



POLICY MANUAL

January 2021

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DEFINITIONS

The following are the definitions of the terms used by the ABTA and are referred to in the By-Laws:

ABTA - shall refer to the Alberta Baton Twirling Association which is the governing body for baton twirling in Alberta as recognized by CBTF

CBTF - Shall refer to the Canadian Baton Twirling Federation

DIRECTORS - shall refer to the Board of Directors of ABTA

EXECUTIVE - shall refer to the Executive Committee of the ABTA. The executive members are members of the Board of Directors

REGIONAL ASSOCIATION - shall refer to a Regional Association organized in Alberta to foster development of regional or local twirlers, coaches, trainers, managers, judges, and officials residing within that region

CLUB/CLUBS - Shall refer to a coach(es), athlete(s), and administrators who actively undertakes the athletic training and administration of a group of amateur twirlers

VOTING MEMBER- shall refer to a Director of the ABTA

MEMBER IN GOOD STANDING

- a) Shall refer to any amateur athlete, coach, trainer, manager, judge, organizer, administrator, and any other interested party who involves himself/herself in the sport of Baton Twirling and registers with a Club, and who complies with the By-Laws and rules and regulations of the ABTA
- b) Shall refer to a dues-paying region, or privileged organization, otherwise entitled to representation on the Board of Directors which complies with the By-Laws and all rules and regulations of the ABTA

ATHLETE'S REPRESENTATIVE- shall refer to such person as shall be elected to represent the active athletes of the ABTA

JUDGE- shall refer to such person as meets the judging requirements as set out by the CBTF

TECHNICAL COMMITTEE- shall refer to the Technical Committee of the ABTA

SANCTION- shall refer to explicit approval, recognition, ratification, permission, or authorization awarded to an organizing body to any twirling function or to an individual by the ABTA

PROVINCIAL CHAMPIONSHIPS - shall refer to a competition organized for the purpose of determining the champions of Alberta in any style of Baton Twirling and in any age category,

ALBERTA TEAM TRIALS - shall refer to a competition organized for the purpose of determining the champions of Canada in the freestyle, pair and group events. The winners of this event will represent Canada at the World Baton Twirling Championships.

ALBERTA TEAM MEMBERS – shall refer to the Alberta athletes and coaches representing Alberta at the Canadian Team Trials, Canadian Championships, Nations Cup and World Championships

COACH/COACHES - shall refer either to the coach or coaches instruction an individual athlete and/or team of athletes in Alberta

MANAGER/MANAGERS - shall refer either to the manager or managers selected to manage any team of athletes in Alberta, or to the manager(s) of any team of athletes representing Alberta outside the province

ATHLETE- shall refer to any person directly engaged in the sport of amateur Baton Twirling

SENIOR- shall refer either to an athlete whose age is in accordance with the limits established as Senior Age by the CBTF, or to a competition organized for the participation of athletes of Senior Age

JUNIOR- shall refer either to an athlete whose age is in accordance with the limits established as Junior Age by the CBTF, or to a competition organized for the participation of athletes of Junior Age

VOLUNTEER- a person who does something, especially helping other people, willingly and without being forced or paid to do it

AGE DIVISIONS - ABTA will promote competition in age divisions in accord with limits established by CBTF

SECTION 1 - CODE OF CONDUCT/CODE OF ETHICS

A. CHARACTER DEVELOPMENT

All Members Must, Above All, Agree To Abide By All Policies, Rules And Regulations And By-Laws Of The Alberta Baton Twirling Association (ABTA).

All members shall make every effort to encourage good sportsmanship among athletes, parents, coaches, judges and other ABTA members.

All members shall strive to share the responsibility of developing the personality and good citizenship qualities in their athletes.

All members shall not make false claims concerning their own achievements.

B. ABTA/CBTF CODE OF CONDUCTS/CODE OF ETHICS

In order to maintain the privilege of membership in ABTA, all members will obey the ABTA/CBTF Code of conduct and act in accordance with the ABTA/CBTF Code of Ethics.

Character Development

1. All members, must, above all, agree to abide by all Policy Rules and Regulations of the CBTF.
2. All Clinicians/Coaches will make every effort to encourage good sportsmanship among athletes, parents, and other CBTF members.
3. All Clinicians/Coaches will strive to share responsibility in developing the personality and good citizenship qualities in their athletes.
4. All Clinicians/Coaches will not make false claims concerning their own achievements or those of their athletes.

Expertise of Instructors/Coaches

1. All Clinicians/Coaches will, to the best of their ability, keep informed of all CBTF competitions and functions and promulgate information accurately to their athletes.
2. All Clinicians/Coaches will make every effort to keep themselves informed of new techniques and teaching methods and therefore, afford the greatest possible advancement to their athletes.

Professionalism of Instructors/Coaches

1. All Clinicians/Coaches, will conduct themselves in a respectable manner.
2. All Clinicians/Coaches, will never in any manner solicit the student(s) of another Clinician/Coach.
3. Before accepting a student from another Clinician/Coach, the previous Clinician/Coach MUST be notified in writing.
4. All Clinicians/Coaches will use discretion in commenting, directly or indirectly, on the teaching methods of Clinicians/Coaches.
5. All Clinicians/Coaches must instruct a transferred student for a period of six (6) months of twenty (20) hours of actual and continuous instruction before [claiming credit for that athlete as their own](#).
6. A coach must advise athletes that he or she may be competing in that year.

C. ABTA/CBTF CODE OF CONDUCT - ALBERTA CONTINGENT TO CANADIAN TEAM TRIALS

It is expected that all athletes representing Alberta at the [Canadian Team Trials](#), their coaches and parents (Alberta Contingent) must cooperate as a unified Team at the Canadian Team Trials

SECTION 1 - CODE OF CONDUCT/CODE OF ETHICS

D. ABTA/CBTF CODE OF CONDUCT - CANADIAN CONTINGENT TO WORLD CHAMPIONSHIPS

It is expected that all athletes representing Canada at the World Championships, their coaches and parents ("Canadian Contingent") must cooperate as a unified team at the Team Camp and the World Championships.

E. Board/Committee Members and Staff

In addition to section A (above), ABTA's Directors, Committee Members, and Staff will have additional responsibilities to:

- a) Function primarily as a member of the board and/or committee(s) of ABTA; not as a member of any other particular member or constituency
- b) Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of ABTA's business and the maintenance of Individuals' confidence
- c) Ensure that ABTA's financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities
- d) Conduct themselves openly, professionally, lawfully and in good faith in the best interests of ABTA
- e) Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism
- f) Behave with decorum appropriate to both circumstance and position and be fair, equitable, considerate and honest in all dealings with others
- g) Keep informed about ABTA's activities, the provincial sport community, and general trends in the sectors in which they operate
- h) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which ABTA is incorporated
- i) Respect the confidentiality appropriate to issues of a sensitive nature
- j) Ensure that all Individuals are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight
- k) Respect the decisions of the majority.
- l) Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings
- m) Have a thorough knowledge and understanding of all ABTA governance documents
- n) Conform to the bylaws and policies approved by ABTA, in particular this Code of Conduct and Ethics as well as the Conflict of Interest Policy and Confidentiality Policy

SECTION 1 - CODE OF CONDUCT/CODE OF ETHICS

COACHES' CODE

1. Be reasonable in your demands on the young twirler's time, energy and enthusiasm. Remember that they have other interests.
2. Group players according to age, height, skill and physical maturity whenever possible.
3. Avoid overusing the talented twirlers. The "just average" players need and deserve equal time.
4. Remember that children play for fun and enjoyment and that winning is only part of it. Never ridicule or yell at the children for making mistakes or losing a competition.
5. The scheduling and length of practice times and competitions should take into consideration the maturity level of the children.
6. Develop respect for the ability of opponents, as well as for the judgement of officials and other coaches.
7. Follow the advice of a physician when determining when an injured twirler is ready to twirl again.
8. Remember that children need a coach they can respect. Be generous with your praise when it is deserved, and set a good example.
9. Make a personal commitment to keep yourself informed on sound coaching principles and the principles of growth and development of children.
10. Make children aware of the physical fitness value of sports and their lifelong recreation value.
11. Do not publicly question the official's judgement and never their honesty.
12. Support all efforts to remove verbal and physical abuse from children's sporting activities.

PARENTS' CODE

1. Do not force an unwilling child to participate in sports.
2. Remember children are involved in organized sports for ***their*** enjoyment, not yours.
3. Encourage your child always to follow the rules.
4. Teach your child that honest effort is as important as victory so that the result of each competition is accepted without undue disappointment.
5. Turn defeat to victory by helping your child work toward skill improvement and good sportsmanship. Never ridicule or yell at your child for making a mistake or losing a competition.
6. Remember that children learn best by example. Applaud the good efforts of others.

SECTION 1 - CODE OF CONDUCT/CODE OF ETHICS

7. Do not publicly question the officials' judgement and never their honesty.
8. Support all efforts to remove verbal and physical abuse from children's sporting activities.
9. Support your children in as many activities as possible.
10. Encourage children in goals.
11. Support the coach.

ATHLETES' CODE

I WILL:

1. Always conduct myself in a sportsmanlike manner.
2. Always follow the rules of the ABTA and the CBTF.
3. Turn defeat into victory by continually working to improve my skills and good sportsmanship.
4. Remember that giving my best effort is as important as victory.
5. Respect the ability of my opponents, as well as the judgement of officials and coaches.
6. Set a good example by acknowledging the good efforts of others.
7. When recovering from an injury, follow the advice of my physician in determining when I am ready to twirl again.
8. Set realistic goals and work to achieve them.
9. Be aware of the physical fitness value of baton twirling.
10. Strive to be proud of my sport and a credit to it.

SECTION 2 — IDENTIFICATION

A) ABTA INSIGNIA

The ABTA has the sole authority to use the ABTA insignia but, upon approval by the Provincial Executive, consideration may be given for its use as requested in writing by other interested parties.

B) ABTA NAME

The Alberta Baton Twirling Association (ABTA) name was incorporated under the Societies Act of Alberta in 1971 as a non-profit sport organization.

C) ORGANIZATIONAL STRUCTURE

The organizational hierarchy of ABTA is:

The Executive Committee which comprises the Chairperson, Vice-Chairperson, Past Chairperson, Secretary, Treasurer and Technical Chairperson.

The Board of Directors which is comprised of the Executive Committee, the Chairperson from each Regional Association, and positions from the Technical Committee, ie. Judges Rep, Coaches Rep and the Athletes Rep.

Regions are identified by their Geographic location as identified by the following map of Alberta. ABTA has combined some zones due to the number of athletes within each zone. The Regional locations as determined by ABTA are identified as follows:

- Grande Prairie Region – all locations within Zone 8
- Northern Region – all locations within Zones 5,6 and 7
- Parkland Region – all locations within Zone 4
- Central Region – all locations within Zone 2 and 3
- Southern Region – all locations within Zone 1

Clubs belong within their geographical location.

NOTE: In situations where membership within a Region is considered too low for a Region to be maintained, members within that Region will be incorporated into their next geographically closest Region or as determined by the Board of Directors.





ALBERTA SPORT CONNECTION

ALBERTA GAMES ZONES BY COMMUNITY

Zone 1 – Sunny South

Aetna	Grassy Lake	Raymond
Arrowwood	Hays	Redcliff
Barnwell	Hilda	Rolling Hills
Barons	Hill Springs	Rosemary
Bassano	Iron Springs	Scandia
Beaver Mines	Irvine	Schuler
Beazer	Jenner	Seven Persons
Blindloss	Johnson's Addition	Shaughnessy
Bow Island	Kimball	Shouldice
Brant	Kirkcaldy	Skiff
Brooks	Leavitt	Spring Coulee
Burdett	Lethbridge	Stand Off
Cardston	Lomond	Stavely
Carmangay	Lowland Heights	Stirling
Carway	Lundbreck	Suffield
Champion	Magrath	Taber
Chin	Manyberries	Tilley
Claresholm	Medicine Hat	Travers
Cluny	Milk River	Turin
Coaldale	Milo	Vauxhall
Coalhurst	Moon River Estates	Veinerville
Coutts	Mountain View	Vulcan
Cowley	Nanton	Walsh
Crowsnest Pass	New Dayton	Wardlaw
Del Bonita	Nobleford	Warner
Diamond City	Orion	Waterton Park
Duchess	Orton	Welling
Dunmore	Parkland	Welling Station
Enchant	Patricia	Woodhouse
Ensign	Picture Butte	Woolford
Etzikom	Pincher Creek	Wrentham
Foremost	Pincher Station	
Fort MacLeod	Purple Springs	
Gem	Queenstown	
Glenwood	Rainier	
Granum	Ralston	

Zone 2 – Big Country

Acadia Valley	Gleichen	Springbank
Acme	Hanna	Standard
Airdrie	Harvie Heights	Strathmore
Aldersyde	Heritage Pointe	Sundre
Balzac	Herronton	Sunnynook
Banff	High River	Swalwell
Bearspaw	Hussar	Three Hills
Beiseker	Iddesleigh	Torrington
Benchlands	Indus	Trochu
Black Diamond	Irricana	Turner Valley
Blackie	Janet	Westward Ho
Bottrel	Kathyrn	Wimborne
Bragg Creek	Kananaskis	Waiparous
Canmore	Keoma	Water Valley
Carbon	Lac des	Youngstown
Carseland	Lake Louise	
Carstairs	Langdon	
Cayley	Linden	
Cereal	Longview	
Cessford	Lyalta	
Chancellor	Madden	
Cheadle	Michichi	
Chestermere	Millarville	
Chinook	Morrin	
Cochrane	Mossleigh	
Cochrane Lake	Munson	
Compeer	Namaka	
Conrich	New Brigden	
Craigmyle	Okotoks	
Cremona	Olds	
Crossfield	Oyen	
Dalemead	Priddis	
Dalroy	Priddis Greens	
Delacour	Redwood Meadows	
Delia	Richdale	
De Winton	Rockyford	
Didsbury	Rosebud	
Dorothy	Rowley	
Drumheller	Rumsey	
Eagle Hill	Sedalia	
Empress	Seebe	
Exshaw	Shepard	
Ghost Lake	Sibbald	

Zone 3 - Calgary

Zone 4 - Parkland

Alder Flats
Alhambra
Alix
Alliance
Altario
Ardley
Argentia Beach
Armena
Bashaw
Bawlf
Benalto
Bentley
Big Valley
Birchcliff
Bittern Lake
Blackfalds
Bluffton
Botha
Bowden
Brownfield
Buck Creek
Buck Lake
Burnstick Lake
Byemoor
Camrose
Caroline
Castor
Clive
Condor
Consort
Coronation
Crystal Springs
Czar
Daysland
Delburne
Dickson
Donalda
Duhamel
Eckville
Edberg
Elnora
Endiang

Erskine
Falun
Ferintosh
Fleet
Forestburg
Gadsby
Galahad
Grandview
Gull Lake
Gwynne
Half
Moon Bay
Halkirk
Hardisty
Hay Lakes
Haynes
Heisler
Hoadley
Hobbema
Huxley
Innisfail
Itaska Beach
Jarvis Bay
Joffre
Kelsey
Killam
Kingman
Kirriemuir
Lacombe
Leedale
Leslieville
Linn Valley
Lougheed
Lousana
Markerville
Ma Me O Beach
Meeting Creek
Millet
Mirror
Monitor
Morningside
Mulhurst Bay

