



Karate Alberta

Policy Manual

June 18, 2016

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1. Introduction

1.1 Scope

The purpose of this document is to document the policies and regulations of the Karate Alberta Association (hereafter “Karate Alberta”).

Over time, the Board of Directors, the committees, and the members of Karate Alberta make decisions that become policy or regulations. These decisions should be documented in the minutes of the Board, the minutes of a committee, or the minutes of a general or annual general meeting of the members. The intent of this document is to collect together all of those decisions and make them organised and accessible.

Note: The Association’s bylaws supersede any policies or regulations, and should there be a conflict, the bylaws take precedence.

1.2 Revisions to this Document

The initial version of this document and subsequent revisions must be approved by the membership of Karate Alberta, at any annual general or general meeting.

Within the context of the bylaws, the contents of this document shall be deemed as a collection of Regulations. The bylaws specify the procedure for the creation and modification of regulations.

Each individual decision, policy, or regulation in this document should identify whether a committee, the Board of Directors, or the membership approved it, and when. In many cases multiple levels of approval may take place, ending ultimately with the membership at an annual general or general meeting.

1.3 Related Documents

-) The Societies Act of Alberta
-) The Karate Alberta Association bylaws
-) All attachments that are part of this policy (see Section 16).

1.4 Abbreviations

Abbreviation	For
Karate Alberta or KA	Karate Alberta Association
Board	The Board of Directors of Karate Alberta
Member	An individual person, who is a member of Karate Alberta
Member club	A club that is a member of Karate Alberta

1.5 Revision History

Date	Revision Comment
2003-Apr-27	Initial creation of this document.
2003-May-03	Additional content prior to AGM.
2003-Sep-13	Marked as approved at the AGM of May 4, 2003.
2005-Aug-23	Added additional regulations that were approved at the 2004 and 2005 AGM's.
2007-May-30	Added the Officials Committee mandate, approved at the 2004 AGM but did not have electronic copy.
2008-Aug-20	Added the expense policy approved at the 2007 AGM.
2011-Sep-29	Added the revisions approved at the AGM of June 4, 2011.

2. General Administration

2.1 General

2.2 Minutes and Reports

2.2.1 Annual General Meeting and General Meeting Minutes

The procedure for the circulation and approval of annual general or general meeting minutes is as follows:

1. Take the unapproved minutes at an annual general or general meeting. Ensure they are clearly marked “unapproved”.
2. Within 14 days of the meeting, circulate the unapproved minutes to:
 - 2.1. All Board members.
 - 2.2. The chairperson and/or secretary of each committee (who have a responsibility to circulate them to all members of the committee).
 - 2.3. The designated contact address of each member club.
3. At a subsequent annual general or general meeting where the unapproved minutes of a previous meeting are read, possibly amended, and approved:
 - 3.1. Indicate in the subsequent meeting’s minutes whether any amendments were made to the previous minutes, and if so what the amendments were. This is so readers of the unapproved minutes will be able to see what has changed, and compare those changes to the subsequently approved minutes.
 - 3.2. Indicate whether the previous minutes were approved as read (no amendments) or as amended. A motion shall be made to this effect.
4. Modify the unapproved minutes of the previous meeting with any amendments made. Clearly mark them as approved and on what date they were approved.
5. Within 14 days of the approval, circulate the approved minutes to:
 - 5.1. All Board members.
 - 5.2. The chairperson and/or secretary of each committee (who have a responsibility to circulate them to all members of the committee).
 - 5.3. The designated contact address of each member club.
6. Karate Alberta members should confirm that any amendments were correctly made, and report any discrepancies immediately to the Secretary.

[AGM 2003-May-04]

2.2.2 Special Meeting Minutes

The procedure for the circulation and approval of special meeting minutes is as follows:

7. Take the unapproved minutes at a special meeting. Ensure they are clearly marked “unapproved”.
8. Within 14 days of the meeting, circulate the unapproved minutes to:
 - 8.1. All Board members.
 - 8.2. The chairperson and/or secretary of each committee (who have a responsibility to circulate them to all members of the committee).
 - 8.3. The designated contact address of each member club.
9. At a subsequent annual general or general meeting where the unapproved minutes of a previous meeting are read, possibly amended, and approved:
 - 9.1. Indicate in the subsequent meeting’s minutes whether any amendments were made to the previous minutes, and if so what the amendments were. This is so readers of the unapproved minutes will be able to see what has changed, and compare those changes to the subsequently approved minutes.
 - 9.2. Indicate whether the previous minutes were approved as read (no amendments) or as amended. A motion shall be made to this effect.
10. Modify the unapproved minutes of the previous meeting with any amendments made. Clearly mark them as approved and on what date they were approved.
11. Within 14 days of the approval, circulate the approved minutes to:
 - 11.1. All Board members.
 - 11.2. The chairperson and/or secretary of each committee (who have a responsibility to circulate them to all members of the committee).
 - 11.3. The designated contact address of each member club.
12. Karate Alberta members should confirm that any amendments were correctly made, and report any discrepancies immediately.

