



POLICY MANUAL

Effective Date: May 2017

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Policy Statement:

This policy is intended to provide general organizational policies applicable to all representatives of CADS-Alberta.

2.2.1 Introduction

CADS is a national organization with over 1000 disabled members and 2000 abled-bodied volunteers from all regions of Canada, committed to the idea that "SKIING IS FUN FOR EVERYONE"

CADS Alberta is the provincial chapter (or Division) of Canadian Adaptive Snowsports (CADS).

CADS - ALBERTA is a non-profit organization registered with the Alberta Corporate Registry under the Societies Act and a non-profit organization registered with the Canada Revenue Agency.

CADS - Alberta is overseen by a Board of Directors elected by members and in accordance with the bylaws of the association. The Board of Directors shall, subject to the bylaws or directions given it by the majority vote at any meeting properly called and constituted, have full control and management of the affairs of the society and meet as often as may be required, and at a minimum as per the bylaws of the association.

Board Members must maintain their membership in good standing with the Canadian Association for Disabled Skiing. Refer to the Membership policy for details.

In addition to a Board of Directors, paid and volunteer staff may carry out the day to day business of the association. Refer to the organization bylaws and staffing policy for details.

2.2.2 Office of the Association

The CADS Alberta office is currently located at:

Percy Page Centre
11759 Groat Road NW
Edmonton, Alberta, Canada T5M 3K6

E-mail Address: cadsab@cadsalberta.ca

Website: <http://www.cadsalberta.ca/>

Phone: (780) 427-8104

Fax: (780) 422-2663

The Provincial Office shall be located with the approval of the Board.

A copy of the current lease agreement is to be kept on file in the Provincial Office.

Office hours may vary.

The Provincial Office shall be managed on a day to day basis by the Executive Coordinator.

The Executive Coordinator is to carry out the business of the Association in accordance with the job description. The Executive Coordinator shall be the liaison person representing the Association to the staff of the Percy Page Centre and is responsible for all office and storage keys.

CADS Alberta has an off-site storage facility that is leased to house CADS Alberta equipment, which includes sit-skis, outriggers, and additional related program equipment. The equipment is either applied to CADS Alberta programs when required or is available for annual lease to CADS Alberta Zone programs. Equipment is gathered following the completion of each winter season for refurbishment and summer storage. The storage facility falls under the insurance coverage of the organization.

2.2.3 Code of Ethics

Board members, paid and unpaid staff and volunteers are trustees of the organization, putting the welfare of the organization ahead of personal goals. Individuals representing CADS Alberta are expected to work with honesty and integrity, keeping in mind our mission to provide support through partnerships, leadership, training and advocacy, so that persons with disabilities have the opportunity to ski and snowboard, either recreationally or competitively.

2.2.4 Conflict of Interest

Board Members, paid and unpaid staff, and volunteers must state any direct or indirect conflict of interest. Such members, as deemed by Board motion, must abstain from voting on such issues, and if also required by the Board, must abstain from participating in the discussion on issues in conflict.

Disclosure of Conflict of Interest

Board Members, paid and unpaid staff, and volunteers will disclose a conflict of interest to the CADS-Alberta Executive immediately upon becoming aware that there exist real or perceived conflicts of interest.

Any person who is of the view that a representative of CADS-Alberta may be in a position of conflict of interest may report this matter in writing to the CADS-Alberta Executive.

Decisions or transactions that involve a real or perceived conflict of interest that have been disclosed by a CADS-Alberta Director will be considered and decided upon by the CADS-Alberta Executive in accordance with the association's bylaws and with full disclosure captured in the minutes.

2.2.5 Meetings

Executive, Board, and Committee Meetings

All meetings will be conducted in accordance to CADS - Alberta Bylaws. The Board of Directors are expected to attend meetings of the board regularly. The Board Secretary or delegate shall capture and distribute the minutes of these meetings. Per the Canada Revenue Agency (CRA) requirements, meeting minutes shall be retained for the lifetime of the organization. The Board of Directors meetings are open to the public.

Permanent and contract staff members, both paid and volunteer are not members of the Board but may be invited to attend meetings to provide advice or guidance relative to their area of expertise. At no time may a staff member have voting privileges or make a motion.