Nevis
New Norway
Nordegg
Norglenwold
Ohaton
Parkland Beach
Pelican Point
Penhold
Ponoka
Poplar Bay
Red Deer
Red Willow
Rimbey
Rochan Sands
Rocky Mountain House
Rosalind
Round Hill
Silver Beach
Sedgewick
Springbrook
Spruce View
Stettler
Strome
Sunbreaker Cove
Sylvan Lake
Tees
Tillicum Beach
Veteran
Village at Pigeon Lake
Wetaskiwin
White Sands
Winfield
Withrow
Westerose

Zone 5 – Black Gold/Yellowhead

Abee	Fallis	Neerlandia	Swan Hills
Alberta Beach	Fawcett	Nestow	Tawatinaw
Alcomdale	Flatbush	New Sarepta	Telfordville
Antler Lake	Fort Assiniboine	Newbrook	Thorhild
Ardrossan	Fort Saskatchewan	Nisku	Thorsby
Athabasca	Gainford	Niton Junction	Thunder Lake
Barrhead	Gibbons	Norris Beach	Tomahawk
Beaumont	Glenevis	North Cooking Lake	Val Quentin
Betula Beach	Golden Days	Onoway	Villeneuve
Birch Cove	Grande Cache	Opal	Vimy
Blue Ridge	Grassland	Peers	Violet Grove
Bon Accord	Green Court	Perryvale	Wabamun
Bondiss	Gunn	Pibroch	Warburg
Boyle	Half Moon Lake	Pickardville	West Baptiste
Breton	Hastings Lake	Pine Sands	West Cove
Bruderheim	Hinton	Pinedale	Westlock
Brule	Island Lake	Point Alison	Whispering Hills
Buford	Island Lake South	Radway	White Gull
Busby	Janvier South	Redwater	Whitecourt
Cadomin	Jarvie	Rich Valley	Wildwood
Calahoo	Jasper	Riviere Qui Barre	Yellowstone
Calling Lake	Josephburg	Robb	
Calmar	Kapasiwin	Rochester	
Campsie	Kavanagh	Rochfort Bridge	
Carbondale	Keephills	Rocky Rapids	
Cardiff	Lakeview	Rolly View	
Carvel	Lamoureux	Ross Haven	
Castle Island	Larkspur	Sandy Beach	
Cherhill	Leduc	Sangudo	
Clyde	Legal	Seba Beach	
Colinton	Lodgepole	Sherwood Park	
Collingwood Cove	Long Lake	Silver Sands	
Cynthia	Looma	South Baptiste	
Dapp	Lottie Lake	South Cooking Lake	
Devon	MacKay	South View	
Donatville	Manola	Spring Lake	
Drayton Valley	Marlboro	Spruce Grove	
Duffield	Mayerthorpe	St. Albert	
Edson	Meanook	Stony Plain	
Egremont	Mearns	Sundance Beach	
Elk Island	Mewatha Beach	Sunnybrook	
Ellscott	Morinville	Sunrise Beach	
Entwistle	Nakamun Park	Sunset Beach	
Evansburg	Namoo	Sunset Point	

Zone 6 – Edmonton

Zone 7 – North Eastern Alberta

Amisk	Holden	Streamstown
Andrew	Horseshoe Bay	Therien
Anzac	Hughenden	Tofield
Ardmore	Hylo	Tulliby Lake
Ashmont	Innisfree	Two Hills
Atmore	Irma	Vegreville
Beauvallon	Islay	Vermillion
Beaver Crossing	Kikino	Viking
Beaver Lake	Kinsella	Vilna
Beaverdam	Kitscoty	Wainwright
Bellis	La Corey	Wandering River
Blackfoot	Lac La Biche	Warspite
Bodo	Lafond	Waskatenau
Bonnyville	Lamont	Willingdon
Bonnyville Beach	Lavoy	Wostok
Breynat	Lindbergh	
Bruce	Lloydminster	
Cadogan	Mallaig	
Caslan	Mannville	
Chauvin	Marwayne	
Cherry Grove	McLaughlin	
Chipman	Metiskow	
Clandonald	Minburn	
Cold Lake	Mundare	
Conklin	Myrnam	
Fitzgerald	Paradise Valley	
Derwent	Pelican Narrows	
Dewberry	Plamondon	
Duvernay	Provost	
Edgerton	Ranfurly	
Elk Point	Ribstone	
Fabyan	Rivercourse	
Fort Chipewyan	Riverview	
Fort Kent	Ryley	
Fort MacKay	Smoky Lake	
Fort McMurray	Spedden	
Glendon	St. Edouard	
Greenshields	St. Lina	
Hairy Hill	St. Michael	
Hayter	St. Paul	
Heinsburg	St. Vincent	
Hilliard	Star	

Zone 8 – Peace Country

Beaverlodge	Little Smoky
Berwyn	Loon Lake
Bezanson	Manning
Bluesky	Marie Reine
Bow Lake	Marten Beach
Brownvale	McLennan
Buffalo Lake	Nampa
Cadotte Lake	North Star
Canyon Creek	Notikewin
Chisholm	Paddle Prairie
Clairmont	Peace River
Cleardale	Peavine
Deadwood	Peerless Lake
DeBolt	Peoria
Dixonville	Poplar Ridge
Donnelly	Rain
Eaglesham	Red Earth Creek
East Prairie	Reno
Enilda	Ridgevalley
Faust	Rycroft
Fairview	Sandy Lake
Falher	Sexsmith
Fort Vermilion	Slave Lake
Fox Creek	Smith
Gift Lake	Spirit River
Girouxville	St. Isidore
Goodfare	Tangent
Goose Lake	Teepee Creek
Grande Prairie	Trout Lake
Grimshaw	Valhalla Centre
Grouard	Valleyview
Grovedale	Wabasca-Desmarais
Guy	Wagner
High Level	Wanham
High Prairie	Watino
Hines Creek	Wedgewood
Hythe	Wembley
Jean Cote	Whitelaw
Joussard	Widewater
Kinuso	Woking
La Crete	Worsley
La Glace	Zama City
Landry Heights	
Little Buffalo	

SECTION 3 – ROLES AND RESPONSIBILITIES

A) GENERAL INFORMATION

The following job descriptions explain the roles and responsibilities of each of the positions within the organization structure of the ABTA.

B) ROLES AND RESPONSIBILITIES

1. Executive Committee
 - Shall conduct the affairs of the ABTA as directed by the members through the Board of Directors
 - The Executive Committee shall possess and exercise all of the powers of the Directors between meetings of the Board of Directors except as specifically limited by resolution of the Board and/or the Bylaws of the ABTA.
2. Board of Directors
 - Shall ensure that the roles and responsibilities of Directors are clearly defined, prepared, and made available to all members of the Association, in order that there be no uncertainty in the minds of those aspiring to Executive positions and in order that accountability may be determined.
 - The Board of Directors is responsible to conduct the business, discipline and management of the ABTA (subject to its Bylaws and the provisions of the Alberta Societies Act) and to exercise all the powers of the ABTA.
 - The Board of Directors shall be responsible for:
 - The election of the Executive Committee
 - The establishment of policies, practices and operating guidelines for the Executive committee
 - The authorization and approval for hiring/dismissal of staff
 - The approval of salaries and expenses of staff
 - The approval of operating budgets of Provincial Office, and all committees of ABTA

SECTION 3 – ROLES AND RESPONSIBILITIES

CHAIRPERSON

The Chairperson shall:

1. Be the Chief Executive Office of and manage the business of the ABTA.
2. Shall assume office within thirty days following the elections.
3. Preside at all meetings of the Executive, the Board of Directors and the Annual General Meetings and shall act as Chairperson.
4. Be responsible for all the affairs of the ABTA, and with the assistance of the Board of Directors and Executive administer the policies established by the members and the development and maintenance of the ABTA Business Plan.
5. May appoint and rescind appointments of Chairpersons of committees not otherwise provided for in the Bylaws and /or Policies and shall see that other officers and all committees and employees perform their duties. The Chairperson shall be an ex officio member of all committees.
6. Will act as liaison with CBTF Executive and Board of Directors and Baton Twirling Associations of other provinces.
7. Shall represent the ABTA at the annual General Meeting of the CBTF and at any CBTF Board of Directors meetings.
8. Select the date and location of the ABTA Planning Meeting in conjunction with the Program Coordinator and the Technical Chairperson.
9. Shall not have a vote except in the case of a tie.
10. Take office immediately following the Annual General Meeting of the ABTA at which he or she was elected, for a period of two (2) years.
11. Should the chairperson resign the Past Chairperson position will remain vacant.
12. Assume the office of Past Chairperson upon completion of his or her term of office unless elected to another position. (If he or she is elected to another position, the position of Past chairperson will remain vacant.)
13. Refer to business plan for additional duties.

PAST CHAIRPERSON

The Past Chairperson shall:

1. Assume office within thirty days following the elections at the Annual General Meeting at which he or she vacated the office of Chairperson.
2. Act as a consultant to the Executive, but will not have a vote at any meeting of the Board of Directors and/or Executive.
3. In the event that a Chairperson, upon vacation of the office, is unable or unwilling to assume the office of Past Chairperson, the next previous Past Chairperson shall regain office.
4. The Past Chairperson shall hold until such time as a new Past President assumes office.
5. Refer to business plan for additional duties

SECTION 3 – ROLES AND RESPONSIBILITIES

VICE-CHAIRPERSON

The Vice-Chairperson shall:

1. Shall assume office within thirty days following the elections.
2. In the absence of the Chairperson, he/she will serve as Chairperson.
3. Shall assist the Chairperson in performance of duties.
4. Be the Chairperson of the Public Relations Committee and the Honors and Awards Committee.
5. Refer to business plan for additional duties

SECRETARY

The Secretary shall:

1. Shall assume office within thirty days following the elections.
2. Ensure that adequate and accurate minutes of all meetings of the Board of Directors, the Executive are recorded and distributed.
3. Have custody of the minutes and records of the ABTA.
4. Be responsible for the set-up of the Nominating committee each year for the Annual General Meeting of the ABTA.
5. Be responsible to accurately record all approved motions of all ABTA meetings in the ABTA Motion Handbook.
6. Refer to business plan for additional duties

TREASURER

The Treasurer shall:

1. Shall assume office within thirty days following the elections.
2. Have custody of the ABTA funds, securities and other valuable effects in the name of and to the credit of the ABTA in depositories designated by the Board of Directors from time to time.
3. Cause to be kept full and accurate accounts, receipts and disbursements, and books of account of the ABTA.
4. Be responsible for the deposit of all monies received in the name of the ABTA and for disbursing funds of the ABTA as may be ordered by the Board of Directors.
5. Prepare and present a report of the financial status of the ABTA at every Annual General Meeting of the ABTA and at other times as requested by the Board of Directors or by the Executive Committee.
6. Be the Chairperson for the Finance Committee.
7. Refer to business plan for additional duties

SECTION 3 – ROLES AND RESPONSIBILITIES

REGIONAL ASSOCIATION REPRESENTATIVE

The Regional Association Representative shall:

1. Be responsible for the development of amateur Baton Twirling in his/her respective region as designated by ABTA.
2. Be responsible for any and all affairs involved in the operation of his/her Regional Association and its members and shall be its representative in any and all matters.
3. Prepare all reports, briefs, budgets and/or timelines as requested by the ABTA Executive and/or Board of Directors.
4. Be in attendance at all meetings of the ABTA Board of Directors, the Annual General Meeting and any other meetings as requested.
5. Refer to business plan for additional duties.
6. Regions that create their own policies must first present them to ABTA for approval.

TECHNICAL CHAIRPERSON

The Technical Chairperson shall:

1. Shall assume office within thirty days following the elections.
2. Administer, organize, develop and ensure the implementation of the technical programs established by the Board of Directors of the ABTA.
3. Manage and oversee the activities of the ABTA Technical Committee.
4. Chair all meetings of the Technical Committee.
5. Be responsible for updating all rules and technical regulations.
6. Provide the Board of Directors with all pertinent technical information as soon as it is available.
7. Assume responsibility for technical issues arising at provincial sanctioned competitions of the ABTA. In cases of dispute, the ABTA Technical Chairperson, the ABTA Chairperson and the Competition Directors shall resolve the matter.
8. Act as a liaison with other CBTF Technical Chairpersons and represent ABTA at all duly called CBTF Technical meetings.
9. Refer to business plan for additional duties.

SECTION 3 – ROLES AND RESPONSIBILITIES

JUDGES' REPRESENTATIVE

The Judges' Representative shall:

1. Be elected by mail ballot, by majority vote of ballots cast by registered ABTA judges, prior to the Annual Technical Meeting of the ABTA. Results of the election shall be announced at the Annual Technical meeting.
2. Be in attendance at all meetings of the ABTA Technical Committee and the Board of Directors of the ABTA.
3. Be responsible for any and all matters pertaining to judging in the Province of Alberta and be their representative to the ABTA.
4. Act as liaison between the Alberta Judges and the CBTF Judges Representative.
5. Prepare all reports, briefs, budgets and timetables as required by the Executive and/or Board of Directors.
6. Administer, organize, develop and ensure the implementation of the Judges programs as deemed necessary by the Technical Committee and the Board of Directors of the ABTA.
7. Refer to business plan for additional duties.

COACHES' REPRESENTATIVE

The Coaches' Representative shall:

1. Be elected by mail ballot, by majority vote of ballots cast by registered ABTA judges and coaches prior to the Annual Technical Meeting of the ABTA. Results of the election shall be announced at the Annual Technical Meeting.
2. Be in attendance at all meetings of the ABTA Technical Committee and the Board of Directors of the ABTA.
3. Be responsible for any and all matters pertaining to coaching issues in the Province of Alberta and be their representative to the ABTA.
4. Act as liaison between the Alberta Coaches and the CBTF Coaches Representative.
5. Prepare all reports, briefs, budgets and timetables as required by the Executive and/or Board of Directors.
6. Administer, organize, develop and ensure the implementation of the coaches programs as required by the Technical Committee and the Board of Directors of the ABTA.
7. Refer to business plan for additional duties.

SECTION 3 – ROLES AND RESPONSIBILITIES

ATHLETES' REPRESENTATIVE

The Athletes' Representative shall:

1. Be elected by mail ballot, by majority vote of ballots cast by the senior and collegiate competing athletes prior to the Annual Technical Meeting of the ABTA. Results of the election shall be announced at the Annual Technical Meeting.
2. Be in attendance at all meetings of the ABTA Technical Committee and the Board of Directors of the ABTA.
3. Be responsible for any and all matters concerning athletes in the Province of Alberta and be their representative to the ABTA.
4. Act as liaison between the Alberta athletes and the CBTF Athletes Representative.
5. Prepare all reports, briefs, budgets and timetables as required by the Executive and/or the Board of Directors.
6. Administer, organize, develop and ensure the implementation of the athletes programs as directed by the Technical Committee and the Board of Directors of the ABTA.
7. Refer to business plan for additional duties.

