletic therapy.

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

New Member Applications

MEMBERSHIP PROCESSES:

1. New Member Application

- ***Application for new Membership:***
 - New Certification Candidates and Certified Members that apply between September 1 and December 30 are not required to pay dues for the current year entering but will be invoiced and required to pay annual dues for the following year by December 31.

- ***Application for Members that transfer between provinces:***
 - It is the Member's responsibility to update their mailing address on the website of the Canadian Athletic Therapists Association upon moving to Alberta. This will automatically notify the Association of your presence in the province. Members transferring provinces after March 1 will not be invoiced again until the following year.

- ***Procedure for new Membership application:***
 1. Email Officers of the Board of Directors to inform them of your application.
 2. Once invoice is received, pay Membership fee.
 3. Approval must be based on criteria for new applicant.

Membership Renewals

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

If dues are not paid by March 1, reinstatement fees and processes apply.

The Membership, rights, and/or privileges of any Member may be suspended for any period of time or may be terminated by a two-thirds majority of the votes cast by members present at a meeting of the Board of Directors, provided the Member may appeal such termination at the next AGM.

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

1. By the first week of November of each year, Membership renewal invoices are emailed to those Members who have maintained certification.
2. Upon receipt of Membership renewal dues, forward receipt.
3. On February 1, forward a second and final invoice to any Members who did not pay their dues by January 31. This invoice will include an administrative service charge of \$50.00 and notification that their Membership will be suspended if their payment is not received by March 1.
4. Place Members who did not respond to the second and final notice by March 2 on the "suspension list". Suspended Members are subject to reinstatement fees as set out below.

MEMBERSHIP SUSPENSION FOR FAILURE TO PAY PROVINCIAL MEMBERSHIP DUES

Any Member of the Association, who is delinquent in payment of his/her dues two months after January 1st of the year concerned, is automatically suspended from the Association, losing all rights and privileges of Membership until he/she is reinstated.

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

- petition to the Board of Directors;
- payment of the late fee;
- payment of an additional reinstatement fee equal to 50% of the annual dues for the Member's category of Membership; and
- payment of the dues for the current year as well as any dues owing from past years.

Leave of Absence

A leave of absence falls into three categories:

1. **Educational:** An education leave of absence is a leave during which the Member will be attending a full-time post secondary educational institution outside of the Association accredited program. Education leave may be granted for the period of time that is required to complete the proposed course of study. Educational institution is defined, for the purposes of this document as a provincially (or equivalent) accredited post-secondary institution.
2. **Maternity/Paternity/Long-Term Disability:** The Association defines long-term disability as a period of time over six months. Maternity, paternity and long-term disability leaves may be allowed, if needed, for a period of up to five years.
3. **Personal:** A leave for personal reasons may be allowed for a period of up to one year. An extension will be considered by the Board of Directors upon receipt of a further written request.

CONDITIONS

1. A leave of absence may be granted in extenuating circumstances as follows:
 - for both Certification Candidates and Certified Members, the leave is granted at the discretion of the Board of Directors;
 - the leave of absence is granted for a term of one year; and
 - extensions beyond one year require annual re-application.

PROCESSES

1. To request a leave of absence, the Member must submit a written request to the Board of Directors.
 - The written request should describe the need for and nature of the leave of absence, as well as the expected start date and duration of the leave.
 - In order to qualify for a leave of absence, the applicant must have maintained status.
 - The Member will only be considered upon receipt of the application with full supporting documentation.
 - If the Member has status maintained, and the application is received by September 30, the Member will be reimbursed 50% of the annual provincial dues.
 - If the Member has status maintained, and the application is received after October 1, the Member will not be provided a refund for that year's annual provincial dues.

2. While on approved leave of absence:

a) ***Certification Candidates:***

- are required to pay 50% of their annual provincial dues each fiscal year for educational or maternity/paternity/long-term disability leaves;
- are not released from any other responsibilities or obligations to the Association;
- may not accumulate practical hours during the leave;
- if the leave is granted after any portion of the examination (written and practical) has been attempted, the Certification Candidate re-enters the examination process at the same level attained prior to commencement of the leave; and
- if no portion of the examination has been attempted prior to the leave, the Certification Candidate has the five year limitation extended by the length of the leave of absence.

b) ***Certified Members:***

- are required to pay 50% of their annual provincial dues each fiscal year for educational or maternity/paternity/long-term disability leaves;
- are not released from any other responsibilities or obligations to the Association;
- may serve on any Association Committee;
- are still eligible to serve as a Supervisory Athletic Therapist; and
- are able to reinstate their Membership to full active status prior to the end date of their full year leave.

Termination

If Members of the Alberta Athletic Therapists Association may wish to terminate their Membership, they must:

1. Members must submit a request for termination to the Board of Directors; whereby letters regarding individuals terminated from Membership in the Association will be communicated to the National Office.

Marketing Committee

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

- promote the Association and the profession of athletic therapy to potential sponsors;
- develop public relations campaigns to increase athletic therapy awareness to the general public;
- develop Association tag lines for easy understanding of the Association's profession;
- investigate and develop special events and projects to promote athletic therapy in Alberta;
- investigate advertising campaigns;
- monitor and update marketing information and materials made available on the Association website at www.aata.ca; and
- maintains and monitors information made available through social media marketing (*i.e.* Facebook, Twitter).

COMMITTEE STRUCTURE AND MEETINGS

For more information, see *Committee Structure, #3-1* and *Committee Meetings and Reports, #3-2*.

The Marketing Committee will consist of at least four (4) Certified Members, with status maintained in the Association.

RESPONSIBILITIES

Chairperson

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

- Serve as liaison between the Association and Board of Directors.

The nominees:

- must be Members of the Association who have maintained their status with the Association; and
- are expected to commit to a minimum one (1) year term on the Committee.

Members of the Marketing Committee

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

In addition, Members of the Marketing Committee must:

- explore, develop, and support sponsorship opportunities for province-wide events;
- inform Membership of new sponsorship contracts and marketing events and encourage their attendance and/or use of their service/product;
- prepare marketing documents;
- investigate cost of products to promote Alberta Athletic Therapists Association (AATA) amongst Members;
- investigate, develop, and initiate special events and/or projects (may be stand alone or strategic partnerships with other organizations);
- increase the exposure and reputation of the AATA to the general public and our Membership by organizing and coordinating special events;
- investigate the AATA's presence at conferences as presenters or exhibitors;
- use social media marketing to provide information about the AATA; information about the profession of athletic therapy to the general public;
- use social media marketing to establish a presence, connect with others, and share information between Members of the Association; and
- investigate professional marketing and advertising opportunities.

Education Committee

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

- disseminate information to the Membership;
- oversee continuing education for the Membership;
- oversee academic information for the Membership;
- apply for continuing education units (CEU) for Association curriculum;
- inform the Membership about continuing education course offerings;
- monitor and update educational information and materials made available on the Association website at www.aata.ca; and
- produce and distribute the Association newsletter quarterly.

COMMITTEE STRUCTURE AND MEETINGS

For more information, see *Committee Structure, #3-1* and *Committee Meetings and Reports, #3-2*.

The Education Committee will consist of at least three (3) Certified Members, in good standing with the Alberta Athletic Therapists Association (AATA).

RESPONSIBILITIES

Chairperson

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

- Serve as liaison between the Association and Board of Directors.

The nominees:

- must be Members of the Association who have maintained their status with the Association; and
- are expected to commit to a minimum one (1) year term on the Committee.

Members of the Marketing Committee

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

In addition, Members of the Education Committee must:

- maintain and update the New Certified Members' Welcome Package;
- develop and produce a continuing education course calendar which includes a description of available courses and their CEU values;
- recruit new and informative continuing education courses;
- oversee the educational content of the Annual General Meeting (AGM);
- oversee the AATA Student Research Day at the AGM; and
- oversee and distribute academic material and resources to the Membership via social media marketing, e-blasts, and the website.

ASSOCIATION PUBLICATIONS

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

Ethics Committee

The Ethics Committee serves to protect Members of the Association and the general public from breaches of the *Code of Ethics*, #7-1 and *Scope of Practice*, #7-2 under which Members of the Association practice. The policies and procedures governing the Ethics Committee can be found in *Code of Ethics*, #7-1.

COMMITTEE STRUCTURE AND MEETINGS

For more information, see *Committee Structure*, #3-1 and *Committee Meetings and Reports*, #3-2.

The Ethics Committee will consist of at least nine (9) Certified Members, with status maintained by the Association.

RESPONSIBILITIES

Chairperson

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

The Chairperson:

- must serve as liaison between the Association and Board of Directors;
- is elected by the Membership at the Annual General Meeting (AGM) for a three (3) year term;
- shall not hold any other elected office of the Association. On the request of the Board of Directors, the Ethics Chairperson may serve in a non-voting capacity and represent the AATA at various functions;
- receive all complaints and follow the procedures outlined in this document;
- instruct the subcommittees of the Ethics Committee on their mandate to consider the evidence brought forth to determine whether unprofessional conduct is substantiated;
- maintain a cumulative file of past investigations, the final decisions of each and subsequent disciplinary action(s) and forward these files to the incoming Ethics Chairperson at the end of the outgoing Ethics Chairperson's term;
- remove himself or herself from any complaint proceeding in which the Ethics Chairperson perceives that he or she is in a conflict of interest or in a situation where there may be a reasonable apprehension of bias;
- have no vote in the Ethics subcommittee's decisions;
- report to authorities, if in the process of investigation, the Ethics Chairperson is made aware of unlawful activity; and
- report or refer the case to the Ethics Committee of the Canadian Athletic Therapists Association (CATA) if there are interests of national concern involved with the complaint.

In the event that the Chairperson vacates the Chair, the Board of Directors shall appoint a Member of the Ethics Committee to serve as an interim Chairperson until the next AGM at which time a new Chairperson shall be elected.

The nominees:

- must be Members of the Association who have maintained their status with the Association; and
- must maintain an arm's length relationship with any and/or all Committees of the Association.

Members of the Ethics Committee

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

In addition, Members of the Ethics Committee must:

- not be an Officer of the Board of Directors;
- be chosen in such a way as to reflect a diversity of practice settings, geography, backgrounds, gender and experience;
- represent the North, Central, and South regions of Alberta;
- not participate in any complaint where he/she perceives that there may be a reasonable apprehension of bias or the presence of an actual, potential, or apparent conflict of interest might reasonably be questioned; in which the Chairperson shall name another Member with status maintained to fill the Committee Member's place in the investigation and judging of the complaint until the complaint's conclusion; and
- remain on the Ethics Committee until the conclusion of the complaint proceeding in which they are involved regardless of the expiration of their term.

In the event that an Ethics Committee Member vacates his or her position on the Ethics Committee, the Ethics Chairperson shall, with approval of the Board of Directors, appoint a Certified Member, with status maintained, to serve the remainder of the vacating Member's term.

The nominees:

- must be Members of the Association who have maintained their status with the Association;
- shall not sit on more than one Ethics subcommittee for the same complaint;
- shall not sit on any other provincial Committees;
- shall not sit on a National Committee with the exception of the CATA Ethics Committee; and
- are expected to commit to a minimum one (1) year term on the committee.

Ad-hoc Committee

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

COMMITTEE STRUCTURE AND MEETINGS

For more information, see *Committee Structure, #3-1* and *Committee Meetings and Reports, #3-2*.

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

RESPONSIBILITIES

Chairperson

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

Members of the Ad-hoc Committee

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

Annual Operating Budget

CATEGORIES

The Annual Operating Budget consists of three main categories:

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

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

INVESTMENT FUND

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

INTERPRETATION OF FINANCIALS SPREADSHEET CATEGORIES

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

1. Income Categories:

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

- c) “Marketing income” means all monies made from marketing initiatives such as the sale of marketing items (*e.g.*, posters, mugs, shirts).
- d) “GST refund” means monies received from the government as GST refund money.
- e) “Cash forward from previous year” means monies held in the regular chequing account of the Association from the closing balance from the previous year.
- f) “Interest income” means a total of all interest made from the chequing account of the Association.

2. Expense categories

- a) "Board of Directors" means all expenses incurred by the Board of Directors including meeting expenses.
- b) “Marketing committee” means all costs of the Marketing Committee such as meeting, advertising, travel, and conference exhibiting expenses.
- c) “Education Committee” means all costs of the Education Committee such as meeting, travel, and course hosting expenses.
- d) “Ethics committee” means all costs of the Ethics Committee such as meeting and travel expenses. It does not include legal expenses.
- e) “Ad-hoc Committee” means all costs of the Ad-hoc committee such as meeting and travel expenses.
- f) “Office of the Ombudsperson” means all costs of the Ombudspersons office such as meeting and travel expenses.
- g) “Office expenses” include items such as the Association mailbox fee, paper, envelopes, and stamps.
- h) “Special projects/Contingency fund” refers to expenses as outlined from projects deemed special projects by the Board of Directors.
- i) “Accounting” refers to bookkeeper fees and audit fees.
- j) “Liability and professional dues” includes the Volunteer Canada Membership of the Association and the Officers and Directors Liability Insurance.
- k) “Legal fees” includes all legal fees for all Committees and areas of business of the Association.

- l) “Website ISP” includes the monthly website fees, renewal fee for the domain name, and any additional expenses for work done on the Association website.
- m) “Bank charges” includes all costs over the year for the bank account of the Association, as listed on the bank statements.
- n) “Member dues investment” includes monies withdrawn from the chequing account and put toward the Association investment account.

3. Investments

- a) “Investments” includes all short-term and long-term investments currently held in trust with Don Madra, Investment Advisor, CIBC Wood Gundy, 1800 Manulife Place, 10180-101 Street, Edmonton, Alberta, T5J 3S4.

Rules and Procedures for Annual Meetings

OFFICERS

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

SECRETARIAT

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

ATTENDANCE

1. Attendance at the AGM is limited to Members of the Association having maintained status (see *Membership Categories, #4-1*).
2. Only Certified Members, having maintained status, are eligible to vote on matters of the Association.
3. Special guests of the Association may be asked to attend and present on relevant matters.
4. In order to conduct Association business, quorum is set to 30% of voting Members either present or by proxy.