[AGM 2003-May-04]

2.2.3 Board Minutes

The procedure for the circulation and approval of Board minutes are as follows:

1. Take the unapproved minutes at a Board meeting. Ensure they are clearly marked “unapproved”.
2. If confidential matters were discussed at the Board meeting (see below), circulate the minutes to the Board so that they may verify that no confidential information inadvertently became part of the minutes. This step can be omitted if nothing confidential was discussed at the meeting.
3. Within 14 days of the meeting, circulate the unapproved minutes to:
 - 3.1. All Board members.
 - 3.2. The chairperson and/or secretary of each committee (who have a responsibility to circulate them to all members of the committee).
 - 3.3. The designated contact address of each member club.
4. At a subsequent Board meeting where the unapproved minutes of a previous meeting are read, possibly amended, and approved:
 - 4.1. Indicate in the subsequent Board meeting’s minutes whether any amendments were made to the previous minutes, and if so what the amendments were. This is so readers of the unapproved minutes will be able to see what has changed, and compare those changes to the subsequently approved minutes.
 - 4.2. Indicate whether the previous minutes were approved as read (no amendments) or as amended. A motion shall be made to this effect.
5. Modify the unapproved minutes of the previous meeting with any amendments made. Clearly mark them as approved and on what date they were approved.
6. Within 14 days of the approval, circulate the approved minutes to:
 - 6.1. All Board members.

- 6.2. The chairperson and/or secretary of each committee (who have a responsibility to circulate them to all members of the committee).
- 6.3. Optionally, or as requested, to the designated contact address of each member club.
7. Board members should confirm that any amendments were correctly made, and report any discrepancies immediately.

[AGM 2003-May-04]

2.2.4 Committee Minutes

The procedure for the circulation and approval of all committees' minutes are as follows:

1. Take the unapproved minutes at a committee meeting. Ensure they are clearly marked "unapproved".
2. If confidential matters were discussed at the committee meeting (see below), circulate the minutes to the committee so that they may verify that no confidential information inadvertently became part of the minutes. This step can be omitted if nothing confidential was discussed at the meeting.
3. Within 14 days of the meeting, circulate the unapproved minutes to:
 - 3.1. All committee members.
 - 3.2. The President and Secretary of the Board (who have a responsibility to circulate them to all members of the Board).
4. The Board shall circulate the unapproved minutes of a committee meeting to the designated contact address of each member club. This may be done at the same time as the next Board minutes.
5. At a subsequent committee meeting where the unapproved minutes of a previous meeting are read, possibly amended, and approved:
 - 5.1. Indicate in the subsequent committee meeting's minutes whether any amendments were made to the previous minutes, and if so what the amendments were. This is so readers of the unapproved minutes will be able to see what has changed, and compare those changes to the subsequently approved minutes.
 - 5.2. Indicate whether the previous minutes were approved as read (no amendments) or as amended. A motion shall be made to this effect.
6. Modify the unapproved minutes of the previous meeting with any amendments made. Clearly mark them as approved and on what date they were approved.
7. Within 14 days of the approval, circulate the approved minutes to:
 - 7.1. All committee members.
 - 7.2. The President and Secretary of the Board (who have a responsibility to circulate them to all members of the Board).
8. Optionally, or as requested, the Board shall circulate the approved minutes of a committee meeting to the designated contact address of each member club. This may be done at the same time as the next Board minutes.
9. Committee members should confirm that any amendments were correctly made, and report any discrepancies immediately.

[AGM 2003-May-04]

2.2.5 Reports

A Board member, committee, or other person charged with specific duties may make a verbal report to the Board of Directors or a committee at one of their respective meetings. In this case, the report should be included as part of the Board or committee minutes.

A Board member, committee, or other person charged with specific duties may provide a written report to the Board of Directors or a committee. In this case, the report should be attached and distributed with the Board or committee minutes.

Only in exceptional cases, such as with a large report that is unlikely to be of interest to most members, should the report not be circulated. In such a case, members should be notified in the minutes of the existence of the report, a brief summary of its contents, and who to contact to obtain a copy (typically the Secretary). The Board or committee must then promptly make a copy of the report available upon request by any member.