GROUP REPRESENTATIVE

The Group Representative shall:

1. Be elected by mail ballot, by majority vote of ballots cast by registered ABTA judges and coaches prior to the Annual Technical Meeting of the ABTA. Results of the election shall be announced at the Annual Technical Meeting.
2. Be in attendance at all meetings of the ABTA Technical Committee and the Board of Directors of the ABTA.
3. Be responsible for any and all matters pertaining to groups in the Province of Alberta and be their representative to the ABTA.
4. Act as liaison between the Group Directors and the CBTF Group Commissioner.
5. Prepare all reports, briefs, budgets and timetables as required by the Executive and/or Board of Directors.
6. Be responsible for distributing the Group Status Declaration forms to all registered coaches in ABTA.
7. Provide a listing of all eligible groups and submit this list to the Provincial Championship Competition Director prior to competition.
8. Keep a current list of all individual group statuses.
9. Refer to business plan for additional duties.

SECTION 3 – ROLES AND RESPONSIBILITIES

SKILLS DEVELOPMENT OFFICER

The Skills Development Officer Shall:

1. Be elected by mail ballot, by majority vote of ballots cast by registered ABTA judges and coaches prior to the Annual Technical Meeting of the ABTA. Results of the election shall be announced at the Annual Technical Meeting.
2. Be in attendance at all meetings of the ABTA Technical Committee and the Board of Directors of the ABTA.
3. Be responsible for any and all matters pertaining to skill development in the Province of Alberta and be their representative to the ABTA.
4. Act as liaison on behalf of ABTA with the CBTF Skills Development Officer.
5. Prepare all reports, briefs, budgets and timetables as required by the Executive and/or Board of Directors.
6. Refer to business plan for additional duties.

CLUB EXECUTIVE MEMBERS

1. Be elected by majority vote of ballots cast by the parents and/or athletes of the Club at the beginning of the baton twirling season.
2. Be in attendance at meetings of the Annual General Meeting(s) of the ABTA.
3. Be responsible for any and all matters related to their Club.
4. Act as a liaison between their Club and the Board of Directors of the ABTA.
5. Prepare all reports, briefs, budgets and timetables as required by the membership of their Club.

SECTION 3 – ROLES AND RESPONSIBILITIES

ABTA EXECUTIVE DIRECTOR

The Executive Director shall:

The duties of the Executive Director:

1. Reports directly to the Chairperson of the Association or designate
2. Work closely with the Executive, Board of Directors, Technical Committee and/or Special Committees in the preparation of camps, clinics, meetings and other related programs.
3. Work in conjunction with sport organizations and businesses to promote baton twirling and solicit sponsorship.
3. Administer Sanctioning process for ABTA functions.
4. Distribute membership applications to any and all interested individuals.
5. Maintain and update Membership database.
6. Provide the Executive and/or Board of Directors with a complete current membership list.
7. Invoice Type 1 surcharges to each regional chairperson (cc. to ABTA Treasurer and Chairperson) as set in current fee schedules at the AGM.
8. Maintain and update ABTA website.
9. Representative between Alberta Sport and ABTA, reporting all findings to the Association Chairperson.
10. Be responsible for the ABTA video library.
11. Be responsible for creation and distribution of the ABTA newsletter.
12. Refer to business plan for additional duties.
13. Be in attendance at all meetings of the ABTA Board of Directors, the Annual General Meeting and any other meetings as required.
14. Assist the Chairperson and the Technical Chairperson with planning and coordination of the Planning Meeting.

SECTION 4 - MEMBERSHIP

A. ABTA AFFILIATION FEES TO CBTF

Affiliation fees are assessed annually by CBTF to the provinces based on membership numbers. Provinces are invoiced and the fees are due to the CBTF National Treasurer no later than November 30 of each year.

B. CLUB/REGION AFFILIATION FEE TO ABTA

Upon registration each fall, Clubs/Regions are required to pay an affiliation fee to ABTA.

Clubs must have a minimum of 5 members with at least 2 officers consisting of a President and Secretary/Treasurer who shall be responsible to administer the Club.

Affiliation fees may be waived by majority vote of the Board of Directors of ABTA at the Business Planning meeting.

C. DISENFRANCHISEMENT AND REINSTATEMENT OF CLUB/REGION

Failure to register and/or pay the affiliation fee may result in the body being disenfranchised from ABTA.

Disenfranchisement shall result in the loss of the privileges accorded to the Club/Region as outlined in the ABTA By-Law Article II, Section 9.

If the body is disenfranchised, it may reapply for reinstatement upon payment of all back dues owing and or registration to ABTA. Once this payment is made, the ABTA Board of Directors shall then consider the application for reinstatement.

D. LIMITATION OF LIABILITY CLAUSE

The Limitation of Liability clause must appear on all CBTF/ABTA application forms. It reads:

"I agree that my membership is subject to the athletes agreement and to the rules, regulations and by-laws of the CBTF and the ABTA. The member agrees that, whether or not such damages or losses are caused by negligence, in no event shall the CBTF, the ABTA or their Directors, Officers or employees have any liability to the member for damages or losses of any kind whatsoever or for any indirect, special or consequential damages even if advised of the possibility of such damages."

E. REGISTRATION OF MEMBERSHIPS

Registration of Individual, Honorary, Regional and Club members shall be conducted by the ABTA.

Annual membership shall be the responsibility of the Membership Director (or designate) of the ABTA. The responsibility of distribution and processing of all memberships will be conducted through the head office of the ABTA.

Club Presidents and Region Chairs (or their designates) are responsible for distribution of these forms to their respective body. The Club President and/or Region Chair is also responsible to collect and submit completed forms and applicable fees to the ABTA office prior to the official deadline.

Membership fees are determined and reviewed annually by the Board of Directors of ABTA.

Membership is a prerequisite for participating in any association sanctioned event as a Region, Club, Athlete, Coach, Judge, Administrator, Volunteer or Associate.

SECTION 4 - MEMBERSHIP

F. INDIVIDUAL MEMBERSHIP

Individual membership in the ABTA shall include any amateur athletes, coaches, judges, administrators or any other interested parties who involve themselves in the sport of amateur twirling.

ABTA shall have the following classes of individual membership:

Recreational Athlete
Competitive Athlete
Coaches/Judges/Adjudicators
Board/Executive
Volunteer/Honorary/Associate

Honorary Membership - The ABTA may from time to time choose to bestow Honorary Membership upon those who it wishes to honor, observing the eligibility requirements and nominating procedures recommended by the Executive and Board of Directors.

Associate Membership shall be any person who desires to assist in the promotion of amateur baton twirling in the Province of Alberta.

All athletes, volunteers, active coaches and board/executive members must be registered with a club. Honorary/Associate members and Judges who are not active coaches are exempt.

An Individual members residency is determined by the geographical Region as per Article II Section 2 Residency, 2.3, in which the member resides and not the Club in which they are registered.

Individual members must be members in good standing with a Club; and/or with the Region of the ABTA in which they reside before he/she will be permitted to participate in functions sanctioned by the ABTA.

Only members in good standing of the ABTA may participate in any of the benefits and advantages thereof. Persons not of that status cannot exercise authority over, impose constraints upon, or require indemnity of the ABTA or of any of its members.

1. Athletes Changing Clubs/Coaches

Athletes may change clubs/coaches at will from August 31st to October 31st of each calendar year.

Following provincial registration, in a given year, athletes will be allowed to change clubs/coaches and compete in individual events only.

Athletes changing clubs/coaches after registration will not be allowed to compete in team, corps, duet or pair events in any CBTF sanctioned event for the duration of the season.*

*Exceptions will be considered by the Board of Directors of the ABTA subject to the following criteria having been met:

- A geographical move of 50km or greater by the athlete and his/her family if the athlete is under eighteen (18) years of age
- The ABTA Technical Committee's recommendation and ratification by the Board of Directors of the ABTA.
- A CBTF transfer form was completed and signed by both clubs/coaches and forwarded to the Board of Directors of the ABTA.

SECTION 4 - MEMBERSHIP

G. DISENFRANCHISEMENT AND REINSTATEMENT OF INDIVIDUAL MEMBERS

Any member of the ABTA can be disenfranchised for non-payment of any fees owing to the ABTA.

For a member to be reinstated with the ABTA, all fees owing must be paid and a formal application for reinstatement must be made to the Board of Directors of the ABTA.

H. TERMINATION OF INDIVIDUAL MEMBERSHIP

Any member may withdraw from the ABTA by failing to reapply for membership or by giving notice in writing to the Secretary.

Membership is automatically terminated by non-payment of current membership fees.

The Board of Directors of ABTA upon being satisfied after due inquiry that cause exists for termination of membership or any member may, by resolution of not less than two-thirds of the votes cast, terminate the membership of that member.

I. RESIDENCY

An out of province athlete must reside in the province of Alberta for not less than sixty (60) days to claim that new residence as permanent

The Provincial Chairperson may waive the residency rule for less than sixty (60) days if proof can be presented as to permanency.

Regional residency within the province is determined by the boundaries consistent with the zones or combination of the zones of Alberta established by Alberta Sport and as designated by the Board of Directors of the ABTA

An Individual members residency is determined by the geographical Region as per Article II Section 2 Residency, 2.3, in which the member resides and not the Club in which they are registered.

Temporary Residence- is applicable for Alberta athletes attending an accredited post-secondary College or Institute to further their education Confirmation of registration at the accredited post-secondary College or Institute is to be submitted to ABTA. The athlete is still considered to be a member of the Region to which their parents reside. The athlete will be required to list domicile address and temporary address on his/her CBTF Membership Form.

Students/Athletes living temporarily in a Prov/Terr/Country other than their domicile residence must, in order to compete in the Alberta Championships or Alberta Team Trial Event, declare their intent to do so by midnight, December 31" of each year.

If determination of residency is in question and is to be brought to the attention of the Board of Directors of the ABTA. the BOD will require a Statutory Declaration certifying the athletes permanent residency.

J. CITIZENSHIP

CANADIAN CITIZEN shall refer to a person who was born in Canada.

PERMANENT RESIDENT shall refer to a person living in Canada within the meaning of the Immigration Act of Canada.

SECTION 4 — MEMBERSHIP

K. REGIONS

Regional Associations shall come under the jurisdiction of the Board of Directors of the ABTA.

Regional Association shall have responsibility for and jurisdiction over clubs, and all other member parties in their respective geographical areas as delegated to them by the ABTA.

1. Current member Regional Associations consist of:

- Grande Prairie Region, Alberta Baton Twirling Association
- Northern Region, Alberta Baton Twirling Association
- Parkland Region, Alberta Baton Twirling Association
- Central Region, Alberta Baton Twirling Association
- Southern Region, Alberta Baton Twirling Association

2. New Regions shall be formed on the following basis:

- The proposed Regional Association's boundaries shall be consistent with the zones or combination of the zones of Alberta as established by Alberta Sport as designated by the ABTA.
- An application to form a Regional Association must be presented to the Annual General Meeting of ABTA
- The proposed Regional Association must be capable of supporting itself as a Region with a minimum assistance from the ABTA Executive and/or Directors Annual registration with ABTA is a prerequisite for inclusion in any of the benefits, advantages and privileges of the ABTA.

Regions should hold a minimum of two (2) Executive meetings per year.

Regions shall make available the Region's financial books and records, including assets, to their Regional Association members and/or ABTA upon request at any time.

Regions should develop policies and rules that address issues pertaining to fundraising, marketing and distribution of funds. These policies and rules should benefit all levels of members within that region.

Regional Associations shall promote/support ABTA in sanctioned competitions, camps, clinics, courses and fundraising events.

Regional Associations may choose to support other regional associations and/or their members by a majority vote at a Regional Meeting.

L. CLUBS

Clubs come under the jurisdiction of the Board of Directors of the Regional Association of their respective Region and of the ABTA.

Annual registration with ABTA is a prerequisite for inclusion in any of the benefits, advantages and privileges of the ABTA.

Clubs shall make available the Club financial books and records, including assets, to their Club membership, and/or Regional Association and/or ABTA upon request at any time.

Clubs should develop policies and rules that address issues pertaining to fundraising, marketing and distribution of funds. These policies and rules should benefit all levels of members within that Club.

Club shall promote/support their respective Regional Association and ABTA in sanctioned competitions, camps, clinics, courses and fundraising events.

ABTA encourages new clubs to expand to new zones or to new areas within that zone.

If that is not possible, then as a courtesy, let the region know, and the region will let the clubs know of the intention to begin a new club in an area that already has a baton presence.

SECTION 5 – FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

A. GENERAL INFORMATION

1. In 1995 the Alberta Government introduced the Freedom of Information and Protection of Privacy Act (FOIP).
2. The FOIP Act requires that parents/guardians be advised of the collection and use of personal information. This includes activities that are part of the sport of baton twirling, such as:
 - The use of member names, phone and comments in any publications, i.e. the ABTA website and newsletters.
 - The use of member names on artwork or other material displayed in websites or newsletters.
 - Videos in which the athletes appear, which are prepared for the use in the sport
 - The taking of photos and/or videos of events, and their use by the media or other organizations where athletes/members are not identifiable.
 - The use of members names in a listing of achievements awards, including announcement at special events.
 - The use of member names, related contact information and phones numbers for any activities for the sport of baton twirling.
 - The use of member names and academic information necessary for determining eligibility for scholarships..
 - The release of member name to the news media as part of promotion or other similar activities within the sport of baton twirling
 - The release of athlete name, address, date of birth, sex, as well as the name, address and telephone number of the parent or guardian to the medical officer of health or his designate for the purpose of contacting parents of guardians regarding emergency medical or dental care

NOTE:

It is important to understand that ABTA events which are open to the public are not subject to the conditions of the FOIP Act. These events may include, clinics, classes, competitions, public performances and any other special activities. The media are expected to work cooperatively with ABTA within the realm of mutually agreed upon guidelines and protocol.

SECTION 6 - HARASSMENT

HARASSMENT

A. GENERAL INFORMATION

1. The purpose of this policy is to provide guidelines for dealing with discrimination and/or Harassment complaints within the ABTA organization
2. Complaints will be dealt with in an effective and timely manner at the earliest stage possible.
3. If abuse of a member is suspected or disclosed, reporting to the appropriate authorities is mandatory and should be reported to the police within the member's regional jurisdiction.
4. Types of behavior that might constitute Harassment include, but are not limited to:
 - Written or verbal abuse or threats
 - Physical assault - will contact proper authorities
 - Unwelcome remarks, jokes, innuendoes, or taunting about a person's body, sexual orientation, attire, age, ethnic or racial origin or religion.
 - Displaying of racist or other offensive or derogatory material, racial, ethnical or religious graffiti
 - Practical jokes, having or initiation rites which cause awkwardness or embarrassment, endangering a person's safety or negatively affecting performance
 - Obscene gestures
 - Intimidation
 - Behavior which undermines self-respect or adversely affects performance
 - False accusations of Harassment motivated by malice or mischief, and meant to cause other harm

B. DEFINITIONS

1. Abuse

Abuse can be physical, emotional or sexual.

