

Policies and Procedures



Date: November 2012

Board of Directors' Policies and Procedures

(Includes Provincial Office Staff)

“ADSA” – Alberta Deaf Sports Association

The ADSA Board of Directors have developed the following policies and procedures based on the By-Laws of this organization. The ADSA Executive Board Committee holds the responsibility and right of terminating the Directors of the ADSA Board in accordance with those policies. Also, the Executive Board, along with the consult of the Directors of the Board has the responsibility to oversee the termination/suspension of all members and athletes of ADSA.

1. Termination

Dismissals will be the result due to unsatisfactory job performances, violation of the Policies and Procedures, illegal acts, and/or any other just cause as determined by the ADSA Executive Board Committee. A written notice of termination will be given with reasons for the actions of the person as stated by the Executive Board of Directors, as well, as calling for a disciplinary meeting prior to termination of membership and participation will occur with the following reasons: breach of confidentiality, theft, and/or just cause as previously stated. Unsatisfactory performance includes, but is not limited to: excessive absenteeism, tardiness, failure to cooperate with other members and directors, and unauthorized use of organization property. The termination will apply to members and all of the ADSA Executive Board Committee and Directors of the Board if the person(s) participate in sports/events followed by illegal acts, drug possession, theft, property damage and/or threatening behaviour.

2. Suspension

The Executive Board Committee and its Directors may be suspended according to the vote of the Executive Board Committee who is not involved in the situation, for breach of confidentiality, unsatisfactory performances, and/or just cause. The Executive Board Committee must review the facts of the case at, or before the next scheduled Board meeting to either confirm or reverse the suspension. The decision of the Executive Board Committee will be given to the person in writing.

The athletes who are members of ADSA and the Executive Board Committee and its Director, those who participate in sports/events may be suspended by the Executive Board Committee for failure to cooperate with authorities, drug possession, theft, property damage, physical abuse and/or assault which includes threatening behaviour, severe profanity, illegal acts, or any other just causes deemed by the Committee.

3. Investigation Process

The process for investigating requires a special meeting within the Executive Board Committee and select Directors for being in charge of investigating any alleged incidents by the ADSA members/athletes, the Executive Board and its Directors. The guidelines for investigating any incidents require an interview to be set up with the Investigator(s) and the person(s) involved in the incident, thorough and factual source of information, confidentiality, evaluating the incidents according to the By-Laws and this Policies and Procedures, and a complete and detailed report in writing. This process is required to be complete within 14 days starting from the alleged incident.

4. Grievance

To follow through a grievance against a person(s), an ADSA member, athlete and/or Executive Board and its Directors must submit their complaint in writing or contact the Executive Board Committee Director(s) to set up a meeting. The Executive Board Committee must respond to the grievance by written response within 14 days.