[AGM 2003-May-04]

Committees are strongly urged to give written reports to the Board regularly so as to keep the Board and membership informed.

[AGM 2003-May-04]

2.2.6 Handling of Correspondence

Correspondence addressed to the Board, committee, or membership for their reading and discussion shall be entered as part of the correspondence in a meeting's agenda. The correspondence and any applicable response shall normally be circulated with the meeting minutes.

[AGM 2003-May-04]

2.2.7 Confidential Matters

With regard to confidential matters, sometimes the Board or Bylaw Committee may discuss matters that are confidential.

The only known examples are when

-) investigating allegations of misconduct; or
-) discussing possible sanctions, suspensions, or expulsions against an individual or a club.

During such investigations and discussions, and prior to making a decision, all information must be kept confidential and within the Board or Bylaw Committee for privacy reasons. A confidential attachment to the minutes should be created and it should only be circulated to those who have a genuine need to know.

Even after a decision is made, the minutes should only document the decision made, not details that the membership has no need to know.

The privacy of the member or member clubs involved takes precedence over the members' right to know what is going on in Karate Alberta. If the member or member club wishes to release information, that is their right, but the Board and Bylaw Committee will not release confidential information.

[AGM 2003-May-04]

2.2.8 Circulation of Unapproved Board and Committee Minutes

The reason that unapproved minutes are circulated is so that members can read them shortly after each meeting, and if they have questions or concerns, may raise them at the next Board meeting. Circulating only approved minutes would mean the minutes are distributed one meeting after the meeting to which they apply.

The reason that approved minutes are not ordinarily re-circulated to all clubs is to reduce administrative costs. They can be distributed if desired, and must be distributed if specifically requested.

[AGM 2003-May-04]

2.2.9 Circulation of Minutes and Reports to All Members

It is desirable to circulate minutes and reports to all members of Karate Alberta, even though the bylaws only require them be circulated to member clubs. The reason this is not done is to reduce administrative cost and time for the volunteers involved. At some point, delivery of minutes via email or on a website may be feasible with minimal cost and time.

[AGM 2003-May-04]

2.3 Transitions of the Board and Committees

2.3.1 General

Board and Committee members are bound by the Continuity and Succession Agreement to assist with the transition of the Board or Committee when they cease to be a member of the Board or Committee, regardless of the reason they are no longer a member.

[AGM 2003-May-04]

2.3.2 Secretary

When a new Secretary is incoming, they should state whether or not they have received a complete set of minutes from the previous Secretary. If they did not, they should state which minutes were received.

[Board 2001-Jul-07; AGM 2003-May-04]

2.4 Voting

2.4.1 Voting Options

Every member of Karate Alberta who is in good standing and is registered through a non-probationary member club is entitled to a vote at annual general, general, and special meetings.

Members have the following choices with respect to exercising their vote:

1. The member may show up in person at the meeting and exercise their vote. If the member is under the age of 16, then their parent or guardian may exercise the member's vote on their behalf.
2. The member may assign their vote to someone else by using the Proxy Form. If the member is under the age of 16, then their parent or guardian may use the Proxy Form to assign the member's vote to someone else.

Note: The person to whom they assign their vote can be any member of Karate Alberta who is eligible to vote. They do not have to be from the same club or the same style association.

3. If the member (or their parent or guardian) does neither of the above, then the member's vote shall be automatically assigned to the *automatic proxy holder* of the member club in which they are registered. The *automatic proxy holder* for a club may be specified by a club each year when they renew their membership. If the member club does not specify an *automatic proxy holder*, then no one shall hold the proxy for any member who does neither of the above.

Note: No one can claim the votes for a club unless they are the club's *automatic proxy holder* as registered with the Membership Officer, or unless they possess a Proxy Form from the club's *automatic proxy holder* as registered with the Membership Officer.

[AGM 2003-May-04]

2.4.2 Proxy Form

The Proxy Form is an attachment to this policy.

2.4.3 Eligibility and Proxy Verification

During the Proxy Verification portion of an annual general, general, or special meeting, it is necessary to establish who has what number of votes. A member in good standing and who is registered through a non-probationary member club, and who is present at the meeting, may choose to exercise their own personal vote and in addition, they may hold the proxies for other members. They may hold the proxies either by being named as the proxy holder by use of the Proxy Form, or they may be the *automatic proxy holder* for a club.