- a) Physical Abuse - using physical force or actions that result, or could result, in injury.
- b) Emotional Abuse - a pattern of hurting an individual's feelings to the point of damaging their self-respect. It includes verbal attacks on the individual, insults, humiliation or rejection
- c) Sexual Abuse - using an individual for sexual stimulation or gratification unless, in the case of an adult, that individual consents

2. Harassment

Any behavior that satisfies one or more of the following definitions of Harassment:

- a) **Personal Harassment:** Behavior, including communication, conduct or gesture, which:
 - Is insulting, intimidating, humiliating, hurtful, malicious, degrading, or otherwise offensive to an individual or group of individuals.
 - Would be considered by a reasonable person to create an intimidating, humiliating or uncomfortable sport-related environment.
- b) **Sexual Harassment:** Behavior involving unwelcome sexual advances, request for sexual favors or other communication (verbal or written) or physical conduct of a sexual nature when:
 - Such conduct might reasonably be expected to cause embarrassment, insecurity, discomfort, offensive or humiliation to another person or group.
 - Submission to such conduct is made, implicitly or explicitly, a condition of participation in any event or activity of ABTA
 - Submission to or rejection of such conduct is used as a basis for any decisions

SECTION 6 - HARASSMENT

- Such conduct has the purpose or the effect of interfering with a members performance or of creating an intimidating, hostile or offensive environment
3. **Retaliation:** Any action taken against an individual in retaliation for:
 - Having initiated this policy of behalf of himself/herself or another individual
 - Having participated or cooperated in any investigation under this policy
 - Having associated with anyone who has invoked this policy or participated in an investigation
 4. **Investigation Officer:** An individual appointed by the Board of Directors of the ABTA to investigate a Harassment Complaint as provided in this Policy.
 5. **Harassment Advisor:** An individual may be appointed by the Board of Directors in place of the Chairperson. In that case, Harassment Advisor is substituted for Chairperson through this Policy.

C. POLICY

1. ABTA does NOT tolerate Harassment of any type in connection with any of its members.
2. ABTA is committed to providing an environment in which all individuals are treated with respect and dignity. Each individual has the right to participate in an environment that promotes equal opportunities and prohibits discriminatory practices.
3. This Policy applies to all members, Directors, Officers, Volunteers, Coaches, Athletes, Judges, and persons with an employment or contractual relationship with the ABTA.
4. ABTA encourages the prompt reporting of all incidents of Harassment, regardless of who the alleged offender may be.
5. All information, oral and written, created, gathered, received or compiled through the course of processing a complaint is to be treated as confidential by both the Respondent and Complainant, their representatives, witnesses and all persons dealing with the Complaint pursuant to this policy.

D. PROCEDURE

1. **A person may initiate a Complaint under this Harassment policy if:**
 - The Complaint alleges that the Respondent has committed an act of Harassment as defined in this Policy.
 - The Respondent is a member, Director, Officer, Volunteer, Coach, Athlete, Judge, or person under the employment of ABTA
 - The Complaint is initiated within one year of the incident giving rise to the complaint If the Complainant is a minor, the one year commences when the parent or guardian of the minor is made aware of the incident
2. The Complainant is encouraged to make it known to the Respondent that the behavior is unwelcome, offensive, and contrary to this Policy.
3. A Complaint is initiated under this Policy by contacting the Chairperson of the ABTA. The Complainant should provide a written statement seeking recourse under this Policy.
4. The Chairperson will meet with the Complainant to begin the investigation into the Complaint.

SECTION 6 – HARASSMENT

5. Following the initial meeting between the Complainant and the Chairperson:
 - If the Complainant and the Chairperson agree that the conduct does not constitute Harassment under this Policy, the Chairperson will take no further action and will make no written record of the complaint.
 - If the Complainant and the Chairperson agree that the conduct does constitute harassment, and the Complainant wishes to proceed with the Complaint, the Chairperson shall assist the Complainant in preparing a written statement outlining the name of the Respondent, the details of the alleged incident(s) of Harassment, and the names of any witnesses.. The statement shall be dated and signed by the Complainant.
 - If there is a discrepancy between the Chairperson and the Complainant on whether the complaint constitutes harassment, the Vice-Chairperson will be asked to meet with the Complainant to review the complaint and make a determination. The decision of the Vice-Chairperson with respect to this issue shall be binding.
6. Upon receipt of the Complainant's Statement the Chairperson shall process the Complaint in accordance with this policy.
7. **Informal Resolution:**

If the Complainant wishes to attempt resolution of the Complaint on an informal basis, the Chairperson will attempt informal resolution of the Complaint. This may include:

 - The Complainant talks to the Respondent about the behavior.
 - The Chairperson talks to the Respondent about the behavior.
 - The Chairperson acts as an informal mediator between the Complainant and Respondent
 - The Chairperson accesses the services of a professional mediator for the Complainant and Respondent
 - Other types of informal resolution that do not include an investigation.

If the Complaint is resolved informally to the satisfaction of the Chairperson, Complainant and the Respondent, or if the Complainant decides to withdraw the Complaint, the Chairperson will make careful notes of the actions taken and no report shall be submitted to the ABTA
8. **Formal Resolution:**

If the Complaint cannot be resolved informally or the Complainant does not wish to attempt informal resolution the Complaint shall be referred to an Investigation Officer for investigation
9. **Interim Measures:**

Interim Measures may take many forms including, but not limited to:

 - The imposition of conditions upon the continued participation of the Respondent
 - Suspension of the Respondent from participation in activities, with or without pay, pending completion of the investigation
 - Such other conditions as the ABTA Board of Directors determines necessary
10. When the Investigation Officer receives the Complainants Statement from the Chairperson, the Investigation Officer will:
 - Review and clarify the Complainants Statement
 - Give a copy of the Complainants Statement to the Respondent. The Investigation Officer will also provide a copy of the Policy and a notice that the Respondent has the right to be represented by any person of his/her choice at any stage of the process when the Respondent is required or entitled to be present
11. The Respondent may provide a written statement in response to the Complaint to the Investigating Officer within fourteen days of receiving the Complainant's Statement. If there are special circumstances, the Investigating Officer may extend the time for response.

SECTION 6 – HARASSMENT

12. The Investigation Officer shall forward a copy of the Respondent's Statement to the Complainant.
13. In a timely manner, the Investigation Officer shall conduct an investigation as to the facts and circumstances relevant to the Complaint.
14. During the investigation, the Complainant shall and the Respondent may advise the Investigation Officer of all evidence that is relevant to the Complaint. The Investigation Officer shall attempt to obtain written, signed statement from all relevant witnesses.
15. Upon completion of the Investigation, the Investigation Officer shall prepare a draft Investigation Report.

The Draft Investigation Report shall contain:

- A summary of the relevant facts
 - A determination as to whether the acts in question constitute Harassment as defined in this Policy.
 - A statement of the standard of conduct used to assess the complaint
 - An executive summary, including findings
 - An analysis of the complaint and conclusions.
 - If the act(s) constitutes Harassment, recommendations for resolution which may include disciplinary action against the Respondent the Investigation Officer may recommend any other measures he/she consider appropriate in the circumstances. Such recommendations shall be supported by reasons.
 - If the act(s) does not constitute Harassment, recommendations to dismiss the Complaint
16. **Upon completion of the Draft Investigation Report:**
 - The Investigation Officer shall provide the Complainant and Respondent with a copy of the Draft Investigation Report
 - The Complainant shall have seven days from receipt of the Draft Investigation Report to provide the Investigation Officer with any written comments.
 - The Investigation Officer shall provide the Respondent with a copy of the Complainant's Response, if any.
 - The Respondent shall have seven days from receipt of the Complainant's Response to provide the Investigation Officer with any written comments with respect to the Draft Investigation Report. The Investigation Officer shall provide the Complainant with a copy of the Respondent's Response.
 - The Complainant shall have seven days of receipt of the Respondent's Response to provide the Investigating Officer with a reply to the Respondent's Response, if any
 17. After receiving Responses from the Complainant and Respondent the Investigating Officer shall finalize the Investigation Report and forward a copy to the Chairperson. The Chairperson shall distribute copies of the Final Investigation Report to the Complainant, the Respondent, and the Discipline Committee.
 18. The Discipline Committee shall consider the Final Investigation Report and make a determination as to whether the Respondent committed acts of Harassment pursuant to this Policy.
 - If the Discipline Committee determines that the Respondent committed Harassment, it shall recommend to the ABTA Board of Directors such resolutions or disciplinary action to be taken against the Respondent as is appropriate for the circumstances.
 - If the Discipline Committee determines that the Respondent did not commit acts of Harassment, it shall dismiss the Complaint

SECTION 6 - HARASSMENT

19. Disciplinary action may include but not be limited to:
 - No action
 - A verbal apology
 - A written apology
 - A letter of reprimand from the ABTA
 - Removal of certain privileges of membership
 - Temporary suspension of membership
 - Expulsion of membership
20. The Disciplinary Committee may recommend any other measures it considers appropriate in the circumstances. Such recommendations shall be supported by reasons.
21. The Discipline Committee shall have fourteen days to make its decisions and recommendations. A copy of the decision/recommendations will be sent to the Complainant, the Respondent, and the Chairperson not more than fourteen days after receipt of the Final Investigation Report.
22. After completion of its duties, the Discipline Committee shall turn over all copies of the Final Investigation Report and other materials related to the Complaint to the Chairperson.
23. Withdrawal
 - If the Respondent withdraws from the Complaint process or chooses not to participate in the process, the process (including an appeal) may proceed based solely on the Complainant's testimony and supporting evidence and disciplinary measures may be imposed on the Respondent in his or her absence
 - If the Complainant withdraws from the process or chooses not to participate in the process, the process (including an appeal) may either:
 1. Be dismissed, or
 2. Proceed based solely on the Respondent's testimony and supporting evidence in which case disciplinary measures may be imposed on the Complainant in the Complainant's absence.

E. APPEALS

1. A Complainant or Respondent who wishes to appeal the decision of the Discipline Committee may initiate an appeal by serving the Chairperson with a "Notice of Appeal and Request for Hearing: not more than thirty days after the date she or he receives notice of the Disciplinary Committee's decision.
2. The Notice of Appeal and Request for Hearing shall be in writing and set out the grounds for the appeal.
3. At time of delivering the Notice of Appeal and Request for Hearing the appellant may so submit a request for the Appeal Panel to rule that any disciplinary action be held in abeyance until after the hearing.
4. Upon receipt of the Notice of Appeal and Request for Hearing the Chairperson shall:
 - Appoint an Appeal Panel
 - Send a copy of the Notice of Appeal and Request for Hearing to the party(s) involved in the Complaint
 - Confer with the Appeal Panel and the parties to set a date, time and location for the location of the hearing of the appeal.
5. The Chairperson will send a copy of the Notice of Appeal and Request for Hearing to the Complainant and the Respondent at least thirty days prior to the Appeal hearing.
6. The Hearing is intended to provide an opportunity for each of the Complainant and Respondent to present submissions as to the matters in issue on the appeal.

SECTION 6 - HARASSMENT

7. In addition to the Notice of Appeal and Request for Hearing, the Appeal Panel may receive into evidence the Investigation Report, the Discipline Committee's decision, and any other relevant evidence presented at the Hearing
8. The Appeal Panel may, by a majority vote of its members:
 - Dismiss the appeal
 - Substitute its own decision for that of the Discipline Committee
 - Remit the Complaint for further investigation and/or for re-determination in accordance with its directions
9. The Appeal Panel's decision is final.
10. After completion of its duties, the Appeal Panel will turn over all copies of the Final Investigative Report and other materials related to the Complaint to the Chairperson.
11. Within fourteen days after completing the Hearing, the Appeal Panel shall send notice of its decision and the reasons for such decision to the last known residence of the Complainant, the Respondent and the Chairperson.
12. The Board of Directors of the ABTA shall implement the Appeal Panel's decision with respect to the appeal and implement any or all of the Appeal Panel's additional recommendations.

F. REPRESENTATION BY A RESPONSIBLE ADULT

1. If the Complainant is a minor, or someone otherwise unable to speak for his or herself, the Complaint may be brought forward by a "Responsible Adult" The Responsible Adult will have the right to act on behalf of the Complainant throughout the complaint process, including:
 - Making a Complaint
 - Receiving all notices on behalf of the Complainant
 - Being present at all deals with the Complainant
2. If the Respondent is a minor, or someone otherwise unable to speak for his or herself, the following shall apply:
 - If the Chairperson is attempting an informal resolution of a complaint, the Chairperson may speak to the Respondent directly concerning the Complaint provided that, prior to speaking to the Respondent, the Chairperson shall have informed the Respondent that he/she may have a Responsible Adult present during the meeting.
 - If the Complaint is referred to an Investigation Officer for investigation:
 - o A copy of the Complainant's Statement shall be forwarded to a parent or guardian of the Respondent if such a person is known
 - o The Respondent shall be advised that he/she has the right to be represented by a Responsible Adult
 - o The Respondent's designated Responsible Adult will have the right to act on behalf of the Respondent throughout the investigation process including:
 - Responding to the Complainant's Statement
 - Assisting the Respondent prepare a Respondent's Statement
 - Receiving all notices on behalf of the Respondent
 - Being present at all dealings with the Respondent

SECTION 6 – HARASSMENT

G. RECORDS

1. The Chairperson shall be responsible to keep all records required to be kept under this policy.
2. Where a Complaint is resolved informally without investigation no reference to the incident shall be recorded in the ABTA records relating to the Respondent
3. If the Complaint is not resolved informally and the Complaint is referred to an Investigation Officer for investigation, a copy of the Complainant's Statement shall be placed in ABTA records relating to the Respondent at the time the Complainant's Statement is forwarded to the Investigation Officer.
4. Where an Investigation Report results in a finding of Harassment, the outcome of the investigation and any decisions of the Discipline Committee shall be recorded in ABTA records relating to the Respondent. The records shall include copies of the Complaint, the Investigation Report, the Discipline Committee report, and if applicable, the Appeal Panel's decision.
5. Where an investigation results in a finding that the Complaint is not substantiated, all records of the Complaint shall be removed from the ABTA records relating to the Respondent.

SECTION 7 – SECURITY CLEARANCES

A. GENERAL INFORMATION

1. Criminal Records Checks (CRC) are to be utilized within the screen process as a screening tool to lower risk to the ABTA and its membership

B. GUIDELINES

1. ABTA Executive Members, Region Executive members must provide a CRC before they are placed in any position.
2. Club Chairperson, Club Treasurer and club members who have signing authority must provide a CRC before they are placed in any position.
3. All registered coaches over the age of 18 years must provide a CRC before they are placed in any position.
4. Volunteers in which the risk has been deemed sufficiently high enough, may be required to submit a year CRC.
5. If a CRC is not returned clear it is the responsibility of the applicant to provide details of the offense(s) listed. It is at the discretion of the Chairperson to accept or decline in light of the details provided by both the RCMP and the applicant
6. All information gathered through the CRC shall be stored in a safe and confidential manner by the Chairperson, not be released without written consent from the applicant or volunteer
7. It is to be under by both ABTA and the Applicant that CRC is not an exhaustive measures, and is to be done in conjunction with other screen devices as deemed necessary by the Executive
8. ABTA will place a copy of the CRC in the volunteers file to be stored at the ABTA Office.
9. Volunteers will not be grand-fathered in and will be required to complete a CRC for the position they currently occupy.
10. The CRC must be renewed every 3 years
11. ABTA will provide applicants with a letter that can be used when requesting a CRC from the RCMP and City Police. This should result in the CRC check to be no charge from the RCMP.
12. Returning applicants who have taken a leave of more than one year must submit a new CRC.
13. All volunteers who apply for positions where a criminal record check is a requirement of the position will submit to a criminal record check prior to acceptance as a volunteer. Individuals who refuse to comply with this request will not be accepted.
14. Edmonton and Calgary Police Services will provide ABTA Alberta with a “clear” or “unclear” report only.
15. Specific details of an “unclear report” or a “may have” report must be requested by the volunteer at their respective policing agency. It is the volunteer’s choice whether or not to share this official report with ABTA. Failure to provide an official record to ABTA will be cause for termination of the application process. The applicant (or volunteer in the case of a three year review) will pay for the abstract or report summary where a fee is required.