CONDUCT OF THE MEETING

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

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

VOTING

1. Each Certified Member, with status maintained, shall have one vote (see *Membership Categories, #4-1*).
2. Associate Members, Certification Candidates, or Members with emeritus shall not have the right to vote.
3. Voting shall be by a show of hands.
4. When an amendment to a proposal is moved, the amendment shall be voted on first. When more than one amendment is moved to a proposal, the amendments shall be taken in order. When one amendment necessarily implies the rejection of an earlier one, it shall not be put to the vote.
5. The meeting may decide, if it so wishes, that the voting for an election or on some other matter should be held by secret ballot.
6. Voting can be cast in the following categories:
 - a) In favour – positive vote;
 - b) Against – negative vote; and
 - c) Abstention – refusal to vote either for or against a motion. Members are not obliged to vote and the records of the AGM take no official notice of such as refusal unless the Member wishes to do so.

Personal Information and Electronic Document Protection

COLLECTION OF PERSONAL INFORMATION

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

CONSENT TO COLLECT, USE AND DISCLOSE PERSONAL INFORMATION

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

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

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

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

LIMITS

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

ACCURACY

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

SECURITY MEASURES

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

Physical safeguards include:

- shredding papers containing personal information (rather than discarding in a garbage can or recycling bin)

Administrative safeguards include:

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

Technical safeguards include:

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

INFORMATION RETENTION AND DESTRUCTION

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

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

ACCESS REQUESTS

Access requests are received by the Board of Directors.

ENQUIRIES AND COMPLAINTS

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

Travel and Expense Claims

TRAVEL AND ACCOMMODATION

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

EXPENSE GUIDELINES

To be reimbursed for expenses, Members will:

1. Obtain expense claim form through a Member of the Board of Directors.
2. Complete the form and submit with original receipts to the Treasurer via mail to Box 61115 Kensington RPO, Calgary Alberta, T2N 4S6.

Email Etiquette

Board Members, Committee Members, and all Association Members conducting Association business are expected to be clear, professional, and technically correct when sending internal and external email messages as follows:

CLEAR

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

PROFESSIONAL

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

CORRECT

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

OTHER MEDIA PREFERRED

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

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

Code of Ethics

This document is divided into the following sections:

- 1. Preamble**
- 2. Basic Principles**
- 3. Professional Misconduct**
- 4. Rules of Conduct**
- 5. Jurisdiction**
- 6. Complaints Process**
- 7. Limitations**
- 8. Confidentiality**

CODE OF ETHICS AND PROFESSIONAL CONDUCT

1. PREAMBLE

One identifiable characteristic of a profession is the dedication of its Members in performing service to humanity. In becoming a Member (as defined in the Constitution) of the Alberta Athletic Therapists Association (the “Association”), an individual assumes obligations and responsibilities to act in accordance with the ideals and standards of the Athletic Therapy profession. These ideals, standards and principles are set forth in the Constitution of the AATA (the “Constitution”), the Scope of Practice, the Policies and Procedures and the Code of Ethics.

Each Member of the Association must adhere to the highest standards of conduct in attending to the needs of participants in an activity, irrespective of the level of participation. The Association embraces the belief that the ideals, standards and principles contained in the aforementioned documents must be adhered to by each Member.

A Member who violates any of the ideals, standards and/or principles set forth in the Code of Ethics, shall be subject to disciplinary action as per the Code of Ethics Procedures.

2. BASIC PRINCIPLES

- a. Members shall act with honest and integrity.
- b. Members shall neither practice nor condone discrimination when carrying out their responsibilities and duties as practitioners of Athletic Therapy.
- c. Members shall be committed to providing competent care, which is consistent with the requirements and the limitations of the profession.
- d. Members shall not publicly discredit or lower the dignity of another Member of the Association
- e. Members shall provide only those services for which they are qualified.

- f. Members shall not misrepresent in any manner their skills, training, professional credentials, identity or services.
- g. Members shall reply promptly to any communications from the governing body of the Association.
- h. Members shall adhere to the Constitution, the Code of Ethics, the Scope of Practice, policies and other governing laws and regulations of the Association.
- i. Members charged with, or convicted of, a criminal offence may have their case reviewed by the Ethics Committee pursuant to the AATA Code of Ethics, to determine any risks that may be incurred by the public if the Member were allowed to practice unrestricted as an Athletic Therapist and/or represent the Association.

3. PROFESSIONAL MISCONDUCT

Any member who is determined to have violated the Constitution, the Code of Ethics, the Scope of Practice, policies, or other governing laws and regulations of the Association is guilty of professional misconduct.

4. RULES OF CONDUCT

Responsibilities to the Profession

- a. Members shall recognize that the self-regulation of the profession is a privilege and that each member has a continuing responsibility to merit this privilege and to support the Association.
- b. Members shall abide by the policies of the Association and support its mission.
- c. Members shall conduct themselves in a manner as to merit the respect of society, the profession and its members.
- d. Members shall report to the appropriate authority any unprofessional or unethical conduct by colleagues.
- e. Certified members shall engage in continuing education for growth and development.
- f. Members shall enter into contractual agreements only when professional integrity is maintained.
- g. Members shall treat their colleagues with dignity and as persons worthy of respect.
- h. Members shall participate in the promotion of the profession through advocacy, research and maintenance of the highest possible standards of practice.

Responsibilities to the Client

- a. Members shall recognize and disclose conflicts of interest that arise in the course of your professional duties and activities, and resolve them in the best interest of clients.
- b. Members shall respect the client's dignity, needs, values and wishes.
- c. Members may not refuse care to a client based on grounds of race, religion, ethnic or national origin, age, sex, sexual orientation, and social or health status.
- d. Members shall not exploit clients for personal advantage.
- e. Members shall recognize their limitations and, when indicated, recommend or seek additional opinions and services.
- f. Members must give clients opportunity to consent to, decline, or alter the treatment regime.
- g. Members shall practice within the scope of practice.
- h. Members shall assume full responsibility for all care they provide.
- i. Members shall maintain appropriate documentation for all clients.
- j. Member shall respect all client information as confidential. Such information shall not be communicated to any person without the consent of the client (or guardian) except when required by law.
- k. Members are responsible for all duties they delegate to personnel under their supervision.
- l. Members shall only bill for services that they personally prescribed, provided (or supervised), and were present for.
- m. Members may seek remuneration for services that are commensurate with the services provided and in compliance with applicable statutes.
- n. Members shall provide services, make referrals and seek compensation only for those services that are necessary.
- o. A member shall make him or herself aware of the policies, rules, regulations, and legislation regarding the use of ergogenic aids and banned methods for athletes under the member's care.
- p. A member shall make him or herself aware of all the sport governing rules that affect their practice and delivery of care

Responsibilities to Self

- a. Being competent and conscientious professionals.
- b. Being aware of our personal values and being able to identify when value conflicts interfere with client care.
- c. Keeping our professional commitment by integrating Athletic Therapy principles in our daily practice.

5. JURISDICTION**1. Association Members**

- a. The Association shall have jurisdiction over any Association Member for disciplinary actions during the time that they are Members of the Association, and also for acts or omissions that occurred during their membership despite the fact they may no longer be Members
- b. Any Members of the Association who becomes disqualified from being a Member or voluntarily ceases to be a Member, shall remain subject to the disciplinary jurisdiction of the Ethics Committee for acts or omissions committed while being a Member of the Association.
- c. If the ethics Committee has commenced an investigation into the conduct of the Member, the Member may not resign from the Association until the Ethics Committee has completed their investigation and rendered a decision
- d. If a Member decides to resign as a Member of the Association after any disciplinary proceeding, the Member must submit an application in writing signed by the Member stating their reasons for resignation from the Association. Additionally, the Member must provide a Statutory Declaration setting out the particulars about the Member including their Date of Birth, Date on which they received their membership, place of residence, office address, and the number of years in practice.

2. Regional vs. National Jurisdiction

- a. The AATA (the “Association”) is a recognized regional Chapter of the CATA with its own code of ethics and investigation procedures. Any Case in which the respondent (member complained of) practices in the Province of Alberta, it will be referred to the AATA ethics committee.
- b. The Association shall reserve the right to refer back any case to the CATA at its discretion. This would be the case for very complex complaints or when a potential breach of ethics occurs outside of the province of Alberta (eg. National, or International Games).

6. COMPLAINTS PROCESS

a. Member Complaint

- i. Any member of the Association who is aware of conduct that he or she considers to be in violation of the Code of Ethics shall report the incident in writing with as much specificity and documentation as possible to the

Chairperson of the Ethics Committee to determine whether a breach of the Code of Ethics has occurred

b. Criminal offence

- i. If the Ethics Committee is notified of or becomes aware of a member who has been charged with or convicted of a criminal offence, an investigation may be initiated by the Ethics Committee to determine whether a breach of the Code of Ethics has occurred.

c. Third Party Complaint

- i. Third party complaints generated from outside the Association membership must be forwarded in writing containing full particulars of the complaint to the Chairperson of the Ethics Committee. This information may be used in an investigation by the Ethics Committee to determine whether a breach of the Code of Ethics has occurred.

d. Advice and Direction

- i. Any member may request the opinion of the Chairperson of the Ethics Committee relating to the sequence of events, which might be considered to be a breach of the Code of Ethics. The request should be restricted to the events exclusive of any names, and does not constitute a formal allegation, investigation or decision.

7. LIMITATIONS

- a. A claim can only be made against a member, past or current within 2 years of the incident.

8. CONFIDENTIALITY

- a. During an investigation under these procedures, Members of the Ethics Committee, including the Chairperson of the Ethics Committee, are bound by confidentiality so that complainants will come forward without fear of reprisal and that reputations may be protected throughout. The exceptions to complete confidentiality are a disclosure, which would oblige the Association to take necessary steps to ensure the health, safety, and security of any Member, of the Association or the public or legal subpoena. In particular, the Association shall report the possible violation of any federal or provincial law to the appropriate authorities.

- b. In the Case that the respondent has been found in Breach of the Code of Ethics, and holds any dual professional designations, the Ethics committee shall report this breach to the respondent's other professional body(ies). (e.g. Massage therapy, Acupuncture....)

CODE OF ETHICS & PROFESSIONAL CONDUCT – COMPLAINTS PROCEDURES

PART I: INTERPRETATION AND COMMITTEE STRUCTURE

1. Interpretation
2. Committee Structure

PART II: COMPLAINTS PROCEDURES

1. Division 1: Complaints Process
2. Division 2: Alternative Complaint Resolution
3. Division 3: Investigation
4. Division 4: Hearings
5. Division 5: Appeals

PART III: OTHER MATTERS

PART I: INTERPRETATION AND COMMITTEE STRUCTURE

1. Interpretation

B. In this document:

- a) “AATA” means the Association or the Alberta Athletic Therapists Association.
- b) “Alternative complaint resolution process” means a process to help the complainant, the Association and the investigated person settle a complaint.
- c) “Alternative Complaint Resolution Officer” or “ACR Officer” means the Alternative Complaint Resolution Officer or ACR Officer established under *Division 2*.
- d) “Annual General Meeting” means the annual general meeting of the Association held within 120 days of the fiscal year end (December 31).
- e) “Appeal Subcommittee” means an Appeal Subcommittee established under *Part I*.
- f) “Association” means the Alberta Athletic Therapists Association.
- g) “Association Policy and Procedures Manual” means the *Alberta Athletic Therapists Association Policy and Procedure Manual* posted on the Association website, www.aata.ca, as amended.

- h) “Board of Directors” means the Officers of the Board of Directors of the Association.
- i) “CATA” means the Canadian Athletic Therapists Association.
- j) “Central Region” means the cities of Red Deer and Calgary and the part of the province that is located between the cities of Red Deer and Calgary.
- k) “Certified Member” means a Member with the Association who has passed the CATA certification exam and is a registered Certified Athletic Therapist with status maintained with both the CATA and the Association.
- l) “Chair” means the person selected by the Membership to act as the Chairperson of an Ethics subcommittee.
- m) “Competence” means the combined knowledge, skills, attitudes, and judgment required to provide professional athletic therapy services.
- n) “Complaint Review Committee” means a complaints review committee established under *Part I*.
- o) “Conduct” includes an act or omission.
- p) “Conflict of interest” means there is an arrangement or relationship between the Member or a related person or related corporation and a person, where a reasonable person could conclude that the exercise of the Member’s professional expertise or judgment may conflict with or be influenced by the arrangement or relationship. A conflict of interest may be actual, potential, or perceived.
- q) “Document” includes recorded information in written, photographic, magnetic, electronic, or other form.
- r) “Ethics Chairperson” means the Ethics Chairperson established under *Part I*.
- s) “Ethics Committee” means the Ethics Committee established under *Part I*.
- t) “Ethics Complaints Director” means the Ethics Complaints Director established under *Part I*.
- u) “Ethics subcommittees” or “subcommittee” means the Investigative Subcommittee, Judicial Subcommittee, Appeal Subcommittee, Complaint Review Committee, and the Alternative Complaint Resolution Officer.
- v) “Former Member” means a person who has been but no longer is a Certified Member of the Association.