In Camera Meetings

In camera meetings are discussions held when candid, off-the-record discussions are required. These sessions are typically intended to achieve one of two purposes: • Protect the organization, its operations, economic interests, and delivery of its mandate from harm that could result from the release of certain information. • Protect individuals or third parties when the release of certain information would be an unreasonable invasion of their personal privacy. Typical topic areas for closed (in-camera) meetings include the security of the property of the organization, the disclosure of intimate, personal or financial details in respect to a person, the acquisition or disposition of property.

All In-Camera discussions and minutes are confidential. Since these sessions are private, the Board Secretary or delegate should actually take, write up and distribute the minutes in a confidential way. The main purpose of taking minutes is to ensure all board members, including those not in attendance, are informed about the decision. The regular board minutes would simply reference that an in camera session of the board occurred. The confidential minutes are approved at the next in camera session, and are not distributed outside the board members.

In camera meetings must focus on issues that require privacy. All other discussions should take place in meetings that are open and transparent.

Annual General Meeting

One general meeting is required to be held each year. There are a number of prerequisites that must be completed prior to this meeting. Refer to Association bylaws for additional information.

Background

The origins of CADS-Alberta go back to 1961 when Jerry Johnston, then ski school director at Sunshine Village, became intrigued with the challenge of teaching young amputees to ski. He developed teaching methods and equipment adaptations that established the foundation for a disabled skiing program that, for several years, was the only one of its kind in Canada.

In 1969, **The Alberta Amputees Ski Association** was formed. This inspired the formation of other disabled skiing organizations in other provinces. The organization was officially incorporated as a society (Society # 6239) on March 26, 1971.

In 1975, the Fitness and Amateur Sports Branch of the Federal government called a meeting of the individuals, agencies and ski organizations involved with skiing for the disabled. The result of that meeting was the establishment of a national provisional body which officially became the **Canadian Association for Disabled Skiing (CADS)** in April 1976. CADS received their federal charter as a non-profit organization in 1979.

In 1976 the **Alberta Amputees Ski Association** became affiliated with the **Canadian Association for Disabled Skiing (CADS)**.

The society changed its name to **The Alberta Association for Disabled Skiing** on November 15, 1978. By January 3, 1985 the society name had been further refined to **Alberta Association for Disabled Skiers**.

The Alberta Association for Disabled Skiers formally changed their name to **Canadian Association for Disabled Skiing-Alberta** (Corporate Access # 500062393) on October 6, 2004.

The present status of the organization as **Canadian Adaptive Snowsports – Alberta Association** was formalized by a vote on Bylaw Special Resolutions, including the change of name, at the June 3, 2017 CADS Alberta Annual General Meeting. The change was formalized with the new bylaws which were approved on June 26, 2017. The change of the organization's name to **Canadian Adaptive Snowsports – Alberta Association (CADS Alberta)**, was in recognition of CADS Alberta providing access to both alpine skiing and snowboarding as winter sport options for adaptive participants, family and friends in an inclusive setting.

Summary

Over the years, the scope and membership of CADS Alberta has expanded tremendously. Apart from Alpine Skiing; Nordic and Water-Skiing programs were established and offered for a number of years. Learn-to-ski, ski improvement and racing programs have spread throughout the province, and snowboarding has become a second key sport offering along with alpine skiing in the present format of the organization.

As of 2016, CADS Alberta created an awareness and first contact program called Slide & Ride, designed to encourage regional participation in a one-day "come and try it" event. Slide & Ride was developed to allow a focus on both alpine skiing and snowboarding and remains a significant development program.

Since 1973-74, skiers in the Association have regularly competed regionally, provincially, nationally and internationally. These competitors have brought home a variety of medals, including several golds, having supplied many athletes to the Canadian Para-Alpine Ski Team (formerly the Canadian Disabled Alpine Ski Team). Alberta racers regularly compete in the

Paralympics, World Championships, Continental Cup events, the U.S. and Canadian National Championships, and Canada's (CADSs) own annual International Disabled Ski Festival.

To keep pace with the advancements of students and programs, instructors are encouraged to attend Leadership Development Clinics where the updated teaching methods and equipment changes are presented. CADS Alberta is one of the leaders in North America with respect to its clinic instructors, teaching development, and equipment modifications.

CADS Alberta remains a leader in developing governance practices, program strategies, education opportunities, provincial CADS Alberta zone guidance and support, and current governance practices.

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