Criminal Convictions

- Volunteers who have a criminal record relating to crimes of sexual assault will not be accepted. Other crimes may be accepted depending on the position the volunteer is applying for and the circumstances around the specifics of the crime.
- ABTA may consult legal counsel where appropriate
- The following questions will guide the process:
 - What are the risk factors associated with the assignment?
 - What is the level of supervision?
 - Does the job involve being left alone with vulnerable individuals or access to money?
 - What is the level of authority the position demands?
 - What is the length of time that has lapsed since the conviction?
 - What was the degree of the crime?
- ABTA at all times maintains the right of refusal of an applicant with a valid reason.
- Current volunteers who are affected by this policy can appeal their case to a committee appointed by the Board of Directors

SECTION 7 – SECURITY CLEARANCES

Criminal Record Check Process

Coaches, or persons interacting with athletes on a regular basis, must provide both a criminal record check as well as a Vulnerable Sector Check.

1. Online via the MyBackCheck.com. Please contact the ABTA office for access to the “My Back Check” portal.
2. Additionally you can get an in person report done at your local law enforcement office.
3. Once the information is acquired please email or mail to the ABTA Office.

SECTION 8 – RISK MANAGEMENT

ABTA will adopt Risk Management Policy as per CBTF Risk Management Policy.

A. CBTF RISK MANAGEMENT POLICY

When dealing with injuries or safety at a CBTF sanctioned event, the following guidelines apply:

1. The Competition Director or Designate shall have the authority to immediately stop the competition whenever a risk factor related to safety becomes evident.
2. If this situation occurs during individual competition, the competition on the lane where the situation occurs shall be stopped on that lane only.
3. If an athlete has to leave the competition to seek outside medical assistance because of a situation that has occurred during a competition, he/she shall require a medical certificate in order to continue competing.

NOTE: Items 1, 2 and 3 must be included in the competition brochures and otherwise be made known to parents and all members of CBTF.

4. If a risk factor related to safety becomes evident during a CBTF sanctioned event other than a competition, the Event Coordinator or person in charge has the authority to stop the event until the safety issue is resolved

In the event a risk factor situation or electrical failure occurs as outlined in the CBTF Risk Management Policy, the Competition Director and the Head Judge, in consultation with the judge(s) affected by the mishap, shall decide if athlete(s) should re-compete or not. The athlete(s) shall be required to re-compete from beginning of event. (Electrical failure includes power and music failure).

If the situation involves a medical injury or illness, the Competition Director, in consultation with authorized Medical Personnel, shall determine whether the athlete(s) may be allowed to continue competing. The CBTF Risk Management Policy requires that a medical certificate be obtained before the athlete(s) is/are allowed to continue competing at that competition

B . COMPETITION RELATED SAFETY POLICIES

1. Medical Personnel

At all CBTF sanctioned Type A, B, and C Competitions, it is mandatory to have qualified medical personnel whose qualifications include current Standard First Aid and AED (or equivalent training) as a minimum in safety training. When Medical personnel is provided at other CBTF sanctioned events (eg: camps, athletic clinics/workshops), they must meet the same minimum requirements.

2. Non-Canadian Athletes and Judges

When participating in a CBTF sanctioned competition or event, these people must hold current insurance coverage through membership with their resident country's Baton Twirling organization.

SECTION 8 – RISK MANAGEMENT

C. CBTF PRACTICE AREA POLICY

1. Open Competitions

- (a) Competition Directors shall indicate on competition brochures whether a designated practice area shall be available at a CBTF-sanctioned open competition.
- (b) Open practice and run-throughs for the purpose of music tests shall be restricted at the discretion of the Competition Director

2. Provincial/Territorial Winner/Championship Events

It is recommended that, if at all possible and if space allows, the Practice Area Policy for Canadian Winner/Championship Events (see #3 below) be used for Prov/Terr Winner/Championship Events

3. Canadian Winner/Championship Events

(a) Individual/Duet Events

Each athlete shall be provided a 12'X12' area for practice. This measurement shall be used to calculate the number of next competing athletes/duets allowed into the designated practice area.

(b) CBTF Team and Dance Twirl Team Events

The next three (3) competing teams shall be allowed into the designated practice area.

(c) Corps Events

The next two (2) competing corps shall be allowed into the designated practice area.

4. Provincial/Territorial Team Trial Events

It is recommended that, if at all possible and if space allows, the Practice Area Policy for Canadian Team Trial Events (see #5 below) be used for Prov/Terr Team Trial Events

5. Canadian Team Trial Events

(a) Individual/Pair Events

The next seven (7) competing athletes/pairs shall be allowed into the designated practice area.

(b) WBTF Team Events

The next two (2) competing teams shall be allowed into the designated practice area.

D. MEDICAL BYE POLICY

1. A "Bye" is a provision that is granted to an athlete to gain entry to the next level of competition. A "Bye" shall be granted to the next level of competition provided all entry requirements have been met and necessary documentation has been satisfied. Written notification will be sent/given to the athlete immediately following the decision.
2. Athlete(s) who are injured on the day of Prov/Terr Team Trials must actually be on site and registered to compete with correct membership status. The Competition Director and Medical Person cannot allow them to continue to compete without a medical note from a doctor. When proper documents have been received by the Prov/Terr Competition Director, the athlete will receive a "Bye" to the next level of competition. When submitting Prov/Terr Team Entries full demonstration of "Bye" must be included.
3. A CBTF Appeal Committee shall deal with issues concerning "Byes" for WBTF Events to Canadian Team Trials. All results of the Appeal, in writing, are to be given/sent to athlete(s) involved prior to Canadian Team Trials.

SECTION 8 – RISK MANAGEMENT

4. Athlete(s) who have an injury, illness, bereavement or other extenuating circumstances, that may prevent the athlete(s) from competing and/or entering Prov/Terr Team Trials (all WBTF events) must follow this procedure:
 - (a) After a legal document (medical certificate, death certificate) has been provided, the matter shall be reviewed by the Prov/Terr Executive in concert with other concerned members. This document must be provided as soon as possible and before the closing of the competition. If this document is not available, a letter stating the intent to provide this document must be provided.
 - (b) Following the review by the Prov/Terr Executive, the Prov/Terr Chairperson must forward accepted "Bye" to CBTF Appeal Committee immediately.
5. Athlete(s) who are injured on the day of the "Invitational Open" competition must actually be on site and registered to compete with correct membership status. The Competition Director and Medical Person cannot allow the athlete(s) to continue to compete without a medical note from a doctor. When proper documents have been received by the Invitational Open Competition Director, the athlete(s) shall receive a "Bye" to the Canadian Championships

E. INSURANCE COVERAGE

It is the responsibility of the CBTF Second Vice-President to secure complete insurance coverage and Director's Liability for all registered CBTF members. This shall also include bonding for all signing officers.

Purchase of a CBTF Membership entitles all members in good standing to general liability and limited accident coverage for participation in all CBTF-sanctioned events.

SECTION 9 - SANCTIONING

A. DEFINITION

Sanctioning shall refer to explicit approval, recognition, confirmation, ratification, permission and/or authorization awarded to an organizing body or individual CBTF member for any Baton Twirling function by the CBTF or by a Federation (Chapter) affiliated with the CBTF.

All CBTF events must be sanctioned. All events that CBTF members participate in must be sanctioned. By sanctioning an event, CBTF is ensuring, to the best of its ability, that the said event meets the technical, administration and safety standards necessary to meet the Bylaws, Rules and Regulations of CBTF and that the CBTF insurance policy is not being violated.

B. PROCEDURES

1. Each province/territory must appoint a Provincial Sanction Officer who is responsible to the National CBTF Sanction Officer. A Provincial Sanction Officer receives all Sanction Request Forms, Competition/Camp/Course/Clinic/Workshop Brochures and applicable fees. This person must check the Form (and brochures) for accuracy and completeness and must ensure that all information on the brochures conforms to CBTF Rules and Regulations. The form, brochure and fee are then forwarded to the National Sanction Officer. A Sanction Request Form may be signed by the Provincial Chairperson or the Provincial Sanction Officer.
2. The following events shall be sanctioned by the PROVINCIAL SANCTION OFFICER:
 - Listing of all regularly scheduled and additional or extra Baton Twirling Classes
 - Workshops
 - Demonstration, performances, parades
 - Fund-raising endeavors (eg: bingos, casinos) and social events
 - Provincial meetings, seminars, conferences
 - Badge Test Days
3. The following events shall be sanctioned by the NATIONAL SANCTION OFFICER:
 - Type A, B, and C Competitions
 - Camps, Clinics
 - CBTF Coaches & Judges Certification Course & Update Seminars
 - CBTF Badge Adjudication Courses
 - CBTF-conducted meetings, seminars, conferences
 - Prov/Terr Annual General Meetings
4. Amount of ABTA sanction fees will be determined by the amounts shown on the current CBTF form. Fees must be submitted with the Sanction form.
5. Participation in any ABTA event is contingent upon membership in good standing.
6. Competitions will be sanctioned according to guidelines laid down by the ABTA.
7. Sanction Forms and further information regarding sanctioning procedures are available through the ABTA Office.

SECTION 10 - COMMITTEES

A. ADVISORY COMMITTEES – STANDING OR SPECIAL

1. The Board of Directors and/or the Executive shall at each Annual General Meeting of the ABTA, or from time to time as required, appoint or cause to be appointed a Chairperson to any Standing or Special Committee.
2. Each Standing Committee shall hold at least one (1) meeting each year. A special meeting may be called by the Chairperson of any Committee upon giving no less than ten (10) days notice in writing or by telephone to each Committee member.
3. The majority of Committee members shall constitute a quorum. Questions arising at any meeting of any Committee shall be decided by a majority of votes, and in the case of a tie the Chairperson shall have the deciding vote.
4. Any recommendation(s) of any Standing or Special Committee shall be ratified by the Executive before it/they can be implemented.
5. The Chairperson of each Committee shall forward a complete report of the activities of the Committee during the previous year to the Secretary no less than fifteen (15) days prior to the Annual General Meeting of the ABTA.

B. STANDING COMMITTEES

1. **Finance Committee**
 - a. The Finance committee shall review yearly the financial position of the ABTA and make recommendations to the Board of Directors concerning the finances, capital funds and investments of the ABTA
 - b. The Finance committee will be appointed at the Annual General Meeting.
 - c. The Chairperson of the Finance Committee shall be the Treasurer of the ABTA
2. **Public Relations Committee**
 - a. Shall be responsible for recommending initiatives that will improve the profile of the sport of baton twirling in Alberta
 - b. Shall have the responsibility for publicizing and promoting events and programs sanctioned by the ABTA
 - c. The Chairperson of the Public Relations Committee will be the Vice-Chairperson of the ABTA
3. **Records and Archives Committee**
 - a. Shall be responsible for receiving, maintaining, recording and publishing all data pertinent to the ABTA
 - b. The Executive of the ABTA will appoint the Chairperson of the Records and Archives Committee.
4. **Nominations Committee**
 - a. Shall be responsible for presenting in the agenda of the Annual General Meeting, the names of individuals who have been nominated and who will stand for election to any elected position. This is to be done thirty days prior to the Annual General Meeting.
 - b. The Chairperson of the Nominations Committee will be the Past President of the ABTA. In the event that the Past Chairperson position is vacant, the Executive will appoint a Committee Chairperson.

SECTION 10 - COMMITTEES

5. Technical Committee

- a. The Technical Committee shall have the responsibility for establishing and coordinating the technical programs sanctioned by the Executive, in accordance with the priorities and guidelines established by the Board of Directors.
- b. The Technical Chairperson and Technical Committee shall be responsible to the Executive Committee and shall prepare budgets in accordance with Policy as established by the Board of Directors.
- c. The Technical Committee shall have the following members:
 - Technical Chairperson/Advisor
 - Judges' Representative
 - Coaches' Representative
 - Athlete's Representative
 - Skills Development Officer
 - Group Representative
- d. The Board of Directors must ratify any proposals passed by the Technical Committee before they can be implemented.

6. Special Committees

The Board of Directors shall implement Special Committees when required and as deemed necessary.

SECTION 11 - ELECTIONS

A. NOMINATIONS

1. Nominating Committee

- a. The ABTA Secretary shall be responsible for the setup of the Nominating Committee each year for the Annual General Meeting of the ABTA.
- b. The Chairperson of the Nominating Committee shall be appointed by the ABTA Secretary, with prior approval from the ABTA Executive Committee.
- c. The Nominating Committee will not have voting privileges.
- d. The Nominating Committee shall consist of a maximum of three (3) members.
- e. The Nominating Committee shall be responsible for presenting in the agenda of the Annual General Meeting, the names of the individuals who have been nominated and who will stand for election to any elected position.
- f. The Nominating Committee will be appointed at least thirty (30) days in advance of the Annual General Meeting of the ABTA.
- g. The ABTA Chairperson will not be a member or an ex-officio of the Nominating Committee.
- h. Members of the Nominating Committee are not barred from becoming nominees for office.

2. Duties of the Nominating Committee

- a. The Nominating Committee may nominate one or more members per office.
- b. Any member in good standing with the ABTA may be nominated for any Executive Committee position.
- c. A member may be nominated only for one position.
- d. The Nominating Committee will accept nominations from any member in good standing. Nominations must be submitted with the signature of the nominator.
- e. The Nominating Committee will verify that all members who make nominations and all nominees are in fact members in good standing.
- f. The Nominating Committee will contact each nominee and obtain his or her acceptance.
- g. The Nominating Committee will provide each nominee with a written copy of the job description for the position(s) which he or she has been nominated for.
- h. The Nominating Committee will advise all candidates that they will be given the opportunity to speak briefly at the voting delegates, or if unable to attend, to provide a written resume/election speech to be read to the voting delegates.

SECTION 11- ELECTIONS

3. Discharge of Nominating Committee

- a. Nominating Committee will automatically be discharged immediately following the election at the ABTA Annual General Meeting in the year which they are serving as the Nominating Committee.

B. ELECTION PROCEDURES

1. Presiding officer

- a. No nominee for office will chair the election.
- b. The presiding officer will be the Chairperson of the Nominating Committee if he or she is present and not a nominee for office.
- c. If the Chairperson of the Nominating Committee is unable to serve as presiding officer, a member of the nominating committee will appoint a mutually acceptable member who is not a nominee for office in the elections

2. Roll Call

- a. The presiding officer will conduct a roll call of voting delegates:
 - Each member of the Executive Committee
 - 1 delegate from each region in good standing
 - 2 Registered delegates from each ABTA Club
- b. Each of the above will be entitled to one vote.
- c. ABTA will allow a proxy vote if notification happens prior to the beginning of meeting.
- d. The presiding officer will appoint two scrutineers with the voting delegates.