- w) “Incapacitated” means suffering from physical, mental or emotional condition or disorder, or an addiction to alcohol or drugs as defined in the Pharmacy and Drug Act or other chemicals that impairs the ability to provide professional athletic therapy services.
- x) “Investigative Subcommittee” means an investigator or Investigative Subcommittee established under *Part I*.
- y) “Investigated person” means a person with respect to whom:
 - a) a complaint has been made under *Part II*;
 - b) information has been treated as a complaint in accordance with *section 11.1*; or
 - c) a notice has been given under *section 12.1* and the proceedings with respect to the complaint, information, or notice have not been concluded.
- z) “Judicial Subcommittee” means a Judicial Committee established under *Part I*.
- aa) “North Region” means the part of the province that is located between the northern Alberta boarder and Red Deer.
- bb) “Ratified settlement” means a settlement ratified under *section 17.2*.
- cc) “Records of hearing” means the records described in *section 34.2*.
- dd) “Records of appeal hearing” means the records described in *section 42.2*.
- ee) “South Region” means the part of the province that is located south of the city of Calgary to the southern Alberta boarder.
- ff) “Special meeting” means the special meeting established under *section 14.1*.
- gg) “Unprofessional conduct” means one or more of the following whether or not it is disgraceful or dishonourable:
 - a) Holding out that a person’s Membership is not subject to conditions when it displaying a lack of knowledge or a lack of skill or judgment in the provision of professional athletic therapy services;
 - b) Contravention of the *Code of Ethics* or *Alberta Athletic Therapists Association Policy and Procedure Manual*;
 - c) Contravention of another enactment that applies to the athletic therapy profession;

- d) Representing or holding out that a person was a Certified Member with status maintained while the person's Membership was suspended or cancelled;
- e) Representing or is misrepresenting the conditions;
- f) Failure or refusal to:
 - 1. comply with an agreement that is part of a ratified settlement, or
 - 2. comply with a request of or co-operate with an Investigative Subcommittee;
- g) Contravention of an order under *Part II*; or
- h) Conducting behaviour that harms the integrity of the athletic therapy profession.

C. Ethics Chairperson

For more information, see *Committee Structure, #3-1* and *Committee Meetings and Reports, #3-2*.

D. Duties of the Ethics Chairperson

For more information, see *Committee Structure, #3-1* and *Committee Meetings and Reports, #3-2*.

E. Selection of Ethics Committee Members

For more information, see *Committee Structure, #3-1* and *Committee Meetings and Reports, #3-2*.

F. Selection of Investigative Subcommittee and Ethics Complaints Director

1. Subject to *section 5.2*, the Ethics Chairperson shall select from the nine (9) available Ethics Committee Members one (1) Member who shall act as an investigator and form the Investigative Subcommittee.
2. The investigator can request the Ethics Chairperson to assign one (1) other Ethics Committee Member to co-investigate a complaint. The Ethics Chairperson shall name one (1) of the two (2) Investigative Subcommittee Members to act as Chair of the Investigative Subcommittee.
3. The Investigative Subcommittee shall investigate a complaint to determine if there is sufficient evidence to indicate that unprofessional conduct has occurred.
4. Any Member of the Ethics Committee named to an Investigative Subcommittee who feels that he or she is in a conflict of interest or in a situation where there may be a reasonable apprehension of bias shall ask to be removed from the

complaint in question. In such a case, the Ethics Chairperson shall select another Member from the Ethics Committee to sit on the Investigative Subcommittee.

5. The Ethics Chairperson shall select from the available Ethics Committee Members one (1) Member who shall act the Ethics Complaints Director.
6. The Ethics Complaints Directors shall lead or present evidence on behalf of the Association at a formal hearing or appeal of the complaint.
7. The Ethics Complaints Director selected shall be exclusive of those Members who act on the Investigative, Judicial or Appeal subcommittees for the complaint.
8. Any Member of the Ethics Committee named as an Ethics Complaints Director who feels that he or she is in a conflict of interest or in a situation where there may be a reasonable apprehension of bias shall ask to be removed from the complaint in question. In such a case, the Ethics Chairperson shall select another Member from the Ethics Committee to sit as the Ethics Complaints Director.

G. Selection of Judicial Subcommittee

1. If the Ethics Chairperson determines that there is sufficient evidence to refer the complaint to a Judicial Subcommittee for a hearing, the Ethics Chairperson shall select from the remaining available Ethics Committee Members three (3) Members who shall act as a Judicial Subcommittee.
2. The three (3) Ethics Committee Members selected to the Judicial Subcommittee shall be exclusive of those Members who acted as the Investigative Subcommittee for the complaint.
3. The Judicial Subcommittee shall upon hearing the evidence presented decide whether unprofessional conduct has occurred. If the Judicial Subcommittee determines that unprofessional conduct has occurred, the Judicial Subcommittee may make one or more of the orders listed in *section 32.1*.
4. The Ethics Chairperson shall name one (1) of the three (3) Members to act as Chair of the Judicial Subcommittee.
5. Any Member of the Ethics Committee named to the Judicial Subcommittee who feels that he or she is in a conflict of interest or in a situation where there may be a reasonable apprehension of bias shall ask to be removed for the complaint in question. In such a case, the Ethics Chairperson shall select another Member from the Ethics Committee to sit on the Judicial Subcommittee.

H. Selection of the Appeal Subcommittee

1. Should an Appeal be initiated, the Ethics Chairperson shall select from the remaining available Ethics Committee Members three (3) Members who shall act as an Appeal Subcommittee.
2. The three (3) Ethics Committee Members selected to the Appeal Subcommittee shall be exclusive of those Members who acted in either the Investigative Subcommittee or the Judicial Subcommittee for the complaint.
3. The Ethics Committee Chairperson shall name one (1) of the three (3) Members to be the Chair of the Appeal Subcommittee
4. The Members of the Appeal Subcommittee upon hearing the evidence presented at the appeal may make one or more orders under *section 41.1*.
5. In a case where there are not enough Members of the Ethics Committee left to fill the Appeal Subcommittee, the Ethics Chairperson shall appoint a Certified Member to the Appeal Subcommittee from the following population:
 - a) past Member of the Association Board of Directors;
 - b) past Ethics Committee Chairperson; or
 - c) Certified Member with status Maintained with the Association for over three (3) years.
6. Any Member of the Ethics Committee named to the Appeal Committee who feels that he or she is in a conflict of interest or in a situation where there may be a reasonable apprehension of bias shall ask to be removed for the complaint in question. In such a case, the Ethics Chairperson shall select another Member from the Ethics Committee or population listed above, to sit on the Appeal Subcommittee.

I. Selection of Complaint Review Committee

1. The Ethics Chairperson shall select three (3) Certified Members to sit on the Complaint Review Committee.
2. The Complaints Review Committee shall upon hearing evidence make one or more of the orders under *sections 17.2* or *25.5*.
3. Vacancies on the Complaint Review Committee will be advertised in the annual Association newsletter and any Certified Member in good standing with the Association is eligible to sit on the Complaints Review Committee. All eligible Members who wish to be considered for the Complaints Review Committee shall submit their applications to the Ethics Chairperson at least thirty (30) days prior to the Annual General Meeting.
4. Eligible Members will be chosen by the Ethics Chairperson in such a way as to reflect a diversity of practice settings, region of practice, backgrounds, gender, and experience.

5. The names of the Members selected by the Ethics Chairperson shall be brought forward by the Ethics Chairperson to the Board of Directors, the Board of Directors will then present the Members selected at the Annual General Meeting for ratification by a majority vote of the voting Members present.
6. The term of office shall be three (3) years.
7. Membership on the Complaints Review Committee shall be structured so there is an approval of one (1) new Member to the Complaints Review Committee each year. This will occur at the Association's Annual General Meeting.
8. In the event that a Complaints Review Committee Member vacates his or her position on the Complaints Review Committee, the Ethics Chairperson shall, with approval of the Board of Directors, appoint a Certified Member in good standing to serve the remainder of the vacating Member's term.
9. No Complaints Review Committee Member shall participate in any complaint where he or she perceives that there may be a reasonable apprehension of bias or the presence of an actual, potential, or apparent conflict of interest. In the event that there is a reasonable apprehension of bias or the presence of an actual, potential, or apparent conflict, the Ethics Chairperson shall name another Member with status maintained to fill the Member's place in the complaints review proceeding until the proceeding's conclusion.
10. Complaints Review Committee Members shall remain on the Complaints Review Committee until the conclusion of the complaint review proceeding in which they are involved regardless of the expiration of their term.
11. No Member of the Complaints Review Committee can sit on an Investigative Subcommittee, Judicial Subcommittee, or Appeals Subcommittee.
12. No Member of the Complaints Review Committee can sit on any other Provincial Committee.
13. No Member of the Complaints Review Committee can sit on a National Committee with the exception of the CATA Ethics Committee.
14. The Ethics Committee Chairperson shall name one (1) of the three (3) Members to be the Chair of the Complaints Review Committee.

PART II: COMPLAINTS PROCEDURES

DIVISION 1: COMPLAINTS PROCESS

J. Making a Complaint

1. A person who makes a complaint to the Association regarding a Certified Member or a former Member must do so in writing to the Ethics Chairperson and must sign and date the written complaint.
2. A complaint under *section 9.1* is not affected by the person whom the complaint is made ceasing to be a regulated Member before the proceedings with respect to the complaint are completed.
3. Despite *section 9.2*, a complaint cannot be made about a former Member if two (2) years have elapsed since the person became a former Member.
4. If information or a notice of non-compliance is treated as a complaint under *section 11.1* and acted on under *section 10.2*, the information or notice of non-compliance is deemed to be a complaint.
5. A complaint must be lodged within two (2) years from the date on which the act or event, for which the complaint is based upon took place.

K. Acting on a Complaint

1. Within thirty (30) days after being given a complaint or treating information as a complaint, the Ethics Chairperson must give notice to the complainant of the action taken with respect to it.
2. The Ethics Chairperson:
 - a) may encourage the complainant and the investigated person to communicate with each other and resolve the complaint;
 - b) may, with the consent of the complainant and the investigated person, attempt to resolve the complaint;
 - c) may make a referral to an alternative complaint resolution process under *Division 2*;
 - d) may appoint an Investigative Subcommittee to conduct an investigation;
 - e) if satisfied the complaint is trivial or vexatious, may dismiss the complaint; and
 - f) if satisfied that there is insufficient or no evidence of unprofessional conduct, may dismiss the complaint.
3. If the Ethics Chairperson dismisses the complaint, the Ethics Chairperson must, within thirty (30) days, give notice to the complainant of the dismissal and the right to apply for review by the Complaint Review Committee as in *section 25.1*.

L. Aware of Unprofessional Conduct

1. Despite receiving a complaint under *section 9.1*, but subject to *section 9.3*, if the Ethics Chairperson has reasonable grounds to believe that the conduct of a Certified Member or former Member constitutes unprofessional conduct, is given notice under *section 12.1*, is given information orally, or is aware of non-compliance with an order under *Part 2*, the Ethics Chairperson may treat the information, notice, or non-compliance as a complaint and act on it under *section 10.2*.

M. Termination by Employer

1. If the employment of a Certified Member is terminated or suspended or the Certified Member resigns because of conduct, that in the opinion of the employer is unprofessional, the employer must give notice of that conduct to the Ethics Chairperson.
2. On being given notice under *subsection 12.1*, the Ethics Chairperson must:
 - a) treat the employer as a complainant;
 - b) despite not receiving a complaint under *section 9.1*, treat the notice as a complaint in accordance with *section 11.1*; and
 - c) notify the employer and the Certified Member accordingly.
3. For purposes of this section, “employment” includes being engaged to provide professional athletic therapy services on a full-time or part-time basis as a paid or unpaid employee, consultant, contractor, or volunteer.

N. Joiner of Related Matters

1. If the Ethics Chairperson receives a complaint:
 - a) and the complaint is against more than one person;
 - b) and the complaint is a result of, or occurred out of, the same event or act;the Ethics Chairperson may order that all of the individuals whom the complaint relates to, be joined together so that the investigation and hearing of each individual may proceed together.
2. All complaints proceeding pursuant to *subsection 13.1* will be to the extent possible:
 - a) conducted pursuant to the procedures and processes set out in this document; and
 - b) will adhere to the “doctrine of fairness”.

3. Any orders or decision that results from an investigation or hearing of a group shall be issued separately to each investigated person and shall be reflective of the evidence and the culpability of investigated person whom the order is directed to, and not the group as a whole.
4. An appeal of any order or decision that that was rendered out of a group investigation or hearing must be made by the person whom the order is directed to and must be made pursuant to *Division 5*. An appeal by a group will not be heard.

O. Interim Suspension

- a) If a complaint that is reported is particularly serious in nature, and the Ethics Chairperson feels the investigated person is a danger to the public, the Ethics Chairperson shall convene a special meeting of the Board of Directors, which shall include three (3) Ethics Committee Members and the investigated person and/or their counsel or agent.
- b) The Ethics Chairperson shall provide the investigated person in writing with the particulars of the complaint and the date, time, and place of the special meeting.
- c) Service shall be by personal service, courier, fax, or registered mail.
- d) The special meeting shall be conducted in person.
- e) If the Board of Directors and the three (3) Ethics Committee Members unanimously agree that the investigated person is a danger to the public, the investigated person will be temporarily suspended prior to an investigation and hearing.
- f) Cases of immediate suspension include:
 - (a) allegations of sexual abuse or harassment of clients and/or staff;
 - (b) gross misconduct causing bodily harm;
 - (c) sex offences;
 - (d) violent criminal acts;
 - (e) a developing physical or psychological disorder that renders the investigated person incapacitated as diagnosed by a medical professional; and
 - (f) any other action that would risk the safety of the general public.
- g) The Ethics Chairperson, must within five (5) days of the conclusion of the special meeting provide the investigated person with a written decision of the Board of Directors and the Ethics Committee Members. The written decision should describe the findings of

the Board of Directors and the Ethics Committee Members and state any order made under *subsection 14.5*.

- h) Any interim suspension order issued under *subsection 14.5* shall remain in place until completion of the proceedings under *Part II*. In the event that there has been an interim suspension order issued, the Association shall be required to complete a formal investigation and hearing under *Part II* within forty five (45) days after the date of service of the written decision.
- i) The Ethics Chairperson, on written request of the investigated person, may extend the period referred to in *subsection 14.8* for one or more additional periods.
- j) In cases of an interim suspension for *subsection 14.6 (e)*, reinstatement will be considered by the Ethics Committee and Board of Directors upon receiving confirmation from a medical professional that the investigated person is fit to provide professional services as an athletic therapist.

DIVISION 2: ALTERNATIVE COMPLAINT RESOLUTION

P. Process

- a) The Ethics Chairperson may, with the agreement of the complainant and the investigated person, refer the complainant and the investigated person to an alternative complaint resolution process at any time before the commencement of a hearing by a Judicial Subcommittee.
- b) If the Ethics Chairperson makes a referral under *subsection 15.1*, the Ethics Chairperson shall select one (1) of the nine (9) Members of the Ethics Committee to act as the Alternative Complaint Resolution Officer (“ACR Officer”).
- c) The ACR Officer selected cannot have been a Member of the Investigative Subcommittee or Judicial Subcommittee selected to investigate or hear the complaint.
- d) The role of the ACR Officer is to participate in or conduct the alternative complainant resolution process with a view to resolving the complaint in a manner that is acceptable to the complainant and the investigated person.
- e) The ACR Officer who conducts an alternative complaint resolution process must be impartial and must act impartially.
- f) The method or process used in the alternative complainant resolution process shall be determined by the ACR Officer selected.
- g) The ACR Officer who conducts an alternative complaint resolution process may assist in settling a complaint, but if:

1. in the opinion of the ACR Officer a settlement is not likely to occur; or
 2. the Complaint Review Committee does not ratify the settlement under *section 17.2*, the ACR Officer must notify the Ethics Chairperson.
- h)* If during the alternative complaint resolution process information is introduced that causes the ACR Officer conducting the alternative complaint resolution process to believe that the matter is substantially different from the original complaint, the ACR Officer must notify the Ethics Chairperson and the Ethics Chairperson must decide whether the alternative complaint resolution process may continue or whether the matter must continue under *subsection 15.9*.
- i)* On being notified under *subsection 15.7* or *subsection 17.7 (b)* or on deciding under *subsection 15.8* to process a matter under this subsection, the Ethics Chairperson must:
1. if an investigation has not been commenced, commence an investigation under *Division 3*;
 2. if an investigation has been commenced, but no report from the Investigative Subcommittee has been made, refer the complaint back to the Investigative Subcommittee, if available, or appoint another Investigative Subcommittee to complete the investigation regarding the complaint and make a report;
 3. dismiss the complaint; or
 4. in all other cases, refer the matter to a Judicial Subcommittee for a hearing.

Q. Evidence

- a)* An ACR Officer who conducts an alternative complaint resolution process must keep any records relating to the process separate from the Ethics Committee records except for a ratified settlement.
- b)* Any document prepared or generated for the purpose of an alternative complaint resolution process belongs to the person who prepared or generated the document.
- c)* Except for information described in *section 15.8* or that is part of a ratified settlement, any communication and evidence arising from anything said, evidence of anything said, or evidence of an admission or communication made in the course of an alternative complaint resolution process is confidential and not admissible in any proceeding under this document or any other document or enactment that applies to the profession of athletic therapy:
 1. without the written consent of the investigated person and the complainant; and

2. in the case of written evidence, without the written consent of the person who prepared the written evidence, the investigated person, and the complainant.

R. Settlement

- a) If the complainant and the investigated person agree in writing to a proposed settlement of a complaint in an alternative complaint resolution process, the ACR Officer conducting the alternative complaint resolution process must report the settlement to the Complaint Review Committee.
- b) The Complaint Review Committee may, on reviewing a proposed settlement of a complaint referred to it under *subsection 17.1*:
 - a) ratify the settlement;
 - b) with the consent of the complainant and the investigated person, amend the settlement and then ratify the settlement; or
 - c) refuse to ratify the settlement.
- c) The Complaint Review Committee must notify the Ethics Chairperson of its actions under *subsection 17.2*.
- d) On being aware that a ratified settlement is not complied with, the Ethics Chairperson may:
 - a) treat it as information and act on it under *section 10.2*; or
 - b) treat it as a complaint and refer it to a Judicial Subcommittee for a hearing.
- e) If the Ethics Chairperson makes a referral under *subsection 17.4(b)*, the information is deemed to be a complaint and the Ethics Chairperson must notify the complainant and the investigated person.
- f) The Ethics Committee must retain a copy of the ratified settlement and must release information related to the complaint, investigated person, and ratified settlement as required by this document, the Association Policy and Procedures Manual or any other enactment that applies to the profession of athletic therapy and:
 - a) may publish, in accordance with this document and the *Alberta Athletic Therapists Association Policy and Procedure Manual*, information respecting the complaint and a ratified settlement; and
 - b) may reveal the identity of the investigated person or the complainant, or both if it is authorized to do so by the ratified settlement.

- g) Subject to *subsections 17.4* and *17.6*, if a ratified settlement:
- i. relates to all matters complained of or that arose during the alternative complaint resolution process, no further proceedings under this document may be taken with respect to those matters; or
 - ii. relates to only part of the matters complained of or that arose during the alternative complaint resolution process, the ACR Officer who conducted the alternative complaint resolution process must notify the Ethics Chairperson of the matters that do not form part of the ratified settlement and the Ethics Chairperson must act on it under *section 15.9*.

DIVISION 3: INVESTIGATION

S. Notice of Investigation

1. If an investigation is to be conducted under *Division 3*, the Ethics Chairperson shall notify the investigated person that he or she is the subject of an investigation by the Ethics Committee.
2. The notice shall include the name, fax number, and address of the investigator or Chair of the Investigative Subcommittee selected to investigate the complaint, and shall include a complete summary of the allegations.
3. The Ethics Chairperson will also notify the complainant that an investigation has been initiated and provide the complainant with the name, fax number, and address of the investigator or Chair of the Investigative Subcommittee selected to investigate the complaint.

T. Investigation Scope

1. An Investigative Subcommittee selected by the Ethics Chairperson shall investigate a complaint.
2. In the course of an investigation under *subsection 19.1*, an Investigative Subcommittee may investigate matters related to the conduct of the investigated person that could give rise to a finding of unprofessional conduct.

U. Investigation Powers

- a) The Ethics Chairperson shall forward all materials relevant to the complaint to the Members of the Investigative Subcommittee.
- b) The Investigative Subcommittee, may at any reasonable time:
 - a) require any person, to answer any relevant questions; and

- b) require any person to give the Investigative Subcommittee any document, record, or thing relevant to the investigation that the person possesses or that is under the control of that person.
- c) The Investigative Subcommittee may copy and keep copies of anything given under *subsection 20.2*.

V. Proceedings Delayed

1. If during the investigation the Ethics Chairperson refers the complainant and the investigated person to an alternative complaint resolution process in accordance with *Division 2*, the investigation and hearing must not proceed unless the Ethics Chairperson is notified as described in *section 15.7* or makes a decision under *section 15.8*.

W. Investigation Process

1. The investigated person is entitled to make brief written submissions to the Investigative Subcommittee in response to the complaint.
2. The written submissions will be reviewed by the Investigative Subcommittee and will be used in their investigation of the complaint.
3. The written submissions must be submitted by personal service, courier, fax, or registered mail within twenty (20) days of receiving the notice under *section 18.1* from the Ethics Chairperson.
4. If the Investigative Subcommittee does not receive the written submissions by personal service, courier, fax, or registered mail within the twenty (20) day period, the written submission will not be used in the investigation.
5. The investigated person is entitled, at their own expense, to use legal counsel or an agent to assist them during the investigation.
6. The Investigative Subcommittee shall complete its investigation in a manner which is sensitive to time, but which does not compromise thoroughness.

X. Report of Investigation

1. When an Investigative Subcommittee concludes an investigation, the investigator or Chair of the Investigative Subcommittee must make a report within a reasonable time and must submit the report to the Ethics Chairperson.
2. The report prepared under *subsection 23.1* must:
 - a) contain all findings and determinations made by the Investigative Subcommittee; and

- b) contain a decision by the Investigative Subcommittee as to whether there is sufficient evidence to indicate that unprofessional conduct has occurred.
3. If, on reviewing a report made under this section, the Ethics Chairperson determines that the report is not complete or that the investigation was not properly conducted, the Ethics Chairperson must direct the Investigative Subcommittee or appoint another Investigative Subcommittee to undertake further investigation, and make a report and submit it to the Ethics Chairperson.
4. If, on reviewing a report prepared under this section or section 25.5 (b), the Ethics Chairperson determines that the investigation is concluded, the Ethics Chairperson must:
 - i. refer the matter to a Judicial Subcommittee for a hearing; or
 - ii. dismiss the complaint, in the decision of the Ethics Chairperson, if:
 - (i) the complaint is trivial or vexatious, or
 - (ii) there is insufficient evidence or no evidence to support unprofessional conduct.
5. Despite *subsection 5.4 (a)*, if the Judicial Subcommittee has not commenced a hearing and the Ethics Chairperson learns of new evidence that causes the Ethics Chairperson to be of the opinion that the complaint is trivial or vexatious, or there is insufficient evidence, or no evidence of unprofessional conduct, the Ethics Chairperson may withdraw the complaint from the Judicial Subcommittee and dismiss the complaint.

Y. Notification of Action Taken

1. If a complaint is dismissed under *section 23.4 (b)*, the Ethics Chairperson must notify the complainant and the investigated person in writing of the action taken:
 - a) and must give reasons;
 - b) and notify the complainant in writing the right to apply to the Complaint Review Committee under *section 25.1*.
2. If the Ethics Chairperson refers the complaint to a hearing, the Ethics Chairperson shall notify the complainant and the investigated person in writing that the complaint has been referred to a hearing.
3. If the Ethics Chairperson refers the complaint to hearing, in addition to the notice provided in *subsection 24.2*, the Ethics Chairperson shall also provide the investigated person and the AATA Complaints Director with:
 - a) a summary of the findings of the Investigative Subcommittee;

- b) any evidence received by the Investigative Subcommittee;
 - c) the report prepared by the Investigative Subcommittee; and
 - d) any submissions, statements, or correspondence received by the Investigative Subcommittee during the investigation.
4. Service of this section shall be by personal service, courier, fax, or registered mail.

Z. Review of Dismissal of Complaint

1. A complainant may apply, in writing with reasons, to the Ethics Chairperson for a review of the dismissal of a complaint within thirty (30) days after being notified of the dismissal under *section 10.2* or *24.1*.
2. On receipt of an application under *subsection 25.1*, the Ethics Chairperson must notify the investigated person and give a copy of the application to the Complaint Review Committee along with a copy of the report made under *section 23.1*.
3. Within sixty (60) days after receipt of the application and report under *subsection 25.2*, the Complaint Review Committee must commence a review of the report and the decision to dismiss the complaint.
4. The Complaint Review Committee may determine whether the submissions to it with respect to a review under *subsection 25.3* by the complainant and the investigated person must be written, oral, or both.
5. The Complaint Review Committee, on complying with *subsection 25.3*, must:
 - a) refer the matter to a Judicial Subcommittee for a hearing;
 - b) direct the Ethics Chairperson to conduct or appoint an Investigative Subcommittee to conduct a further investigation and to prepare a report on the further investigation and submit it to the Complaint Review Committee for its consideration before action under clause *25.5 (a)* or *(c)*, and
 - c) confirm that the complaint is trivial or vexatious, or there is insufficient or no evidence of unprofessional.
6. The Complaint Review Committee must give the complainant and the investigated person written notification, with reasons of any action taken under *subsection 25.5*.

AA. Early Admission

1. At any time after a complaint has been made but before a Judicial Subcommittee has made a decision as to whether unprofessional conduct has occurred, an investigated person may submit a written admission to the Ethics Chairperson. A guilty plea in a criminal court can be considered a form of early admission. In this case, the plea would have to be considered by the Judicial Subcommittee as is set out in *section 26.3*.
2. The admission must be in writing, must be signed and dated by the investigated person, and must be served by personal service, courier, fax, or registered mail to the Ethics Chairperson.
3. An admission under *subsection 26.1* may not be acted on unless it is accepted in whole or in part by a Judicial Subcommittee:
 - a) if an admission is received by the Ethics Chairperson, after a Judicial Subcommittee has been selected to hear the complaint, the Ethics Chairperson shall deliver the admission to the Chair of the Judicial Subcommittee selected, the Judicial Subcommittee will then review and determine whether the admission is accepted in whole or in part; or
 - b) if an admission is received by the Ethics Chairperson prior to the selection of a Judicial Subcommittee, then the Ethics Chairperson will appoint a Judicial Subcommittee to review the admission and determine whether the admission is accepted in whole or in part.
4. If an admission under *subsection 26.1* is accepted in whole or in part by a Judicial Subcommittee, any investigation of the complaint and any alternative complaint resolution process with respect to the complaint are suspended, and the Judicial Subcommittee shall hold a hearing to decide:
 - a) whether the admission amounts to unprofessional conduct; and
 - b) whether any orders are to be made under *section 32.1*.
5. Despite *subsection 26.4*, if an admission under *subsection 26.1* does not relate to all matters complained of or investigated, the remaining matters may be submitted to the Ethics Chairperson to be treated as information under *section 11.1*.
6. If a hearing is to take place under *subsection 26.4*, the Chair of the Judicial Subcommittee must:
 - a) notify the investigated person in writing of the date, time, and location of the hearing;
 - b) provide the investigated person with an address or fax number where service can be affected on the Chair of the Judicial Subcommittee; and

- c) notify the investigated person in writing of their right to submit a further written statement prior to the hearing date.
7. The date selected for the hearing under *subsection 26.4* is within the complete discretion of the Judicial Subcommittee, but shall allow for a reasonable period of time for the investigated person to prepare and submit a written statement prior to the hearing date.
8. The investigated person's written statement, written admission, and any oral submissions made by the investigated person at the hearing will be used by the Judicial Subcommittee in deciding whether:
 - a) there has been unprofessional conduct, and
 - b) whether any orders are to be made under *section 32.1*.
9. The investigated person's written statement must be received by the Chair of the Judicial Subcommittee at least seven (7) days prior to the hearing date; if the written statement is not received at least seven (7) days prior to the hearing date it will not be used at the hearing.
10. The written statement may be served on the Chair of the Judicial Subcommittee by personal service, fax, courier, or registered mail.
11. The investigated person is entitled to attend at the hearing either in person or by telephone and make oral submissions to the Judicial Subcommittee.
12. The investigated person is entitled, at their own expense, to use legal counsel or an agent to assist them during the hearing.
13. At the conclusion of the hearing under *subsection 26.4*, the Judicial Subcommittee shall prepare a written decision setting forth:
 1. whether or not there has been a finding of unprofessional conduct; and
 2. if there has been a finding of unprofessional conduct
a summary of the findings, a summary of the evidence supporting the decision; and any order(s) that have been made under *section 32.1*.
14. After the decision has been prepared under *subsection 26.13* the Judicial Subcommittee will serve a copy of the decision on the investigated person, the complainant, the Ethics Chairperson and the Board of Directors.
15. Service under *subsection 26.14* shall be by personal service, courier, fax, or registered mail.