3. Ballots

- a. Voting will be done by secret ballot.
- b. Ballots may be a plain slip of paper on which delegates will write the name of the nominee for whom he or she wishes to vote, on a slip of paper containing the names of nominees with spaces for delegates to mark an 'X', or an anonymous online digital voting platform.
- c. If there is only one nominee for an office, the person nominated will be elected by acclamation.

4. Scrutineers

- a. The scrutineer will deliver, collect and count the ballots.
- b. The scrutineers will move to a separate area to count the ballots.
- c. The scrutineers will, after counting the ballots, report to the presiding officer, eg) "candidate 'A' receives majority" OR "there was a majority" OR "there was a tie" OR "there was no election"
- d. In the event of a tie, item 5.c applies
- e. The report given to the presiding officer will be read out loud and recorded for the official records of the organization

SECTION 11- ELECTIONS

- f. The presiding officer will declare the results of the election.
- g. In the event of an online meeting election format, poll results will be shared separately to the scrutineers for verification (in an online breakout room for example).

5. Majority

- a. A majority means more than half of the votes cast by persons legally entitled to votes, including blanks. (Where a voting delegate does not wish to vote for a person(s) on the ballot, they submit a blank ballot which counts in the balloting as a vote not in favor of the person(s) on the ballot) eg. If 8 votes are cast 5 is a majority if 9 votes are cast, 5 is a majority.
- b. A candidate receiving a majority of the votes cast by those present and entitled to vote shall be declared elected.
- c. If no candidate receives a majority and there are more than two candidates, the candidate receiving the lowest number of votes shall be allowed to withdraw, but he or she may remain on the ballot. Balloting will continue until one candidate receives a majority vote, or 'no election' is declared. Before a subsequent balloting takes place, a voting delegate may request a 15 minute recess before the next ballot. If, after 3 ballots no candidate receives a majority, the presiding officer will declare 'no election' and nominations will be taken from the floor.

6. Order of Balloting

a. The order of balloting shall be as follows:

Even numbered years:

Vice Chairperson
Treasurer

Odd numbered years:

Chairperson
Secretary
Technical Chairperson

Annually

Coaches' Rep
Judges' Rep
Athletes' Rep
Group Rep

7. Procedures

- a. The presiding officer will read the name(s) of candidates who have accepted the nomination for each position, one at a time.
- b. If 'no election' is declared, the following procedures will apply:
 - A seconder is not required for a nomination, although one or more member(s) may second nomination.
 - If the person nominated is in the room, the presiding officer will ask the nominee if he or she accepts the nomination
 - If the person nominated is not present, the presiding officer shall ask the member making the nomination if he or she has written acceptance from the nominee. If he or she has not, a recess of fifteen (15) minutes may be called at the end of the nominations for that position, to contact the nominee so that the presiding officer can obtain his or her acceptance.

SECTION 11- ELECTIONS

- The presiding officer will continue to accept nominations and obtain acceptance from the nominees until there are no more nominations for that position. The presiding officer will ask "Are there any further nominations for the position of ?" and hesitate, then repeat the question twice before declaring nominations closed
 - If there are no nominations prior to the meeting and the current person holding that position does not want to let their name stand, nominations will be accepted from the floor.
 - If there are nominations from the floor, any voting delegate may request a 15 minute recess before balloting begins
- c. Following the order of balloting, the presiding officer will announce the names of the candidates for the office. Each candidate will be given the opportunity to speak briefly to voting delegates. If the candidate is not present, he or she will have his resume/speech read to the voting delegates by the presiding officer.
- d. When the elections have been completed, the presiding officer will ask for a motion from a delegate to destroy the ballots.
- e. All elected Executive officers will take office within thirty (30) days following the election for a 2 year term.
- f. The Coaches' and Judges' Representatives elected at the Annual Technical Meeting will take office within thirty (30) days following the Annual General Meeting in the same year which they were elected, for a period of one (1) year.
- g. If a newly elected member of the ABTA Board of Directors was, at the time of the elections a member of an ABTA Regional Executive, he or she must resign that Regional Executive position within thirty (30) days of taking office as a member of the ABTA Board of Directors.

8. Procedures for Election of Coaches', Judges', Athletes', Group Representatives:

- a. The Athletes' Representative will be chosen by mail ballot from the ranks of the Senior and Collegiate competing athletes.
- b. The Athletes' Representative will take office immediately following the Annual General Meeting of the ABTA in the same year he or she was chosen.
- c. The Coaches' Representative will be elected by mail ballot by all registered ABTA coaches in good standing.
- d. The Judges' Representative will be elected by mail ballot by all registered ABTA judges in good standing.
- e. The Group Representative will be elected by mail ballot by all registered ABTA coaches and judges in good standing.
- f. An individual may **NOT** allow his or her name to stand for the positions of Coaches' Representative and Judges' Representative in the same year.
- g. Nomination procedures for the Coaches', Judges', and Group Representative positions will follow the

same procedure as for the Executive Committee but held at the Technical Committee Meeting.

- h. Voting for the Coaches', Judges, Athletes', and Group Representatives will be done by mail ballot, with results to be returned to the presiding nominating officer prior to the Annual Technical Meeting, for the results to be announced by the Technical Chairperson at the ABTA Annual Technical Meeting.
- i. In the event no candidate for the positions of Coaches', Judges', Athletes', and Group Representatives receives a majority when there are two or more candidates, or 'no election' is declared, nominations will be taken from the floor at the ABTA Annual Technical Meeting. The Procedures for 'no election' (see 7 Procedures) will be followed.
- j. If the presiding officer is not going to be in attendance at the Annual Technical Meeting, he or she will appoint a presiding officer, should an election be necessary.

SECTION 12 - VACATION OF OFFICE

A. GENERAL INFORMATION

1. The office of an executive or board of director of the ABTA shall be vacated upon:
 - Filing a notice of resignation in writing to the ABTA Chairperson or Secretary
 - Ceasing to be a director of the ABTA
2. Each Executive or Board of Director member shall, at the end of his/her term of office, hand to his/her successor such records which are in his/her possession as pertain to his/her office.

SECTION 13 - REMOVAL FROM OFFICE AND FILLING OF VACANT POSITIONS

A. GENERAL INFORMATION

1. Any elected director or executive member may be removed from office by a resolution passed by three-quarters of the remaining directors present at a directors' meeting of which notice specifying the intention to pass such a resolution has been given.
2. Failure to attend two (2) consecutive duly-called executive or directors' meetings unless the reason for such absences shall be deemed reasonable and acceptable by the relevant body may be justification for removal.
3. Failure to carry out assigned duties, undermining the mandate of the board, certified mental illness and/or extended illness may also be justification for removal of office.
4. Any appointed Director may be released by:
 - A decision by his/her representative body; or
 - A resolution passed by three-quarters (3/4) of the Board of Directors of the ABTA present at a meeting, with a request to the Association concerned for a replacement.
5. Any vacant ABTA office may be filled by resolution of the directors with a person who holds the class of membership in which the vacancy has occurred until the next annual general meeting at which regular elections are to be held or until the earliest convenience of the organization concerned.
6. Executive/Board of Directors members who resign during their term and then wish to be reinstated may be reinstated with unanimous Executive/Board of Directors written approval provided an appointment to that position has not already been made.

SECTION 14 - GRIEVANCES

A. DEFINITION

1. A "grievance" shall mean any difference relating to the interpretation, application, administration or alleged violation of the By-Laws, Policies, Rules and Regulations of ABTA.

B. PROCEDURE

1. A grievance must be submitted in writing and the following must be included and presented clearly and completely on the first page of the grievance letter in point form:
2. The Griever's name, complete address, phone number(s), CBTF membership number and signature.
3. The date, time and location of the event giving rise to the grievance.
4. The name(s) of the accused party(ies).
5. The identification of the By-Law, Policy, Rule or Regulation involved.
6. The remedy sought.
7. The nature of the grievance should then be presented.
8. It will not be settled without concurrence of the Grievance Committee and the Board of Directors of the Federation.
9. The Grievor must sign the grievance letter and include a cheque or money order to cover the cost of the Grievance Filing Fee as per current ABTA Rules and Regulations checklist. The filing must be delivered from the Griever to the ABTA Secretary within ten (10) business days of the incident that gave rise to the grievance.
10. Every attempt shall be made to form a Grievance Committee within ten (10) business days of receipt of written notice of the Grievance. The Executive shall have the authority to grant an extension to this time if deemed necessary. The Committee shall consist of five (5) members of the Association, which shall be selected directly or indirectly by the Chairperson and approved, in writing, by the majority of the Directors and unanimously by the Accused and the Grievor.
11. The ABTA Secretary must receive written notification of acceptance or rejection of the proposed Committee within ten (10) business days from all involved parties. Failure to meet this deadline shall constitute acceptance of the Committee members.
12. Every effort shall be made to select Grievance Committee members who all reside in the same geographical area and who are members without real or perceived bias on the issue and who are not actively involved as Board Members of ABTA.
13. If agreement on a Committee is not reached within two (2) attempts, the decision shall be made by the Executive.
14. If the Chairperson is the Accused, then the Vice Chairperson shall assume the responsibilities regarding the selection of the Committee.
15. Should the Chairperson or any other member of the Board of Directors of ABTA be the person named in the grievance, then that Director must remove himself/herself from any involvement with the said grievance.
16. When the Grievance Committee has been selected and approved, all relevant information shall be forwarded to the Committee within five (5) business days.

SECTION 14 - GRIEVANCES

17. The Grievance Committee shall make every attempt to meet within thirty (3) days after receiving notice of selection approval. If the Committee is unable to meet within this time frame, the Chairperson shall have the authority to grant an extension to this time or establish another Committee.
18. The Chairperson of the Committee shall be designated by the Chairperson of ABTA.
19. The Chairperson of the Committee must notify all parties named in the Grievance. The Accused and the Grievor shall be provided an opportunity to hear and be heard and call witnesses and review all relevant documents.
20. Should a meeting with the Accused and/or the Grievor be scheduled, and either is unable to attend for any valid reason, a second opportunity shall be provided.
21. Failure on the part of the Accused or the Grievor to respond to either meeting notice shall allow the said meeting to proceed as scheduled.
22. The Committee's decision shall be forwarded in writing to the ABTA Secretary within ten (10) business days of its final meeting.
23. The Secretary will immediately inform the ABTA Chairperson of the decision. The ABTA Chairperson will confirm that the decision does not contravene other By-Laws, Policies, Rules and Regulations of ABTA. This will be completed immediately.
24. The Grievor, the Accused and the Board of Directors must be notified, in writing, of the decision of the Grievance Committee within (10) business days of receipt of direction by the ABTA Chairperson.
25. If the grievance involves competition results, the grievance must be filed within forty (48) hours of the final day of the competition and the Competition Director notified immediately by the ABTA Secretary. It will be the responsibility of the Competition Director to notify all persons involved that:
 - A grievance has been filed.
 - Results will be pending until the grievance is settled or discontinued, whichever comes first.
26. This grievance procedure does not replace or otherwise affect the "Discipline Clause" in the By-Laws. It is intended to settle differences as outlined in Section 12, 12.1 and will not be allowed to impose discipline. Should the Committee or Grievor wish further review of action, then the grievance may be referred to a Discipline Committee.

SECTION 15 - DISCIPLINE

A. GENERAL INFORMATION

1. IF, whether or not an issue has been the subject of a grievance hearing under Section 8, the Executive is of the view (after a complaint by a member or otherwise) that a member may have breached or violated the By-Laws, Policies, Rules or Regulations of the Federation, the Board may invoke the disciplines provisions outlined in Section 10. Nothing in this By-Law shall prevent discipline being imposed on any member out outlined in the Policies, Rules or Regulations of ABTA (including without limitation the Code of Conduct/Code of Ethics of ABTA).

B. PROCEDURE

1. The matter will be referred to a two (2) member committee of the Board (the "Complaints Committee") as appointed by the Chairperson, who will examine any written allegations and any other aspects that they consider advisable and will decide if a discipline hearing is warranted. If so, the President shall convene a Discipline Committee within thirty (30) days following any such decision.
2. If an issue has been the subject of a Grievance Hearing and the Grievance committee, the Grievor or the Accused wish further review of action then the matter will be referred for a Discipline Hearing.
3. It is recommended that the Discipline Committee consist of the following:
 - one (1) member of the Executive who shall act as Chairperson of the Committee who, if possible, resides in a different location than the Accused.
 - one (1) member of the Board of Directors with expertise in the area in question (example: the Coaches Representative for a coaching matter).
 - three (3) other members at large.
 - i. In the event that the conduct of any Executive member is under question, the Board of Directors, as a whole, shall choose the Discipline Committee and identify the Chairperson.
 - ii. The Discipline Committee shall send a copy of the written charges and a notice of the date, place and time fixed for a hearing by registered mail to the Accused member and to the complainant, if any, at least thirty (30) days prior to the date of the hearing. The accused shall have the right to be represented by counsel at the hearing.
 - iii. The Accused is now theoretically in arrest and is deprived of all rights of membership until the case is disposed of.
 - iv. Should the Accused be unable to attend the hearing because of circumstances beyond his/her control, he/she must notify the Chairperson of the Discipline Committee in writing within (1) business days of receipt of the notice, whereupon a new date for the hearing will be fixed. Should the Accused then fail to attend on the new date, the hearing will proceed in his/her absence.
 - v. The Accused, ABTA and any complainant shall have the right to be heard and to call witnesses.
 - vi. Within five (5) days after the hearing, the Discipline Committee shall provide its decision in writing to the Executive containing such recommendations as it deems advisable.
 - vii. Subsequent action will be determined by the Executive. In the event of a decision to suspend or expel, the accused will have the right of a personal appeal to the Board of Directors.
 - viii. The Executive shall have the power to impose and enforce suspension and/or penalties for any violations of the By-Laws and/or regulations of the ABTA by majority vote except as herein provided.
 - ix. No Directors may vote on any matter in which they have a direct pecuniary interest, or on any matter in which their individual conduct is directly or indirectly called into question, or in any matter in respect of

which they may be required to give evidence before the Discipline Committee but, if subsequent to a vote, it is ascertained that a member has so voted, their vote shall not be voided except under motion duly made at the next meeting of the Board after the discovery of the improper vote.

SECTION 16 - MEETINGS

A. GENERAL INFORMATION

1. All meetings held to conduct the business of ABTA must be sanctioned by the ABTA Sanction Officer.
2. All technically-related Committees shall send recommendations to the Board of Directors of the ABTA for consideration.
3. Only voting delegates are to present and second proposals/motions at ABTA meetings.
4. Each Region shall be responsible to send a representative to all Board of Directors Meetings.
5. All Clubs shall be responsible to send a representative(s) to all Annual General Meetings.
Each eligible voting member shall be entitled to one (1) vote to a maximum of 2 per registered club on each question, arising at any meeting of the ABTA. In the event of a tie in voting, the Chairperson shall cast the deciding vote.
6. The Procedure of all ABTA sanctioned meetings shall be that procedure laid down in the most recent edition of Roberts' Rules of Order except where in conflict with the Constitution, Charter, Bylaws of ABTA or CBTA, or with the regulations of the Canada Corporation Act, in which case the latter shall govern.
7. Proxy voting are allowed with written notice prior to the meeting.
8. Meetings held in person, online or in-person/online hybrid format, shall follow the policy guidelines for meetings provided in this document.