DIVISION 4: HEARINGS**BB. Notice**

- a) Within ninety (90) days after serving the notice of a hearing under *section 24.2*, the Ethics Chairperson must set a date for a hearing with respect to the complaint unless:
 - a) the Ethics Chairperson dismisses the complaint under *section 23.5*; or
 - b) the Ethics Chairperson and the investigated person agree to an extension.
- b) The Ethics Chairperson must:
 1. at least sixty (60) days before the hearing date select a Judicial Subcommittee and a Chair of the Judicial Subcommittee to preside at the hearing;
 2. at least sixty (60) days before the hearing date provide the Chair of the Judicial Subcommittee with a copy of the documents listed in *section 24.3*; and
 3. at least forty five (45) days before the hearing, serve the investigated person with a notice to attend.

The notice to attend shall be served on the investigated person by personal service, courier, fax, or registered mail.

CC. Type of Hearing

- a) The Judicial Subcommittee selected to preside over the hearing shall having regard to:
 - a) the seriousness of the allegations made;
 - b) the possible order(s) which the investigated person might reasonably be expected to receive;
 - c) whether conducting the formal hearing in a certain manner will unreasonably increase costs and delays; and
 - d) any other matter or circumstance that they feel ought reasonably to be considered;and decide the manner in which the hearing will be conducted.
- b) Without limiting the generality of *subsection 28.1*, a hearing may be conducted in any of the following manners:
 - a) in person;

- b) by telephone conference call;
 - c) by written communications and submissions; and
 - d) by any combination of *subsection 28.2 (a), (b), or (c)* above.
- c) All hearings in person will be public unless the Judicial Subcommittee selected to hear the matter specifies otherwise. If a hearing or part of the hearing is held in private, the Judicial Subcommittee must state the reason why and must include the reason in the record.
- d) Even if a hearing in person is held in private:
- a) the investigated person and the investigated person's counsel may attend;
 - b) the complainant may attend unless the Judicial Subcommittee directs otherwise; and
 - c) the Ethics Chairperson, AATA Complaints director, or counsel for the Association and the Judicial Subcommittee may attend.
- e) Even if a hearing in person is open to the public, a witness, except for the investigated person, may be excluded from the hearing until the witness has given evidence and has been released or dismissed from the hearing.
- f) After the Judicial Subcommittee has decided the manner in which the hearing will be conducted, the Chair will notify in writing, the Ethics Chairperson of the choice of hearing.
- g) After receiving written notification under *subsection 28.6*, the Ethics Chairperson shall serve the investigated person with a notice to attend, the notice to attend shall include:
- 1. the date, time, and place of the hearing;
 - 2. the type of hearing selected;
 - 3. particulars of the hearing;
 - 4. the name of the Chair of the Judicial Subcommittee selected; and
 - 5. an address or fax number that can be used to serve the Judicial Subcommittee .
- h) The investigated person shall be entitled to be represented by counsel or an agent at the hearing.

- i) The Association shall be represented by the Ethics Complaint Director or counsel for the Association shall be entitled to use counsel at the hearing.
- j) If, the Judicial Subcommittee is also advised by counsel at the hearing, the Judicial Subcommittee's counsel shall not be the same counsel used by the Association to lead or present evidence on behalf of the Association at the hearing.
- k) Evidence may be given before the Judicial Subcommittee in any manner that it considers appropriate, and it is not bound by the rules of law respecting evidence applicable to judicial hearings.
- l) The Chair of the Judicial Subcommittee presiding over a hearing shall keep a written record of the hearing.
- m) All hearings, regardless of their form or manner, shall be conducted in accordance with the "doctrine of fairness".

DD. Decisions in Absence

1. In the event that the investigated person does not respond to or appear at a hearing and there is proof of service of the notice to attend, the Judicial Subcommittee may proceed with the hearing in the absence of the investigated person and may act or decide on the matter being heard in the absence of the investigated person.

EE. Evidence at Hearing

1. The investigated person and the Ethics Complaints Director, or their counsel or agent, shall have the right to submit further written argument or documentary evidence for use at a hearing under *section 28.1*.
2. Any written argument or documentary evidence that is to be used at a hearing under *section 28.1* must be served at least fourteen (14) days before the hearing.
3. Written argument or documentary evidence submitted by the investigated person shall be served on both the Chair of the Judicial Subcommittee and the Ethics Complaints Director; written argument or documentary evidence submitted by Ethics Complaints Director shall be served on both the Chair of the Judicial Subcommittee and the investigated person.
4. Service under *subsections 30.3* shall be by personal service, courier, fax, or registered mail.
5. Written argument or documentary evidence that has not been served at least fourteen (14) days before the hearing shall not be used at the hearing.

6. The documents provided under *section 24.3* and *27.2 (b)* and any additional written argument or documentary evidence that is submitted under this section shall be used by the Judicial Subcommittee at the hearing in making its decision(s).
7. If the type of hearing selected by the Judicial Subcommittee is either a hearing in person or a hearing by telephone conference, the investigated person and the Ethics Complaints Director, may in addition to written argument and documentary evidence submitted, make oral submissions at the hearing and any such submission shall be used by the Judicial Subcommittee in making its decision(s).

FF. Decisions and Records

1. The Judicial Subcommittee selected may decide that the conduct of an investigated person does or does not constitute unprofessional conduct.
2. If the Judicial Subcommittee decides that the conduct of an investigated person constitutes unprofessional conduct, the Judicial Subcommittee may request the Ethics Chairperson to provide it with a copy of any previous decision(s) of unprofessional conduct, with respect to the investigated person. The Judicial Subcommittee may take into consideration previous violations in determining any orders made under *section 32.1*.

GG. Orders

- a) If the Judicial Subcommittee decides that the conduct of an investigated person constitutes unprofessional conduct, the Judicial Subcommittee may make one or more of the following orders:
 - i. Caution the investigated person.
 - ii. Reprimand the investigated person.
 - iii. Impose conditions on the investigative person's practice, including conditions that the investigated person:
 - a. practice under supervision;
 - b. practice with one or more Certified Members;
 - c. not practice until the investigated person has successfully completed a specific course of studies or obtained supervised practical experience of a type described in the order; and
 - d. report on specific matters to the Ethics Chairperson, Judicial Subcommittee or an individual specified in the order.

- iv. Direct the investigated person to satisfy the Ethics Chairperson, Judicial Subcommittee or an individual specified in the order that the investigated person is not incapacitated and suspend the investigated persons Association Membership until the Ethics Chairperson, Judicial Subcommittee or the individual specified is so satisfied.
- v. Require the investigated person to take counseling or a treatment program that in its opinion is appropriate.
- vi. Direct that within the time set by the order the investigated person must pass a specific course of study, obtain supervised practical experience of a type described in the order or satisfy the Ethics Chairperson, Judicial Subcommittee or individual specified in the order as to the investigated person's competence in the profession of athletic therapy.
- vii. Suspend the Association Membership of the investigated person for a stated period or until:
 - i. the investigated person has successfully completed a specific course or obtained supervised practical experience of a type described in the order; and
 - ii. the Ethics Chairperson, Judicial Subcommittee or individual specified in the order is satisfied as to the competence of the investigated person in the profession of athletic therapy.
- viii. Cancel the Association Membership of investigated person.
- ix. If, in the opinion of the Judicial Subcommittee, the investigated person's fees for professional services were improper or inappropriate or the professional services were improperly rendered or required the complainant to undergo remedial treatment, the Judicial Subcommittee may direct the investigated person to waive, reduce or repay a fee for professional services provided by the investigated person.
- x. Direct, subject to any section of this document or the *Alberta Athletic Therapists Association Policy and Procedure Manual*, that the investigated person pay within the time set in the order all or part of the expense of, cost of, and fees related to the investigation or hearing or both, including but not restricted to:
 - 1. legal expenses and legal fees for legal services provided to the Association, Ethics Chairperson or Judicial Subcommittee;

2. the cost of creating a record of the proceeding and serving notices and documents; and
 3. any other expenses of the Association directly attributable to the investigation or hearing or both.
 - xi. Direct that the investigated person pay to the Association within a time set in the order a fine not exceeding \$10,000.00.
 - xii. Any order that the Judicial Subcommittee considers appropriate for the protection of the public.
- b) A fine or expense ordered to be paid under *section 32.1* or *section 41.2* are a debt due to the Association and may be recovered by the Association by an action in debt.

HH. Stay and Enforcement of Orders

- a) The Board of Directors may, in any order made under *section 32.1* stay the order or a portion of the order.
- b) If the Board of Directors decides to stay an order or a portion of an order under *section 32.1*, the Board of Directors shall within ten (10) days of the written decision, provide the investigated person and the Ethics Chairperson with written notification of the conditions of the stay.
- c) If the Board of Directors is satisfied that a person has not complied with an order under *section 32.1* or *section 41.1*, the Board of Directors may:
 1. suspend the Association Membership of the investigated person until the order is complied with; or
 2. in the case of a non-payment of a fine described in *section 32.1 (k)* or expenses described in *section 32.1 (j)* or *section 41.2*, suspend the Association Membership of the investigated person until the fine or expenses are paid in full, or the Ethics Chairperson is satisfied that they are being paid in accordance with the agreement entered into with the investigated person.

II. Written Decisions

- a) The Judicial Subcommittee must, within a reasonable period of time after the conclusion of a hearing before it, make a written decision on the matter in which it:
 - a) describes each finding made by it;
 - b) states the reason for each finding made by it; and

- c) states any order made under *section 32.1*.
- b) The Judicial Subcommittee must forward to the Ethics Chairperson and the Board of Directors:
 - i. the written decision described in *subsection 34.1*; and
 - ii. the records of the hearing, consisting of all evidence presented before it, including:
 - o any record of testimony;
 - o the written record made by the Chair of the Judicial Subcommittee;
 - o the Investigative Subcommittee report; and
 - o any written argument or documentary evidence present before it.
- c) The Ethics Chairperson must, on receiving the decision and the records described in *subsection 34.2*, serve a copy of the decision on the:
 - 1. complainant and the investigated person; and
 - 2. notify the investigated person of the right to appeal the decision of the Judicial Subcommittee.
- d) Service of the decision on the investigated person shall be by personal service, courier, fax or registered mail.

JJ. Examination of Record

- a) The investigated person may examine the records of the hearing and, on paying the reasonable cost of copying and delivering the records, receive a copy of it.

DIVISION 5: APPEALS

KK. Staying an Appeal

- 1. A decision of a Judicial Subcommittee remains in effect pending appeal to an Appeal Subcommittee unless the Board of Directors, on written application, stays the decision pending the appeal.
- 2. The investigated person may make a written submission to the Board of Directors with respect to an application under *subsection 36.1*.

LL. Commencing an Appeal

1. An investigated person or the Ethics Complaints Director may commence an appeal to an Appeals Subcommittee of a decision by a written notice of appeal that:
 - a) identifies the appealed decision; and
 - b) states the reason for the appeal.
2. A notice of appeal must be given to the Ethics Chairperson within thirty (30) days after the date on which the decision of the Judicial Subcommittee was served on the investigated person.
3. The Ethics Chairperson must, upon being given a notice of appeal:
 - a) select an Appeal Subcommittee;
 - b) give a copy of the notice of appeal to the Appeal Subcommittee;
 - c) make a copy of the decision and records of the hearing available to each Member of the Appeal Subcommittee;
 - d) select a date, time, and place that the Appeals Subcommittee will hear the appeal;
 - e) ensure that the investigated person, the complainant, and the Ethics Complaints Director receive notice of the hearing of the appeal, and the notice shall include the date, time, and place which the Appeals Subcommittee will hear the appeal and a copy of the records of the hearing; and
 - f) service under *subsection 37.3 (e)* shall be, by personal service, courier, fax, or registered mail.
4. The Chair of the Appeal Subcommittee, at least twenty (20) days before the appeal hearing, must provide the investigated person, the complainant, and the Ethics Complaints Director in writing, with notice of the manner in which the appeal hearing will be conducted. All appeal hearings shall either be conducted in person or by telephone conference.

MM. Scheduling an Appeal

- a) The Ethics Chairperson must:
 1. if conditions have been imposed on the practice of the investigated person under *section 32.1 (c)(i), (ii), (iii)* or *(iv)*, or if the Membership or practice of the investigated person has been suspended or cancelled under *section 32.1 (g)* or *(h)*, schedule the appeal within forty five (45) days after the date of service of the notice of appeal; and

2. in all other cases, schedule the appeal within ninety (90) days after the date of service of the notice of appeal.
- b) The Ethics Chairperson may, on written request of the investigated person or the Chair of the Appeals Subcommittee, extend the periods referred to in *subsection 38.1* for one or more additional periods, but:
1. in a case to which *subsection 38.1(a)* applies, no extension may be granted without the consent of the investigated person; and
 2. in a case to which *subsection 38.1(b)* applies, no extension may be granted without the consent of the investigated person and the Chair of the Appeals Subcommittee.

NN. Process and Evidence on Appeal

1. The investigated person and the Ethics Complaints Director, or their counsel or agent, shall have the right to submit a brief written argument for use at an appeal hearing.
2. Any brief written argument that is to be used at an appeal hearing must be served at least fourteen (14) days before the hearing.
3. A written argument submitted by the investigated person shall be served on both the Chair of the Appeal Subcommittee and the Ethics Complaints Director. A written argument submitted by the Ethics Complaints Director shall be served on both the Chair of the Appeal Subcommittee and the investigated person.
4. Service of a written argument under *subsection 39.3* shall be by personal service, courier, fax, or registered mail.
5. A written argument that has not been served at least fourteen (14) days before the appeal shall not be used at the appeal hearing.
6. The decision, the records of the hearing, and any written argument submitted under this section shall be used by the Appeal Subcommittee at the appeal hearing in making its decision(s).
7. All appeal hearings must be conducted in person or by telephone conference, and the investigated person and the Ethics Complaints Director, or their counsel or agent may, in addition to written argument submitted, make oral submissions at the hearing and any such submissions shall be used by the Judicial Subcommittee in making its decision(s).
8. The Chair of the Appeal Subcommittee shall make a written record of the appeal hearing.