B. TYPES OF MEETINGS

a) Executive Committee Meetings

- a) A meeting of the Executive Committee may be held when deemed necessary by the Executive Committee.
- b) The Chairperson and/or Secretary shall call at least two meetings of the ABTA Executive at any time or place.
- c) Notice of a meeting of the Executive shall be sent to each member no less than thirty days prior to the meeting.
- d) An agenda shall be sent fourteen days prior to the meeting.
- e) A meeting of the Executive may be held without notice provided a quorum is present and provided that those officers absent have waived notice or have otherwise signified their consent in writing or verbally to the holding of the meeting.
- f) A quorum at any Executive meeting shall consist of four members.

2. Board of Directors Meetings

- a) A meeting of the Board of Directors shall be held when deemed necessary by the Board of Directors
- b) A quorum at any Board of Directors meeting shall consist of one-half ($\frac{1}{2}$), of the Directors
- c) A notice of the Board of Directors meeting shall be sent to each member no less than thirty days prior to the meeting date.
- d) An agenda shall be sent a minimum of fourteen days prior to the meeting.
- e) A meeting of the Directors may be held any time if all members are present at or if those absent have waived notice or have otherwise signified their consent in writing or verbally to the holding of the meeting to the ABTA chairperson.

3. Technical Committee Meetings

- a) A meeting of the Technical Committee.
- b) A quorum at any Technical Committee meeting shall consist of one-half ($\frac{1}{2}$), of the Directors.
- c) A notice of the Technical meeting shall be sent to each member no less than thirty days prior to the meeting date.
- d) An agenda shall be sent a minimum of fourteen days prior to the meeting.

SECTION 16 - MEETINGS

- e) A meeting of the Technical Committee may be held any time if all members are present at or if those absent have waived notice or have otherwise signified their consent in writing or verbally to the holding of the meeting or to the ABTA chairperson.

4. Annual General Meeting (AGM)

- a) Annual General Meetings of the voting members of the ABTA shall be held annually between August 31 and November 1 for the purpose of receiving reports, discussing the direction of the ABTA for the following year. The place, date and time of the meeting shall be the decision of the Executive.
- b) Notice of the Annual General Meeting shall be given no less than thirty days prior to the meeting.
- c) Failure to *give* such notice for a meeting shall invalidate such meeting or invalidate or make void any proceedings taken or heard or held at such meeting.
- d) Eligible voting member shall be entitled to one vote on each question, arising at any meeting of the ABTA. In the event of a tie in voting, the Chairperson shall cast the deciding vote.
- e) All questions, except those pertaining to the Election of the Executive, shall be decided by a show of hands unless any members requests a poll or secret ballot.
- f) A quorum at the Annual General Meeting shall consist of ten voting members including the Directors.
- g) All Executive and Board of Director Members shall be required to prepare Annual Reports for presentation at the Annual General Meeting.

5. Special Meetings

- a) A special meeting of the ABTA may be called at any time by the Chairperson or by a majority of the Board of Directors, and shall be governed by the same regulation and procedures as those at the Annual General Meeting except where otherwise stated
- b) Notice of a Special meeting shall be sent to each Executive, Board of Director or Committee member no less than twenty one days prior to each meeting and shall include the agenda for the meeting.
- c) Quorums for any Special meeting shall be:
 - Executive Committee - Minimum of four members
 - Board of Directors - Not less than seven directors
 - Technical Committee- Minimum of four members
 - Other Committees- Simple majority of the members

6. Online Meetings

- a) Notice of meetings held via online format (ex: Zoom) must be given by the ABTA Chairperson (or designate) at least ten days prior to the online meeting.

7. Emergency Meetings

- a) The ABTA Chairperson, in immediate consultation with the Executive shall determine the correct procedure to deal with an emergency situation.

C. WAIVER OF NOTICE OF MEETING POLICY

- 1. In order to successfully waive notice of meeting, unanimous approval on a motion to waive notice of meeting must be received from the members specific to that meeting.

SECTION 16 - MEETINGS

2. A written Waiver of Notice is required to be sent to the ABTA Chairperson prior to the meeting date by any member who is unable to attend any ABTA-sanctioned meeting if a Waiver of Notice of Meeting vote needs to be taken.

D. AGENDA DISTRIBUTION

1. All Meetings Agendas shall be in written form and distributed prior to the meeting date.

E. DISTRIBUTION OF MINUTES

1. Executive and Board of Directors Meetings

- Minutes of meetings shall be prepared and distributed by the ABTA Secretary no later than thirty days after the meeting
- All members of the Executive and Board of Directors shall receive copies of all minutes of the Executive, Board of Directors, Technical Committee, Annual General Meeting and all other committee meetings.

2. Technical Committee Meetings

- Minutes of these meetings shall be prepared and distributed by the Technical Committee Chairperson of their designate. Members of the Technical Committee shall receive copies of the minutes of the Board of Directors and Annual General Meeting minutes.

F. QUORUM

- a) Should a quorum not be present, the Presiding Officer of the meeting shall announce that fact after a roll call is taken and adjourn the meeting temporarily to enable late members to arrive.
2. If a quorum is not present after a suitable amount of waiting time, the meeting shall be adjourned by the Presiding *Officer*. Any decisions made in the absence of a quorum are not valid and the members of the organization are not bound by them.
3. The only vote that may be taken is the one for adjournment.

G. NOTICE OF INABILITY TO ATTEND POLICY

1. It is expected that, should a member of the Executive, Board of Directors, Technical Committee or other Committee be unable to attend a meeting, he/she will notify the Presiding Officer as soon as it is apparent that he/she will be absent

H. CONFLICT OF INTEREST

1. If a Director or the Board of Directors feels that another Director has a conflict of interest with an agenda item at a meeting, it shall be permissible for he/she/the Board of Directors to request that the Director absent him/herself from that portion of the meeting or abstain from voting.
2. Should the Director in question deny a conflict of interest, he/she shall be given the opportunity to justify why he/she is not in conflict of interest.
3. If the Director in question refuses to temporarily leave the meeting or maintains the right to vote after having been found in conflict of interest, the Presiding Officer shall immediately adjourn the meeting until such time as the Director in question agrees to dismiss him/herself from the portion of the continuation of the meeting that discusses the agenda item.

SECTION 17 - FINANCIAL POLICY

Definitions

The following terms have these meanings in this Policy:

- a) *“Representative”* – Individuals employed by, or engaged in activities on behalf of, Alberta Baton Twirling Association (ABTA) including: coaches, convenors, officials, staff members, contract personnel, volunteers, managers, administrators, committee members, and Directors and Officers of ABTA.

Purpose

ABTA will function as a Not-For-Profit organization and all fundraising, fees, sponsorship, and grants will be used for the on-going development of the sport.

The purpose of this Policy is to guide the financial management practices of ABTA.

Budgets and Reports

ABTA's Board will develop and approve an annual budget which will contain ABTA's total anticipated expenditures and revenues.

The ABTA Treasurer (or designate) will, at each meeting of the Board, present an interim financial report (which includes revenues and expenditures) to the Board.

The ABTA Treasurer (or designate) will, at the Annual General Meeting, present Financial Statements as required by applicable legislation and any other report as determined by the Board. The books and accounts of the ABTA shall be reviewed by the Finance Committee prior to the Annual General Meeting. The Treasurer shall thereafter present at the Annual General Meeting a summary of the assets and liabilities, and a statement of income and expenses as at the close of the previous fiscal year.

FISCAL YEAR

ABTA's fiscal year will be April 1st to March 31st.

BANKING - REVENUE

The Board of Directors shall have the authority to determine from time to time the annual dues payable by each class of membership.

All money received by ABTA will be deposited in the name of 'Alberta Baton Twirling Association (ABTA)' with a reputable financial institution, into a general fund or gaming fund. Monies will be used for all necessary and permitted purposes for the operation of ABTA, as determined by ABTA's Board.

The Board of Directors shall have the right, upon the recommendation of the Executive to work with a financial advisor to maintain sound financial planning for the future of the sport and to work towards self-sufficiency.

SIGNING AUTHORITY

Any cheques payable to an Executive member who holds signing authority, shall **NOT** be signed by that individual.

All cheques, drafts, notes, and other negotiable instruments shall be signed, executed, or endorsed by any two (2) of the following: The Chairperson, the Vice-Chairperson, the Secretary and/or the Treasurer.

SIGNING AUTHORITY - OTHER DOCUMENTS

Contracts and other document(s) require the signature of two signing Officers. The Board may authorize other persons to sign on behalf of ABTA.

Copies of all contracts and other document(s) requiring the signature of ABTA will be made available for review by the Board if requested.

SECTION 17 - FINANCIAL POLICY

EXPENSES

Authorization of Expenditures

- The Board of Directors and/or the Executive shall have the power to authorize all expenditures on behalf of the ABTA and may by resolution delegate to any officers of the ABTA the right to employ and pay salaries to employees.

Requests for purchases require the following:

- All purchases must be approved by the ABTA Treasurer (or designate)
- All purchases require the approval of ABTA treasurer. If the purchase is above \$500, it must be approved by the ABTA Board.

Any reimbursement of funds must be supported with receipts.

Executive Director Expenses will be reviewed by the ABTA Treasurer.

Approved expenses are to be claimed and reported no later than ninety (90) days following the date of the expense. Expenses submitted beyond the ninety (90) day reporting requirement will be paid only upon the Board's approval.

Any expenditure not approved within the annual budget over the amount of \$1000 will be approved by the Board prior to any such expenditure. Without the Board's approval, the expenditure will not be paid by ABTA unless determined otherwise by the Board.

Accounts

Accounts receivable terms are net ninety (90) days from the date of invoice.

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

Representatives may submit expense claims to the ABTA Treasurer (or designate) for personal expenses incurred in performing their duties for ABTA. Generally, only expenses pre-approved by the ABTA Treasurer (or designate) will be reimbursed - and only within three months of the incurred expense. Expense claims must include:

- a) The exact amount each separate expense
- b) The date on which the expense occurred
- c) The place and location of the expense
- d) The purpose of the expense
- e) A receipt for the expense

ABTA Representatives may submit expense claims to the ABTA Treasurer (or designate) for travel and/or accommodation expenses for conferences, tournaments, provincial meetings, or national meetings; provided the expected expense reimbursement amount is pre-approved by the ABTA Treasurer (or designate).

Generally, no cash advances will be provided. If there is a need for a cash advance, a request must be made to the ABTA Treasurer for approval of the advance.

NSF CHARGES

Any N.S.F. cheques will be assessed a charge of \$20.00 in addition to the N.S.F. charges levied by the bank, and the original amount of the cheque.

SECTION 17 - FINANCIAL POLICY

REPLACEMENT CHEQUES

Lost or missing cheques will not be re-issued until after the next applicable month end reconciliation has taken place.

Cheques that need to be replaced due to loss will be assessed a \$20.00 administration fee.

Lost or missing cheques that have not been claimed by ABTA's year end must be reviewed prior to being reissued.

Inspection of Books and Records

- The Board of Directors may examine or cause to be examined the books and records of the ABTA, its Regional Associations and or Clubs at such time and place as may be determined by the Board of Directors, subject to the provisions of the Alberta Corporations Act.
- Any member of the Executive of the ABTA is given authority to purchase any book's and/or library/reference material relevant to our sport.

Remuneration of Directors

- Directors shall receive remuneration only by resolution of the Board of Directors.
- The Remuneration of all employees shall be fixed by the Executive and/or the Board of Directors by resolution, such resolution having force and effect only until the next following Annual Board of Directors meeting of the ABTA. In the absence of such confirmation then the remuneration to such employees shall cease to be payable from the date of such meeting of members.

While conducting their own financial affairs, Regional Associations and Club Executives will follow the above financial procedures as deemed applicable.

Surcharges (if required)

- An ABTA surcharge of \$5.00 per competing athlete (excluding group events) will be charged by each individual hosting a competition, with those fees to be paid directly back to the ABTA within thirty (30) days following the event.

SECTION 18 - ALBERTA TEAM TRIALS

A. GENERAL INFORMATION

1. The Alberta Team Trials will be held prior to the Canadian Team Trials.
2. The Alberta Team Trials will be judged by accredited and current CBTF/WBTF registered judges, as per current judging criteria.
3. Alberta Team Trials will be restricted to athletes of Alberta who meet the Residency and Citizenship Policies. Athletes living at a temporary domicile must have declared their intent to compete at the Alberta Team Trials prior to December 31" of each year
4. All Team Trial events are to be videotaped, and original submitted to the Video Library, upon completion of the event
5. If attending Nationals, athlete/coach must purchase an ABTA track jacket.

B. ALBERTA TEAM RULES

As a member of the Alberta Team you are hereby required to act as an ambassador for the Province of Alberta. This requires adhering to the team rules outlined yearly.

Team Manager

The Alberta Team Manager provides support to the Alberta Team members by providing a feeling of togetherness through coordination of activities.

The duties of the Team Manager are:

- Assist with Alberta Team Trials were possible
- Coordinate Secret Pal program, along with Athletes Rep
- Develop team rules and circulate to the athletes. Be responsible to maintain the rules
- Assist with travel arrangements
- Evaluate and report back to the Board of Directors

Wearing of the Alberta Team Jacket

The Alberta Team Jacket will be worn by athletes and coaches at all times during the Canadian Championships. This includes while spectating during events and to and from the competition.

The complete tracksuit must be worn. The jacket is not to be tied around the waist.

SECTION 19 - TRAVEL POLICIES

A. NON-COMPETITIVE TRAVEL

1. In Province – It will be expected that all expenses relating to attendance at Executive, Board of Directors, Annual General Meetings, Semi AGM's, Technical and other meetings would be kept to a minimum. Whenever possible, local regions should help pay expenses of Board Members.
 - Gas receipt.
 - Travel less than 200 kilometers, hotel and meals are discretionary.
 - Meals to a MAXIMUM of \$45.00/day providing receipts, no alcohol will be covered.
 - Hotels to be based on moderate rates. Accommodation to be shared whenever practical.
2. Out of Province – Any member of the CBTF Executive from the Province of Alberta, and registered with the ABTA will receive all travel and accommodation expenses, not paid by the CBTF, for scheduled meetings concerning the CBTF only for the duration of the meeting(s).
 - Any ABTA member of the CBTF Board of Directors and/or appointed Committee member(s) may apply to ABTA for funding to attend CBTF meetings as required.
 - The ABTA voting delegate on the CBTF Board of Directors and the ABTA Technical Chairperson will receive airfare and other expenses as above for the duration of the meeting plus one day travel time.