OO. Powers on Appeal

- a) Subject to *subsection 40.2 (b)*, an appeal to the Appeal Subcommittee must be based on the records of the hearing and the decision of the Judicial Subcommittee.
- b) The Appeal Subcommittee on an appeal may:
 1. grant adjournments of the proceedings or reserve the determination of the matters before it for a future meeting, but no adjournment may be granted without the consent of the investigated person if that person's practice or Association Membership is suspended or cancelled;
 2. on hearing an application for leave to introduce new evidence, direct the Judicial Subcommittee that held the hearing to hear the new evidence and to reconsider its decision and quash, confirm or vary the decision; and
 3. draw inferences of fact and make a determination or finding that, in its opinion, should have been made by the Judicial Subcommittee.

PP. Orders on Appeal

- a) The Appeal Subcommittee must, within thirty (30) days from the date of the conclusion of the appeal hearing before it, make a decision and, by order, do one or more of the following:
 - a) make any finding that, in its opinion, should have been made by the Judicial Subcommittee.
 - b) quash, confirm, or vary any finding or order of the hearing tribunal or substitute or make a finding or order of its own.
 - c) refer the matter back to the Judicial Subcommittee to receive additional evidence for further consideration.
 - d) refer the matter back to the Ethics Chairperson to schedule it for rehearing before another Judicial Subcommittee composed of persons who were not Members of the Judicial Subcommittee that heard the matter.
- b) Subject to anything contained in this document or the *Alberta Athletic Therapists Association Policy and Procedure Manual*, the Appeal Subcommittee may direct the investigated person to pay, within the time set by the Appeal Subcommittee, in addition to expenses, costs, and fees referred to in *section 32.1(j)*, all or part of the expenses of, costs of, and fees related to the appeal including:
 1. legal expenses and legal fees provided to the Association and the Ethics Chairperson;

2. the cost of creating a record of the proceedings and serving notices and documents;
and
 3. any other expenses of the Association directly attributable to the appeal.
- c) A fine or expense ordered or directed to be paid under this section are a debt due to the Association and may be recovered by the Association by an action in debt.
- d) Subject to *section 43.1*, a decision or order of the Appeal Subcommittee is final.

QQ. Written Decision on Appeal

- a) The Appeal Subcommittee must, within thirty (30) days from the date of the conclusion of an appeal hearing before it, make a written decision on the matter in which it:
- a) describes each finding made by it;
 - b) states the reason for each finding made by it; and
 - c) states any order made under *section 41.1*.
- b) The Appeal Subcommittee must forward to the Ethics Chairperson and the Board of Directors,
1. the written decision described in *subsection 42.1*; and
 2. the records of the appeal hearing, consisting of all evidence presented before it, including any record of testimony, the written record made by the Chair of the Appeal Subcommittee, and any written argument present before it.
- c) The Ethics Chairperson must, on receiving the decision described in *subsection 42.2*, serve a copy of the decision on the complainant, the investigated person, and the Ethics Complaints Director.
- d) Service under *subsection 42.3* shall be by personal service, courier, fax, or registered mail.

RR. Application to Vary Appeal Order

1. If the time for filing an appeal under this Part has passed or due to a change in circumstances an order under this Part is impossible to carry out, the person to whom the order is directed or the Ethics Chairperson may apply to the Board of Directors for a variation of the order.

PART III: OTHER MATTERS

SS. Enforcement of Orders

1. Subject to provisions of this document and the *Alberta Athletic Therapists Association Policy and Procedure*, any order granted or issued under this document is effective from the date that notice of the decision or order is served on the person to whom the order is directed.
2. Subject to provisions of this document and the *Alberta Athletic Therapists Association Policy and Procedure*, enforcement of all orders granted under this document shall be the responsibility of the Board of Directors.

TT. Public Disclosure of Disciplinary Action

1. After a person's time for filing an appeal has expired and an order has been issued and served on the person to whom the order is directed, the Ethics Chairperson shall within a reasonable period of time, publish in the Association's newsletter the person's name, a summary of the findings and the final order(s) imposed.
2. The Ethics Chairperson will notify the CATA National Office by written report as to any suspensions of Members.
3. The Ethics Chairperson in association with the CATA National Office will notify the person's insurance company as to any suspensions from the Association.
4. Depending on the nature of the unprofessional conduct, the Ethics Chairperson will send a written report of the unprofessional conduct to any other professional organization that the person is responsible to.
5. Depending on the nature of the complaint, certain complaints will be reported by the Ethics Chairperson to law enforcement agencies. This may be done anywhere in the complaint or investigation process if the complaint is criminal in nature.

Amendments to the Professional Code of Conduct

- Changes to the AATA *Code of Ethics* will be approved by majority vote of the Board of Directors upon the recommendation of the Association's Ethics Committee.
- Changes will be presented to the general Membership via the Association Newsletter/Website and in the Ethics Committee annual report to the Annual General Meeting.

Scope of Practice

The AATA is an organization devoted to the health care of the physically active individual. A Certified Athletic Therapist must have fulfilled the academic and practical requirements as outlined in the document entitled “Procedures for Certification” from the Canadian Athletic Therapists Association (CATA). Certified Members have successfully completed a comprehensive theory exam, and a subsequent oral/practical exam developed and administered by the certification board of the CATA.

The Scope of Practice of a Certified Athletic Therapist includes the prevention, immediate care, and reconditioning of musculoskeletal injuries. Prevention includes musculoskeletal and postural evaluation; equipment selection, fitting and repair; warm-up, conditioning programs; prophylactic or supportive taping; and adapting to the activity environment and facilities.

The provision of on-field immediate care of athletic injuries by a Certified Athletic Therapist includes: injury assessment; basic emergency life support; recognition and management of acute traumatic neurological dysfunction; provision of first aid; preparation for entrance into appropriate health care delivery systems or where appropriate; and utilization of techniques facilitating a safe return to participation.

A Certified Athletic Therapist assesses injuries and conditions, uses contemporary rehabilitative techniques, therapeutic modalities, soft tissue mobilization, physical reconditioning, and supportive strapping procedures to promote an environment conducive to optimal healing in preparing the individual for safe reintegration to an active lifestyle.

The Certified Athletic Therapist, in cooperation with all performance enhancement personnel, and Members of the health care delivery team, is an integral part of a total service to maximize the performance and welfare of the individual. Concomitant with the execution of this role, the Certified Athletic Therapist nurtures an attitude of positive health.

The Certified Athletic Therapist must present annual documentation demonstrating continued professional development to maintain their status with the CATA and Alberta Athletic Therapists Association (AATA). Guidelines are presented in the *Alberta Athletic Therapists Association Policy and Procedure Manual*.



Officers of the AATA Handbook
As of March 1, 2013.

This manual is a guiding document to the roles and responsibilities of the Officers of the Alberta Athletic Therapists Association (AATA). It is not, nor should it be construed as a contract. From time to time, the AATA reviews its policies and procedures and makes revisions based on the need for or desirability of changes.

Roles and Responsibilities

President

In addition to the roles and responsibilities listed in under *Officers of the Board of Directors*, #2-1 and *Board of Directors Mandate*, #2-2, the President must:

1. Participate in the President's committee meeting and liaise with Regional Chapter Presidents at the National Conference, whereby:
 - CATA and AATA will split costs of flights;
 - CATA and AATA will pay for 1 night accommodation each; and
 - AATA/CATA will share the costs of meal stipend and other expenses.
2. Serve on various committees and agencies as an Association's official. These include:
 - Chairperson for the Association's Board of Directors;
 - Chairperson for the Association's Annual General Meeting (can be delegated at the President's discretion); and
 - Chairperson or judging panel for the AATA Research Day.
3. Serve as Committee Liaison for the following:
 - Ad Hoc Committee
 - Ethics Committee
 - Ombudsperson
4. Work closely with the Treasurer with respect to financial and investment matters.
5. Maintain and update the *Alberta Athletic Therapists Association Policy and Procedure Manual*, *Code of Ethics* (#7-1), and *Scope of Practice* (#7-2).
6. Prior to the AGM, set the AGM date.
 - Six (6) weeks prior to the AGM, make available the AGM package that includes:
 - the weekend schedule
 - past AGM minutes
 - Board of Directors and Committee Chair reports
 - Proxy voting form
 - Preliminary agenda
 - Call for applications for any vacant positions
 - Amendments to the *Alberta Athletic Therapists Association Policy and Procedure Manual*, *Code of Ethics* (#7-1), and *Scope of Practice* (#7-2)
 - Under normal circumstances, proposals and amendments shall be written in a prescribed format and distributed to all voting Members in advance of the meeting
 - Three (3) weeks prior to AGM, update the AGM package to include:
 - Formal agenda
 - Budget

7. Post-AGM:
 - Email CATA the following documents:
 - a) agenda
 - b) ratified minutes from the previous AGM
 - c) draft minutes from the current AGM
 - d) updated Policies and procedures
 - e) amended Membership dues
 - f) changes to billing guidelines
 - g) newly elected officers
 - h) revised financial statement
 - i) extra-ordinary meeting
 - Produce the AATA Annual Report to be submitted to the CATA annually.
8. Submit CATA newsletter updates.
9. Organize Board meetings monthly and:
 - Create and distribute agenda for Board meetings 7 days prior to meeting;
 - Organize Board and Committee Member Joint meetings every 3 months; and
 - Create and distribute agenda for Board meetings 7 days prior to meeting.
10. Be the Contact person to Alberta Education for any information they require with regards to the joint collaboration regarding High School Sports Medicine classes in the province of Alberta.
11. Assist with website updates and changes.
12. Manage email account at president@aata.ca.

Vice-President

In addition to the roles and responsibilities listed in under *Officers of the Board of Directors, #2-1* and *Board of Directors Mandate, #2-2*, the Vice-President must:

1. Work closely with the President to understand the roles and responsibilities of the President.
2. Facilitate more academic/research scholarships, research days, and discovery of knowledge in regards to current AT research, innovations, and initiatives.
3. Be the Committee Liaison for the:
 - Education Committee, and
 - Marketing Committee.
4. Be the Liaison for:
 - Certification Candidates.
5. Plan the Annual General Meeting by:
 - Finding and booking appropriate classrooms;
 - Organizing the AGM schedule and package; and
 - Oversee AGM weekend duties including organization of courses, social, food, and prizes.
6. Plan and organize the AATA Research Day in conjunction with the AGM weekend by:
 - Initiating application process;
 - Organizing sponsors, food, and prizes;
 - Sending out a call for presenters;
 - Liaising with applicants;
 - Recruiting a three (3) person judging panel (*i.e.*, President, Education Chair, and 1 Certified Member with status maintained); and
 - Chair the event.
7. Work with the Education Chair to produce the Association's Newsletter quarterly.
8. Assist with website updates and changes.
9. Maintain constant contact with the Membership and public via the Vice-President's email account at vicepresident@aata.ca.

Treasurer

In addition to the roles and responsibilities listed in under *Officers of the Board of Directors, #2-1* and *Board of Directors Mandate, #2-2*, the Treasurer must:

1. Oversee all bank accounts located at the TD bank Brentwood Branch – 3630 Brentwood Rd NW, Calgary, Alberta, T2L 6Z2.
2. Oversee all short-term and long-term investments currently held in trust with Don Madra, Investment Advisor, CIBC Wood Gundy, 1800 Manulife Place, 10180-101 Street, Edmonton, Alberta, T5J 3S4.
3. Liaise with accountant: MC Professional Accountant, Phil Mutanho: CGA Suite 220, 1201 5th Street SW, Calgary, AB., T2R 0Y6, (403) 450-8388.
4. Maintain regular communication with all banking and investment institutions as are deemed necessary.
5. Ensure Taxes are filed annually with Canada Revenue Agency.
6. Ensure GST is filed annually with Canada Revenue Agency.
7. Make Funding applications available to Board and Committee Members.
8. Pay all Association invoices including:
 - Volunteer Canada
 - Officers and Liability Insurance
 - Shopper's Drug Mart P.O Box
 - Website Maintenance
9. Maintain the Paypal system and account.
10. Maintain the Point of Sale Machine.
11. Update the website online payment option.
12. Maintain budget and advise Board and Committee Members as to financial position on a monthly basis including the state of all investments.
13. Work with the President on the budget to be presented at the AGM.
14. Oversee fundraising endeavors on behalf of the Association.
15. Apply for different funding sources.

16. Maintain capital budget listings.
17. Together with the Secretary, act as the Registrar of the Association to the extent of the following duties:
 - Administer the invoicing and receipts of the Membership annual dues.
 - Send generic invoices (unnamed) to Certified Members and Certification Candidates in the month of November.
 - Create individual Member receipts to be sent to Members as their dues are received.
 - Receive current Member fees from the National and Provincial offices and deposit into the Associations account.
 - Receive Membership list from the CATA and update the AATA database.
 - Report Discrepancies to the Board of Directors.
 - Update Membership status for Certified Members and Certification Candidates.
 - Receive applications for 3rd Party billing.
 - Date all correspondence received.
18. At the end of every fifth year, ensure a financial audit is performed (to be completed at each fiscal year ending in a 0 or 5).
19. Oversee that the mailbox of the Association is maintained and regularly retrieve the mail at the Shoppers Drug Mart in Kensington, Box 61115 Kensington RPO, Calgary, Alberta, T2N 4S6.
20. Maintain constant contact with the Membership and public via the Treasurers email address at treasurer@aata.ca.