B. COMPETITIVE TRAVEL

1. Canadian Team Trials – Funds may be allotted to all athletes competing in the Canadian Team Trials. The amount of funds allotted will be determined annually.
2. Canadian Nationals – Funds may be allotted to the top five (5) athletes in each division and/or category based on qualifications set out by CBTF.
 - In order to receive these monies, the athlete **MUST COMPETE** in the Canadian Championships for that event.
3. World Championships/Nations Cup
 - a) A maximum ceiling will be set during the planning meetings and placed in the development plan
 - b) Funding will only include actual travel and accommodation costs for the minimum time required to attend and compete at the World Championships to a maximum of 75% per athlete.
 - c) Any athlete receiving funding to attend and compete in the World Championships is encouraged to write a minimum 100 word report to be published in the ABTA newsletter on their experience, within two (2) months after the competition
4. Other Travel
 - a) Technical - Reimbursement for a portion of (could be up to 100%) expenses incurred by the Clinicians/Coaches or judge attending workshops, clinics, conferences, technical committee meeting on the basis that such person return and convey the information and/or conduct a clinic for the benefit of the Province of Alberta, and such monies are to be paid on the basis that funds are available for distribution for such purposes.
 - b) Administration- Reimbursement for a portion (could be up to 100%) of expenses incurred by the Provincial Executive members and the Regional representatives having regard to Provincial matters and to attend on behalf of the Provincial Executive, meetings, conferences, workshops, etc which would result in the better of the organization. Such funds to be paid at the discretion of the Provincial Executive.
 - c) No one person may receive funding as a coach and athlete in one membership year.

SECTION 19 - TRAVEL POLICIES

TRAVEL AND ACCOMMODATION EXPENSES

1. Air travel is to be booked through ABTA whenever possible. Air travel including fares and itineraries is to be approved in advance by the ABTA Treasurer (or delegate). In no circumstance will fares above the economy fare be reimbursed. Fuel will be reimbursed only with a receipt. Car rentals will be reimbursed where authorized. Reimbursement will be for vehicles through an authorized agency at the most economical rate possible. Individuals are expected to travel as foot-passengers where possible. Advance booking fees will be reimbursed where required by the nature and purpose of the travel.
2. Whenever possible, the Representatives who are attending the same event should travel together and stay with friends or event organizers where possible. However, only the driver may submit car-related expenses.
3. Accommodation will be reimbursed based on double occupancy for ABTA's Executive and approved staff.
4. ABTA will not provide reimbursement for parking tickets, speeding tickets or fines for any other violations.

GENERAL NOTE:

All requests for grant monies or travel monies **MUST** be supported by an application with required supporting documents as directed by the Provincial Executive and all payments at the sole discretion and direction of the Provincial Executive.

SECTION 20 - PROGRAM EVALUATIONS

1. Program evaluations, including a financial statement where possible, for all ABTA Sponsored programs/events should be completed by the individual organizing the program/event within thirty (30) days after completion of said function and sent to the Executive Director and Treasurer.

SECTION 21 - USE OF LIBRARY

1. Clinicians/Coaches, clubs and individuals must purchase their own tapes and will be solely responsible for them. Tapes that have been damaged, etc. are not to be used with the equipment.
2. Regions and Provincial bodies must as well purchase their own tapes.
3. **INSURANCE DOES NOT COVER** breaking of equipment through misuses, abuse or the like, and therefore, the club, region or individual using the equipment must take full responsibility for the equipment and if damaged or broken must at their own expense, obtain repair. "Accident" type situations will be referred to the Provincial Executive for their decision.
4. No 'original' tape will be sent out (only copies).
5. In the event that there are numerous requests for the same tape, priority will be given to coaches, then athletes in the order in which the requests were received.
6. No tapes will be lent outside of Alberta (without permission from the Board of Directors).
7. All use of ABTA video equipment will be at the discretion of the ABTA Provincial Executive.
8. The loan period of video tape is one month (30 days). Late fees of \$5.00 will be assessed. All late fees must be paid before further materials will be distributed.
9. All video equipment belonging to ABTA will be held at ABTA office.

SECTION 22 - ACADEMIC SCHOLARSHIPS

A. GENERAL INFORMATION

Academic Scholarships are offered to provide assistance to coaches and athletes attending post-secondary or trade institutions or other training programs

1. Scholarships to ABTA athletes will be paid annually, based on the following criteria:
 - a) Scholarships may be applied for by anyone who is a current member of the ABTA and has been activity involved in the sport for the past five years
 - b) Applicants must be currently attending an accredited post-secondary institution or a licensed trade school as approved by the Scholarship Committee.
 - c) The actual scholarship amount is determined on the number of successful applicants
 - d) \$100.00 - \$500.00 may be granted for up to a maximum of two years per individual
 - e) Applicants must include a copy of official marks, Le transcripts, and have a minimum GPA of 3.0 or B equivalent

SECTION 23 – CONFIDENTIALITY POLICY

Purpose

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

Application of this Policy

2. This Policy applies to all categories of membership defined in ABTA's Bylaws as well as all individuals employed by, or engaged in activities with, ABTA. Persons affected by this Policy include, but are not limited to, athletes, coaches, convenors, referees, officials, volunteers, managers, administrators, committee members, and directors and officers of ABTA (hereinafter "ABTA Representatives").

Confidential Information

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

a) Personal information of ABTA Representatives including:

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

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

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

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

Responsibilities

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

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

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

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

Intellectual Property

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

Enforcement

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

SECTION 24 – SOCIAL MEDIA USE POLICY

ABTA members must adhere to any and all CBTF Social Media Policies and associated disciplinary measures. These can be found at: <https://www.cbtf.ca/article/social-media-policy>

The CBTF Social Media Policy reads as follows:

PURPOSE

Social Media is changing the way we communicate by offering people the opportunity to take part in online communities: to access information, entertain, and share content. The CBTF recognizes that its members may take part in social media interactions and has identified the need to establish guidelines with regards to its own social media presence.

The Policy has been developed to define the rightful use of social media and to establish a culture of openness, trust and integrity in all online activities related to the CBTF and its members. The policy provides guiding principles to CBTF members about the use of social media so they feel enabled to participate, while being mindful of their responsibilities and obligations. When communicating through social media publications, members hold the responsibility of protecting athletes and preserving the reputation and positive image of the CBTF, including: the sport, the members, the coaches, the judges and the officials.

In circumstances where guidance about social media issues are not clear or have not been outlined in this policy, we suggest you consult with your Provincial representative who may further consult with the CBTF President (if necessary).

The policy is subject to ongoing review and modifications as deemed necessary, to respond to ever-changing social media circumstances and evolving needs of the CBTF.

SCOPE

Social media refers to any online tools or functions that allow people to communicate and/or share content via the internet, which directly or implicitly mentions or focus' attention to the CBTF.

The policy is applicable when using social media:

As an officially designated Social Media Administrator representing the CBTF.

As an individual involved in activities related to the CBTF, whether they are in a paid or unpaid/voluntary capacity (athletes, coaches, parents, members, volunteers, spectators, and family members).

As an individual posting content in relation to the CBTF which might affect reputation, registration, services, competitions, provincial events, sponsors, affiliated organizations (WBTF, IBTF, Provincial Boards) or specific individuals.

ROLES AND RESPONSIBILITIES

Social Media Administrators, designated by the CBTF, have authority in the interpretation and administration of this policy and social media activities related to the organization.

They have a responsibility to represent the CBTF and post on the organizations behalf using selected social media platforms.

GUIDELINES AND REQUIREMENTS

Coaches, athletes, parents and volunteers who participate in social media and networking will be held to the same standards as it does for all other forms of media: radio, television and print. Members are to follow the principles/guidelines in accordance with the CBTF Manual - Code of Conduct Guidelines and Social Media Policy.

Comments or remarks that are negative, inappropriate in nature, harmful to reputation, contain disparaging content (either real or perceived) are detrimental or targeting individual athletes, coaches, competition officials, host competition provinces, club members, the club, the sport or affiliations of the sport (WBTF, IBTF, Provincial Boards, Sponsors) are considered a violation of the social media policy and will be subject to disciplinary action.

Be Respectful

No spam, untruthful, defamatory, discriminatory comments or expletives. Remain polite and appropriate at all times. Members should avoid posting any remarks, photographs or video that could be disparaging or embarrassing to another club, its members, coaches or officials.

SECTION 24 – SOCIAL MEDIA USE POLICY

Be Honest

Remain truthful and accurate when posting on social media.

Do not post dishonest, untrue or misleading comments. If unsure, check the source and the facts before uploading or posting anything. Do not post anonymously, using pseudonyms or false screen names. Use your real name, be clear about who you are and identify any affiliations.

Be Responsible

Individuals need to conduct themselves in an appropriate and professional manner at all times. When using social media, the lines between public and private, personal and professional, may be blurred. Individuals are solely responsible for their online comments and must be mindful of the fact, that once they are published (via public or personal social media accounts) they will remain part of the public record.

Respect Confidentiality, Sensitivity and Privacy

Refrain from divulging sensitive, confidential, personal, medical or social information about an athlete, coach, official or member of the CBTF.

Sensitive information may include: unpublished details about the organization/the sport, individual athletes, teams, routines, coaching practices, business strategies, financial information, board meeting details (unless made public by the CBTF). Within the scope of your authorization, it is acceptable to post or supportively comment on public CBTF activities in order to have a dialogue with the community or to advertise the organization's event.

Be considerate of others and refrain from posting information you have been asked not to or where consent has not been sought and given. When speaking about others, make sure what you say is based on fact and does not discredit or belittle others.

You must remove information about another person if that person asks you to do so. Permission should always be sought if the use or publication of information is not incidental, but directly related to an individual. This is particularly relevant when publishing any information regarding minors. In such circumstances, parental or guardian consent is mandatory.

Gaining permission when publishing a person's identifiable image

You must obtain permission from an individual to use a direct, clearly identifiable image of that person. Do not post any information or photos of a sensitive nature. This could include accidents, incidents, controversial behavior, anything that would embarrass, humiliate or upset another. In every instance, you must have the consent of the owner of copyright in the image. Photographs, videos, or comments promoting negative influences or criminal behavior including but not limited to: drug use, alcohol abuse, public intoxication, hazing, sexual exploitation etc. are not to be posted.

When posting online content there is potential for it to become publicly available through a variety of means, even if it was intended to be shared privately. Where possible, privacy settings on social media platforms should be set to limit access. Protect yours and others right to privacy, remain cautious and diligent about disclosing any personal details.

Discrimination, sexual harassment and bullying

Do not post any material that is offensive, disrespectful, defamatory, harassing, discriminatory, embarrassing, intimidating, sexually explicit, bullying, hateful, racist, sexist or otherwise inappropriate.

Dealing with mistakes

If a member or administrator makes an error posting on social media, the mistake should be addressed and corrected promptly. If modifying an earlier post, make it clear that you have done so. If someone accuses the CBTF of posting something improper (such as their copyrighted material or a defamatory comment about them), consult with your Provincial representative who may further consult with the CBTF President (if necessary), in order to address the concern quickly and appropriately.

Complying with applicable laws

Do not post or link to content that contains illegal or indecent content, including defamatory, vilifying, misleading and deceptive content.

SECTION 24 – SOCIAL MEDIA USE POLICY

Abiding by copyright laws

It is critical that you comply with the laws governing copyright in relation to material owned by others and the CBTF's own copyrights and brands.

Use of Disclaimers

Wherever practical, include a prominent disclaimer stating who you are affiliated with (e.g. member of the CBTF). State that your views are your own, using a disclosure statement.

Branding and intellectual property of the CBTF

You must not claim any of the CBTF's intellectual property or imagery on your personal social media as your own. The CBTF intellectual property includes but is not limited to: · trademarks · logos · slogans · imagery which has been posted on the official social media sites or website.

You must not use the CBTF's name, motto, crest and/or logo in a way that would result in a negative impact for the organization, clubs and/or its members.

REPORTING A BREACH

If you notice inappropriate or unlawful online content relating to the CBTF or any of its members, or content that may otherwise have been published in breach of this policy, you should report the circumstances immediately to your Provincial representative who may further consult with the CBTF President (if necessary).

DISCIPLINE

The CBTF will investigate any reported violation of this policy. If the investigation determines a violation has occurred, the CBTF will impose appropriate disciplinary actions which could include suspension and/or expulsion.

SECTION 25 – GENDER EQUALITY POLICY

Policy Statement

Alberta Baton Twirling Association is committed to broadening access, ensuring opportunity, and equitably distributing resources for all baton twirling participants in Alberta.

Background

All individuals, regardless of gender, should have equitable opportunities to take part in *baton twirling* as a participant, coach, official, administrator or leader.

Gender equity is the belief and practice of treating all genders and sexes in ways that are fair and just.

The concept of equity requires consideration of the unique needs, interests and experiences of the target group and the elimination of gender and sex-based discriminatory practices which are barriers to full participation.

OBJECTIVE

Alberta Baton Twirling Association will play a leadership role in raising the awareness and understanding of gender equity amongst members by establishing:

- Fair, unbiased, and equitable opportunities to participate in quality sport and physical activity programming, attain and sustain leadership roles, and access resources and facilities
- A safe, supportive, inclusive, and relevant environment for sport participation.

APPLICATION

Alberta Baton Twirling Association is committed to increasing the level of participation in programs and leadership by:

1. Using gender neutral language in the organizations by-laws, policies and publications.
2. Declaring that it is an equal opportunity employer and respecting the principles of pay equity.
3. Striving to have a gender balance in the appointment of all committees and the board of directors.
4. Ensuring equitable opportunities to participate in sport and physical activity are provided for all genders by;
 - a. Making gender equity a key consideration when developing, updating and delivering programming.
 - b. Working proactively to identify and eliminate barriers facing underrepresented groups in *baton twirling*.
 - c. Ensuring funding and resources are equitably distributed to all genders.
 - d. Collecting gender-based statistics on an annual basis.
5. Increasing exposure and building awareness of gender equity in all aspects of *baton twirling*.
6. Continually evaluating the organization's progress towards a more inclusive sport system.

SECTION 26 – CONCUSSION POLICY

Introduction and Purpose

The Alberta Baton Twirling Association encourages all individuals involved in the sport of baton twirling to educate themselves on the subject of concussions.

Please see: <http://www.sportmedab.ca/ab-concussion-alliance> for more information.

This policy is designed to provide information to Alberta Baton Twirling Association member organizations responsible for operating and planning events with a risk of concussion to participants.

Concussion Policy

The Alberta Baton Twirling Association is committed to maintaining the health of the community and believes that participating in the activities organized by the Alberta Baton Twirling Association can lead to better health. Our activities, as do most physical activities, have an inherent risk of concussion. The Alberta Baton Twirling Association recognizes that concussions are a significant public health issue because of their potential short and long term consequences. The Alberta Baton Twirling Association therefore enacts this policy and related protocols as tools to help prevent, recognize and properly treat concussions which may occur in our activities.

The Alberta Baton Twirling Association will endeavour to have all participants follow all treatment protocols, return to learn/work protocols and return to play protocols. The proper treatment of a concussion is more important than participation in any sport/activity/work/school during the healing process.

Concussion Diagnosis means a clinical diagnosis made by a medical doctor or nurse practitioner. It is critical that an individual with a suspected concussion be examined by a medical doctor or nurse practitioner.

Documentation of Incident

The Alberta Baton Twirling Association will use the Concussion Documentation Form to record the details of the incident and the athlete's progression through the stages of concussion management.