Secretary

In addition to the roles and responsibilities listed in under *Officers of the Board of Directors, #2-1* and *Board of Directors Mandate, #2-2*, the Secretary must:

1. Record, type, and distribute the minutes of all Board and Annual General meetings, and forward them to the Board for review.
2. Send updated copies of all Association documents to the President for circulation to the CATA national office following the AGM.
3. Receive Membership information from the Treasurer and maintain a mail out database for the Association. It is imperative that the Secretary and Treasurer maintain close communication in regards to Membership matters.
4. Work with the web designer to maintain and update the www.aata.ca.
5. Maintain a record of all association documents approved by the Membership.
6. Maintain soft copies of all association forms, templates, and logos.
7. Date all correspondence received.
8. Liaise with Members of the Association and the general public.
9. Distribute electronic communications with respect to announcements, job postings, course information, and other points of information.
10. Liaise with Marketing Chair to create tweets on twitter account @ [secretary@aata.ca](https://twitter.com/secretary@aata.ca) (alias: @aata_therapy).
11. Responsible for receiving the applications from students of the Alberta Education High school Sports Medicine classes for the AATA Certificate of Completion. Upon obtaining the necessary documents from the students and the fees for the certificates the certificates will be printed and signed by a Member of the Board of Directors.
12. Monitor the Association's email and forward to appropriate Members of the Board and Committee Members and maintain constant contact with the Members and public via the Secretary's email account at secretary@aata.ca.

Marketing Chair

In addition to the roles and responsibilities listed in under *Officers of the Board of Directors, #2-1* and *Board of Directors Mandate, #2-2*, the Marketing Chair must:

1. Recruit at least four (4) Members for the Marketing Committee.
2. Hold a minimum of two (2) Committee meetings a year, and:
 - Direct Committee Members as to specific mandates within the Committee;
 - Organize, plan, and chair marketing meetings; and
 - Submit minutes from all meetings to the Board of Directors.
3. Submit the budget of the committee to the Treasurer.
4. Oversee the projects and mandates of the Marketing Committee.
5. Seek opportunities with marketing consultants.
6. Attend the AGM, all combined meetings, and all Marketing Committee meetings.
7. Liaise with National Marketing, Sponsorship, and Insurance Chair in order to keep abreast of national marketing, sponsorship, and insurance initiatives.
8. In extenuating circumstances, and upon approval from the Board of Directors, the Chair may appoint a designate to attend a meeting in his/her place.
13. Liaise with Secretary to create and monitor tweets on twitter account @ secretary@aata.ca (alias: @aata_therapy).
9. Maintain email account at marketingchair@aata.ca.

Education Chair

In addition to the roles and responsibilities listed in under *Officers of the Board of Directors, #2-1* and *Board of Directors Mandate, #2-2*, the Education Chair must:

1. Recruit at least three (3) Members for the Marketing Committee.
2. Hold a minimum of two (2) Committee meetings a year, and:
 - Direct Committee Members as to specific mandates within the Committee;
 - Organize, plan, and chair marketing meetings; and
 - Submit minutes from all meetings to the Board of Directors.
3. Oversee and assist in the ongoing education of both Certified Members and Certification Candidates by:
 - Informing Members of the Association of available and upcoming courses;
 - Recruitment of new and informative educational courses; and
 - Ensuring that course content is specific to the Scope of Practice of the CATA.
4. Liaise with the CATA Continuing Education Committee to ensure that there is proper allotment of CEU's and that the content of courses reflects the needs and interests of AATA Membership.
5. Ensure that CATA approved courses for maximum CEU's are made available whenever possible.
6. Work with the Vice-President to produce the Association's Newsletter quarterly.
7. Submit a proposed budget within six (6) weeks of registration for an upcoming course.
8. Attempt to run a minimum of one course per year for each Certified Member and Certification Candidate.
9. Attempt to run a minimum of one CPR-HCP course per year.
10. Ensure that the allotted budget made available by the Membership be used to the maximum benefit for the Membership.
11. Strive to host financially profitable courses that provide funding to further education and research initiatives and awards.
12. Maintain email account at educationchair@aata.ca.

Ethics Chair

In addition to the roles and responsibilities listed in under *Officers of the Board of Directors, #2-1* and *Board of Directors Mandate, #2-2*, the Ethics Chair must:

1. Be familiar with the AATA *Code of Ethics, #7-1*.
2. Recruit at least nine (9) Members for the Ethics Committee.
3. Familiarize Members of the Ethics committee with the AATA *Code of Ethics, #7-1*.
4. Receive all complaints and follow the procedures outlined in the AATA *Code of Ethics, #7-1*.
5. Instruct the subcommittees of the Ethics Committee on their mandate to consider the evidence brought forth to determine whether unprofessional conduct is substantiated.
6. Maintain a cumulative file of past investigations, the final decisions of each and subsequent disciplinary action(s) and forward these files to the incoming Ethics Chairperson at the end of the outgoing Ethics Chairperson's term.
7. Have no vote in the Ethics subcommittee's decisions.
8. Report to authorities, if in the process of investigation, the Ethics Chairperson is made aware of unlawful activity.
9. Report or refer the case to the CATA Ethics Committee if there are interests of national concern involved with the complaint.
10. Maintain email account at ethicschair@aata.ca.

Adhoc Chair - Insurance Task Force

In addition to the roles and responsibilities listed in under *Officers of the Board of Directors, #2-1* and *Board of Directors Mandate, #2-2*, the Ad-hoc Chair must:

1. The current Ad-hoc Committee is responsible for spear-heading the Insurance Coverage Task Force; therefore it must liaise with both insurance companies, as well as employers and the individuals responsible for managing corporate insurance plans.
2. Maintain email account at adhocchair@aata.ca.

Website Maintenance Information

Simple changes to the website, can be made through <http://www.aata.ca/wp-admin>.

Edit a Page

Upon logging in and arriving at the dashboard, look for 'Pages' in the menu on the left, and click on that. To begin editing a page, find it in the list (or search at the top right of the page) and click on the page title. Once on the Edit Page, you can make changes to the text on that page.

Formatting Text

You can use the icons in the menu to format text as desired, just like you would in a word processor. Most formatting options are straightforward. However, to indent text, highlight the paragraph you want to indent, then click the button with the quotation mark icon. To create a single-spaced line break, hit CTRL + ENTER, otherwise the page will automatically double space each time you press ENTER.

Adding Links

To add a link, highlight a word or phrase and click the button with the chain icon. A box will pop up prompting you for the address. (Web addresses must start with http:// or https://) You can check the checkbox if you want the link to open in a new window.

Editing Links

To edit an existing link, click on the link so that your cursor is somewhere in the blue linked text, then click the button with the chain icon. A box will pop up containing the current link information.

Removing Links

To remove a link, click on the link so that your cursor is somewhere in the blue linked text, then click the button with the *broken* chain icon.

Uploading & Linking to Files

Before uploading a file, you will want to decide where it should go on the page. Position your cursor on the page in the place you want the link to be. Or you can highlight a word or phrase that you want to replace with a link to the file.

To upload a file, click the Upload/Insert link just above the left side of the formatting menu. A box will popup prompting your add files from your computer. Simply drag & drop files into the uploader. Once the file has completed uploading and processing, some information about the file will appear below. Be sure to modify the title of the file, as this will be the text that appears as a link on the page. (If you highlighted text before uploading the file, it will be replaced with this title.) Then click 'Insert into Post' to add the link to the page.

Linking to Existing Files

You can also add links to files that have already been uploaded to another page. Follow the same procedure as above, but in the Add Media popup box, click on the 'Media Library' tab, instead of dragging & dropping files to upload.

You will then be presented with a list of all files that have already been uploaded. You can browse through the list, or search for a file at the top right. When you have found the file you wish to link to, click 'Show' to the right of its title. Some information about the file will appear below. Be sure to modify the title of the file, as this will be the text that appears as a link on the page. (If you highlighted text before inserting the file, it will be replaced with this title.) Then click 'Insert into Post' to add the link to the page.

Previewing Changes

To preview your changes before saving them, click the 'Preview Changes' button at the top right of the page, under the Publish section. This will open a new window that will show you exactly how your changes will look on the website. When you are done reviewing the preview, simply close the preview window.

Saving Changes

If you are happy with the changes you have made, click the 'Update' button under the Publish section. This will save your changes, immediately publishing them to the website.

Abandoning Changes

If you do not want to save your changes, simply return to the main Pages menu, by clicking 'Pages' in the menu on the left side of the page. You may or may not be prompted about losing your changes when you leave the page.

Logging Out

To log out, move your mouse to the very top right of the page, over the text 'Howdy, *name*'. A menu will pop up, and you can click 'Log Out'.

Email User Information

1. Email can be accessed using <http://mail.google.com>
2. Trouble-shooting, questions, concerns can be directed to:

Steve Beirnes
steve.beirnes@gmail.com
403.620.7838

Course Hosting Policy

COURSE CATEGORIES

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

- **Sponsored Course:** the AATA brings in an instructor/institution to teach a course and the AATA is responsible for organizing all components of the course. The AATA will be responsible for payment to the course instructor. Both parties will agree to and sign an AATA Course Hosting Agreement before any formal preparations for the course begin.
- **Shared Course:** the AATA and instructor/institution will work closely to outline the specific requirements each will have in the organization of the course. The AATA Education Committee and the instructor/institution will remain in close conversation regarding the preparations throughout the organization of the course to ensure a successful course.
- **Independent Course:** an instructor/institution is providing a course and solicits the help of the AATA for marketing reasons only. The AATA will hold no obligations to the hosting of such a course.

COURSE HOSTING STRUCTURE

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

1. **Course Hosting Contract:** The AATA Course Hosting Contract must be agreed upon and signed between both the AATA and the Course Instructor/Institution (see *Course Hosting Contract #7-4*).
2. **Course Submission Deadline:** must be set at least two (2) months prior to course date.
3. **Course Topics:** Course topics will include:
 - Certification Candidate exam preparation courses
 - Educational material relating to field topics
 - Educational material relating to clinical topics
 - Educational material relating to business and marketing topics
 - Topics of interest sought by the Membership
4. **Course Advertisement:** The AATA will send one e-blast to the membership 2-3 months prior to the course date, along with a posting the information on www.aata.ca.
5. **Continuing Education Units (CEUs):** Application for CEUs for courses not already on the CATA pre-approved listing must be sent to the Continuing Education Committee of the

Canadian Athletic Therapists Association. Applications can be obtained from the CATA Education Committee Chair.

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

Alberta Athletic Therapists Association Course Hosting Contract

This Course Hosting Agreement is between the

“Course Instructor/Institution”

- and –

the **Alberta Athletic Therapists Association**,
a registered not for profit society having its registered office in the City of Calgary, in the
Province of Alberta (“AATA”).

Whereas:

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

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

1. TERM

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

2. TERMINATION

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

3. AATA FUNDING AND SUPPORT

- 1. AATA agrees to provide support *to be determined by both Parties*.

4. RECOGNITION AS A SPONSOR

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

5. INDEPENDENT CONTRACTOR

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

6. LIABILITY

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

7. GENERAL

1. Sections 6.1, 6.2, 6.3, and 7.1 will survive expiry or termination of this Agreement.
2. This Agreement will enure to the benefit of the Parties and their respective heirs, executors, successors, administrators, and permitted assignees and will constitute a legal, valid, and binding obligation of them, enforceable against them in accordance with its terms.
3. This Agreement encompasses the entire agreement of the Parties with respect to its subject matter and supersedes all previous understandings and agreements between the Parties, whether oral or written.

4. No changes to this Agreement will be binding except those agreed to by the Parties in writing.

Signature

Signature

Printed Name

Printed Name

Date

Date

Alberta Education Initiative Information

Alberta Education, in updating the curriculum of Alberta High School Sports Medicine classes, contacted the Alberta Athletic Therapists Association (AATA) with regards to adding their input and collaboration to the final documents. Alberta Education was keen to include sports medicine professionals in their process and create relationships that may aid their students upon graduating from high school and embarking on future studies and careers. In doing so, the AATA, along with Alberta Education, established a certificate to be awarded to students who apply for it, in completion of a practicum class consisting of 25 hours of observation with a Certified Member. The Alberta Education curriculum outlines the processes by which a student can take this class and how they would go about it. The onus is on the teacher and student to find a placement for the student – the AATA bears no responsibility in this area. Applications and criteria for the award can be found at www.aata.ca.

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

Position Paper and Official Statement Disclaimer

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

PROCESS FOR ADOPTION OF POSITION PAPERS AND OFFICIAL STATEMENTS

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

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

Member Project Proposal

PROJECTS UNDER \$500

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

APPLICATIONS

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

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

PROJECT CRITERIA

1. Must benefit the Association provincially
2. Must offer a marketing opportunity for the AATA equal to or greater than the cost of the project
3. Must be the best opportunity for exposure of the AATA in comparison to any other application

FOLLOW-UP REQUIREMENTS

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

- the report is not submitted, or
- the report is incomplete, or
- the AATA Board of Directors is not satisfied with the report.

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

Volunteer Policy Acknowledgement

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

- Conflict of Interest
- Confidentiality
- Committee Roles & Responsibilities

Each of the above are separate policies but to simplify the process, we've combined them into one document with a one-page acknowledgement form. Please print and complete the 'Certificate and Consent' form below indicating any conflicts of interest and that you've read and agree to the policies, then email to president@aata.ca.

Conflict of Interest Policy

Preamble

It is in the best interest of the Alberta Athletic Therapists Association (the "AATA") to be aware of and properly manage all conflicts of interest and appearances of a conflict of interest. This conflict of interest policy (the "Policy") is designed to help AATA directors, officers, employees, members and volunteers identify situations that present actual, perceived, or potential conflicts of interest. The Policy provides the AATA with a procedure to appropriately manage conflicts in accordance with legal requirements and the goals of accountability and transparency in the AATA.

Purpose

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

Description - Conflict of Interest

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

Application

3. This policy applies to directors, officers, employees, contractors, committee members volunteers and other decision-makers with the AATA (hereafter referred to as "Representatives" of the AATA).

Statutory Obligations

4. The AATA is incorporated under the *Canada Not-for-profit Corporations Act* (the "Act") and is governed by the Act in matters involving a real or perceived conflict between the personal interests

of a director or officer (or other individual involved in decision-making or decision-influencing roles) and the broader interests of the AATA.

5. Under the Act, any real or perceived conflict, whether pecuniary or non-pecuniary, between a director's or officer's interests and the interests of the AATA must at all times be resolved in favour of the AATA.

Additional Obligations

6. In addition to fulfilling all requirements of the Act, the AATA and its Representatives will also fulfill the additional requirements of this Policy. Representatives of the AATA shall **not**:
 - a. Engage in any business or transactions, or have a financial or other personal interest that is incompatible with their official duties with the AATA, unless such business, transaction or other interest is properly disclosed in accordance with this policy;
 - b. Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration, or who might seek, in any way, preferential treatment;
 - c. In the performance of their official duties, accord preferential treatment to family members, friends or colleagues, or to organizations in which their family members, friends or colleagues have an interest, financial or otherwise;
 - d. Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with the AATA, where such information is confidential or is not generally available to the public.
 - e. Engage in any outside work, activity or business or professional undertaking that conflicts or appears to conflict with their official duties as a representative of the AATA, or in which they have an advantage or appear to have an advantage on the basis of their association with the AATA;
 - f. Use the AATA's property, equipment, supplies or services for activities not associated with the performance of official duties with the AATA;
 - g. Place themselves in positions where they could, by virtue of being a Representative of the AATA, influence decisions or contracts from which they could derive any direct or indirect benefit or interest;
 - h. Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being a Representative of the AATA.

Conflict of Interest Disclosure

7. On an annual basis, all directors, officers, employees and committee members will complete a written statement disclosing any real, potential, or perceived conflicts they might have.
8. At any time that a Representative of the AATA becomes aware that there may exist a real, potential, or perceived conflict of interest, they shall disclose this conflict to the Board of Directors (the "Board") immediately.

9. Any person who is of the view that a Representative of the AATA may be in a position of conflict of interest may report this matter to the Board.

Resolving Conflicts in Decision-Making

10. Decisions or transactions that involve real, potential, or perceived conflicts of interest that have been disclosed by a Representative of the AATA may be considered and decided upon by the AATA provided that:
 - a. The nature and extent of the Representative's interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded in the minutes;
 - b. The Representative does not participate in discussion on the matter giving rise to the conflict of interest, unless the chair of the body considering the matter allows such participation;
 - c. The Representative abstains from voting on the proposed decision or transaction;
 - d. The Representative is not included in the determination of quorum for the proposed decision or transaction; and
 - e. The decision or transaction is in the best interests of the AATA.

Conflicts Involving Employees

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

Conflicts Involving Litigation by a Representative

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

Enforcement

13. Failure to adhere to the Policy may give rise to discipline in accordance with the AATA Code of Conduct procedures document.

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

Confidentiality Policy

Preamble

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

Purpose

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

Description – Confidential Information

2. Confidential Information is:

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

Confidentiality Procedures

3. Confidential Information must only be used by a AATA Representative in connection with his or her role as a AATA Representative, and for no other purpose.
4. Confidential Information cannot be disclosed by a AATA Representative to any third party or person (including family, relatives, or business or social relations), except with the prior written authorization of the AATA or as may be otherwise required by law. A AATA Representative shall not affirm or deny statements made by others, either directly or indirectly or through electronic means, if such affirmation or denial would result in the disclosure of Confidential Information.

5. Any individual interested in becoming a AATA Representative is required to read and sign the Acknowledgment, Agreement, and Declaration at the bottom of this Policy prior to the start of their term to acknowledge that he/she has read this Policy and agrees to abide by it.

Amendments

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

Acknowledgment, Agreement, and Declaration

1. I acknowledge that during my term as a AATA Representative, I may have access to Confidential Information. I recognize and acknowledge that the Confidential Information constitutes a valuable, special and unique asset of the AATA which is and shall remain the exclusive property of the AATA.
2. I agree:
 - a. To hold all Confidential Information in trust and strict confidence, to use the Confidential Information only for the purposes required to fulfill my obligations and for no other purpose, to not directly or indirectly disclose the Confidential Information to any unauthorized third party, and to not permit any person to use, examine, and/or make copies of any documents, files, data or other information sources which contain or are derived from Confidential Information, whether prepared by the AATA or otherwise coming into my possession or control without the prior written permission of the AATA with the exception of any of the Confidential Information which I am obliged to disclose by law.
 - b. To keep any Confidential Information in my control or possession in a physically secure location to which only I and other persons who are bound by this Policy or another confidentiality agreement with the AATA have access.
 - c. To not remove any Confidential Information from the AATA's online or physical files, storage, or locations unless, and to the extent that, I obtain the AATA's written pre-authorization to do so. Whenever I am so pre-authorized, I agree to take all necessary steps to keep such Confidential Information secure and to protect such Confidential Information from unauthorized use, reproduction or disclosure.
 - d. To comply with all privacy laws and regulations, which apply to the collection, use and disclosure of personal information.
 - e. To immediately notify the Ombudsperson of the AATA if I can reasonably conclude that, through any act or omission, a breach of my confidentiality obligations, or those of the AATA, has or may have occurred.
 - f. To cooperate with the gathering of evidence for the investigation of claims of breach of the AATA's confidentiality obligations.
 - g. At the conclusion of my volunteer term or employment with the AATA, or upon demand by management, to return all Confidential Information to the AATA that is in my possession or control, including all copies thereof, in any format.

3. I understand:
 - a. that a breach of confidentiality or misuse of Confidential Information could result in disciplinary action, including termination of position;
 - b. that the disclosure of Confidential Information may give rise to irreparable injury to the AATA which may be inadequately compensated by monetary damages. Accordingly, I acknowledge and agree that if AATA reasonably believes that I have breached this Policy, and that such breach has the potential to injure AATA, AATA may seek a court order requiring me to stop further misuse of the Confidential Information. This relief shall be in addition to, and not in limitation of, any other legal remedies which may be available to the AATA, and that the covenants set out above are necessary for the protection of the AATA's legitimate business interests and are reasonable in scope and content;
 - c. that my obligations in this Agreement exist beyond the end of my relationship with the AATA; and
 - d. that I will be required at the beginning of my term, and at the request of AATA, and whenever this Confidentiality Policy is amended, to review and execute this Acknowledgment, Agreement, and Declaration.

Committee Roles and Responsibilities Policy

The following guidelines exist to ensure that all committees and committee members operate in the same general manner. They apply to all standing and ad hoc committees and task forces, whether they report to the Board of Directors or the Executive Director.

Committee Reporting Structure

Committees and task forces report to the AATA Board of Director.

Committees

- Committee members are selected for a specified term or on an ad hoc basis to carry out the business of the AATA. Committee members:
 - o Must conduct themselves in a legal, ethical, and prudent manner at all times in representing AATA and fulfilling their committee mandates and tasks;
 - o Are expected to commit to the duration of the term specified for the role;
 - o Must be certified members of the association that have maintained their status. In special circumstances, or where special expertise is required to further the association goals, the committee may recommend a non-certified member, or a non-member to advise or join the committee.
- Each year the chairs of the committees, in discussion with the Board of Directors, will solicit volunteer applications for committee positions, and subsequently, the committee chairs may recommend nominees to the Board of Directors for approval.
- A member may serve on more than one committee at a time.
- Committee members must have basic computing and email skills since most committee communications, information-sharing and meetings are virtual.
- Committee members must exercise due care when using AATA's communication and collaboration platforms and ensure policies relating to technology, email, information security and intellectual property are followed.
- Committee members cannot enter into or sign any binding contract on behalf of AATA, whether written or verbal, and regardless of amount. All legal agreements must be reviewed by the Board of Directors and signed by the President. Representatives of AATA that violate this policy could be held personally liable for the financial consequences.
- All committees must take minutes of every committee meeting and submit the ratified minutes to Board of Directors within three weeks of the committee's approval of the minutes. A copy of all approved minutes must be circulated to members of the committee.

Committee Chairs

- Committee chairs lead the committee and guide the progress towards the association achieving its mandates and goals. They coordinate and oversee the function of the committee including; establishing regular meetings, preparing requested reports and budgets, delegating tasks, communicating with committee members regarding Association and committee activities, and disseminating pertinent documents to all committee members.
- Committees recommend the appointment of their respective chair to the Board of Directors, as required. Where no recommendations are forthcoming, the Board of Directors, at their discretion, can appoint the chair.
- Chairs are responsible for ensuring that committee vacancies are filled. The Board of Directors, as required, has final approval of all nominees.
- Chairs must attend all committee meetings. In special circumstances, a committee chair may appoint a designate to attend a meeting in his/her place.
- Chairs are responsible for ensuring the ratified committee minutes are submitted to the Board of Directors.
- Chairs are responsible for submitting all requested reports and budgets to the Board of Directors by

the communicated timelines. Committee reports should not contain inflammatory comments regarding interpersonal and/or inter-committee conflicts.

- Chairs ensure committee members adhere to the annual committee budget. After the annual budget is approved, requests for budget increases must be approved by the Board of Directors.
- Chairs are expected to attend the Annual General Meeting, online or in-person.
- Chairs are expected to attend the annual combined meeting of the Board of Directors and Committee Chairs.
- Chairs ensure that committee members are aware of and adhere to AATA policies, codes of ethics and conduct, and guide themselves in a legal, ethical and prudent manner.
- If a committee chair is unable to fulfill his/her duties, the Board of Directors can appoint another member to act as chair and fulfill the chair's duties.

Removing Volunteers from the Committee

- Volunteer members from committees, ad hoc committees, task forces, and representatives of AATA that initiate the following actions will be subject to temporary removal from their volunteer position until such time as all initiated actions have been resolved:
 - o In litigation with, or has served notice of potential litigation against, the Association, another member of the Association, or any Association sponsors;
 - o Any other action, which may or may not include ethics actions, perceived to be in conflict with the Association by the Board of Directors.
- If a committee chair feels that a committee member is not following policy or meeting his/her mandate requirements, the chair has the right to address it with the member. If there is no change, after consulting with their board contact, then the committee leadership (Chair, Board of Directors) has the right to request their resignation from the committee. If no resignation is provided, the Board of Directors has the right to remove the member from the committee. Committee leadership should ensure to fairly document the concerns leading to the warning or removal, including discussions with the member
- If a committee chair is not following policy or meeting his/her mandate requirements, the Board of Directors or Executive Director has the right to remove the member from his/her position as committee chair.

Committee Responsibilities

- Once new committee members and chairs are approved by the Board of Directors, committee members will sign this Committee Agreement that addresses overall committee roles and responsibilities as well as confidentiality and conflict of interest.
- Policies and Procedures: Each committee is responsible for reviewing and making updates to the committee's policies and procedures annually. Recommended changes require approval from the Board of Directors.
- Travel and Accommodation: Committee members that travel on Association business are reimbursed for all reasonable costs incurred while doing the work of the association. The deadline for submitting expenses is three weeks after the event, for which the expenses were incurred, has passed. Committee members are expected to adhere to the conditions outlined in Travel and Expense Claims 6-4.
- Legal Consultation: A committee that requires legal consultation should email the President including specific questions the committee wants answered by the lawyer and issues pertinent to the request. The legal response will generally be returned in writing. Face-to-face and telephone communication should be the exception and coordinated through the President.
- Information Security and Intellectual Property: Committee members will observe the following when working on AATA business:
 - Protect AATA's data, whether hardcopy or on computers or portable devices, from theft, loss, or unauthorized access at home/work sites and during transit;
 - Regularly back-up AATA documents and use any file-sharing platform provided by

AATA to ensure files are accessible and protected;

- Return all data, files, records, etc. to AATA once the committee member's term or mandate ends;
- Ensure sensitive information in hardcopy form is securely shredded or returned to the Board Directors for secure disposal.

We strongly encourage that approved firewalls and anti-virus software are on all computers used for AATA business, and that flash drives and other portable drives have password access and are scanned for viruses before being used to transfer data or share files.

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

**CERTIFICATE AND CONSENT
VOLUNTEERS**

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

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

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

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

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

... I have no conflict of interest to report

... I have the following conflict of interest to report (Please specify conflicts you or an immediate family member may have that are associated with non-profit and/or for-profit Board memberships, any for-profit businesses for which you or an immediate family member are an officer, director, majority shareholder, or own; and, if a conflict, name your employer and any businesses you or a family member own):

- 1. _____
- 2. _____
- 3. _____

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

Full Name: _____ Member #: _____

Signature: _____ Date: _____

Committee: _____

Ethics Complaint Form

Thank you for bringing forward your concern to the AATA Ethics Chairperson, who is responsible for investigating possible breaches to the AATA Code of Ethics and/or Scope of Practice.

If you are unsure if your concern warrants use of this form, please feel free to contact the Ethics Chairperson at ethicschair@aata.ca or Ombudsperson at ombudsperson@aata.ca for further information.

Please note that although an inquiry to the Ethics Chair or Ombudsperson can be informal, filing an ethics complaint will result in a formal complaint, which must be followed up with as outlined in the AATA Code of Ethics.

Please complete the following form to the best of your ability. Answers may be provided on the form or on a separate page.

The following complaint is being lodged against:

Name of Association Member:

Title or Name of Business:

Address of Association Member

Phone number of Association Member:

Please Answer the following questions on a separate page and attach to this form:

1. Please identify the section(s) of the AATA Code of Ethics that you allege have been violated.
2. Please provide a detailed factual scenario setting forth all relevant facts in support of your assertion of a violation or violations.
3. Please provide the names and phone number (no e-mail addresses) of any and all witnesses to the alleged violation or violations.
4. Please provide a list of all documentation (an all copies of these documents) supporting your assertion of said violation or violations.

Name of Complainant

Date

Signature of Complainant

Phone Number

If this complaint is deemed to be outside the scope of the Alberta Athletic Therapists Association Code of Ethics, I grant the AATA Ethics Chairperson permission to pass this information to the Canadian Athletic Therapists Association. _____(initials)

Please mail to: Ethics Chair, Box 61115, Kensington RPO, Calgary AB, T2N 4S6

OR

Scan and email to ethicschair@aata.ca