Given the various options members have, it is important to follow a procedure to ensure that votes are not exercised more than once. The procedure below will ensure this:

1. The Membership Officer should bring the following to the meeting:
 - 1.1. A list of all non-probationary clubs.

- 1.2. For each non-probationary club, a list of the members in the club who are eligible to vote.
- 1.3. For each club, the total number of members eligible to vote registered with the club. This is the initial (and maximum) number of votes that are available to the club's *automatic proxy holder* (if the club has designated someone).
2. Any members who are present and wish to exercise their own personal vote, and who have no proxies (they neither have Proxy Forms nor are they the automatic proxy holder for a club) should present themselves to the person designated by the Chairperson of the meeting and indicate their desire to vote. This includes a parent or guardian of a member who is under the age of 16.
 - 2.1. Their eligibility to vote will be verified against the Membership Officer's records. Indication will be made that these members are present in person to exercise their vote.
 - 2.2. They will be given a "token" showing that they have one vote.
 - 2.3. The club in which they are registered will have its number of votes that are available to the club's *automatic proxy holder* reduced by one.
3. Any members who are present and have Proxy Forms from other members (as long as those members are **not** the *automatic proxy holder* of a club) should present themselves to the person designated by the Chairperson of the meeting along with their Proxy Forms.
 - 3.1. Their eligibility to vote and the eligibility of anyone on the Proxy Forms they possess will be verified against the Membership Officer's records. It will be checked that none of the members for the Proxy Forms they possess are exercising their own vote (from step 2.1).
 - 3.2. They will be given a "token" showing that they have the total number of votes on the Proxy Forms they possess, plus a vote for themselves.
 - 3.3. The club(s) in which the member and the members for which they have Proxy Forms are registered will have its (their) number of votes that are available to the club's (clubs') *automatic proxy holder(s)* reduced by the number of members from the corresponding club(s).
4. Any members who are present and are the automatic proxy holder for one or more clubs, or they have a Proxy Form from another member(s) who is (are) the automatic proxy holder(s) for one or more clubs, or both, should present themselves to the person designated by the Chairperson of the meeting along with any such Proxy Forms.
 - 4.1. Their eligibility to vote and the eligibility of anyone on the Proxy Forms they possess will be verified against the Membership Officer's records. It will be verified that they (and anyone whose Proxy Form they possess) are in fact the *automatic proxy holder* of a club. It will be checked that none of the members for the Proxy Forms they possess are also present and exercising their own vote.
 - 4.2. They will be given a "token" showing that they have the total number of votes that remain available to them for any club(s) for which they are the *automatic proxy holder*, and for any club(s) for which they possess the Proxy Form of that club's *automatic proxy holder*.
5. Optionally, for any member who has received a "token" from step 3 and step 4, they may exchange them for a combined token equal to the total of the original two tokens.

[AGM 2003-May-04]

3. Financial

3.1 General

No honoraria or expenses shall be paid for any activity which is not in Karate Alberta's interests, as defined by the Board, without prior approval of the Board.

[Board 1999-Aug-22; AGM 2003-May-04]

Thoroughly itemised financial reports shall be prepared quarterly.

[AGM 2000-May-14; AGM 2003-May-04]

At each Annual General Meeting, a list of all issued cheques shall be presented to the membership, indicating the payee, the date, the amount, and what the cheque was for.

[AGM 2003-May-04]

3.2 Expense Policy

3.2.1 Introduction

Karate Alberta will make every attempt possible to reimburse volunteers for reasonable expenses incurred in the performance of services which are of direct benefit to Karate Alberta. Volunteers give freely of their time but should not be expected to give their money.

Payment for expenses is always subject to the available funds and the approved budget of Karate Alberta.

No honoraria or expenses shall be paid for any activity which is not in the Association's interests, as defined by the Board, without prior approval of the Board.

Expenses which are unusual or significant in amount, even if in the Association's interests, should have prior approval of the Board.

Any omissions in this policy shall be handled in the spirit of the above and in a manner consistent with similar situations and expenses.

3.2.2 Application for Payment of Expenses

All expenses must be submitted on the current Expense Claim Form and have confirmation that it is from the submitter. This can be the signature of the submitter, but the Board may, from time to time, approve other forms of confirmation.

Copies of all receipts must be provided except for per diem or other pre-defined rates or amounts. Receipts must show the items purchased and the date the expense was incurred. If the receipt shows details on the method of payment (such as a credit card number), it is suggested that this be scratched out for the security of the submitter.

3.2.3 Approval of Expenses

An expense claim form must be completed for all expenses in order for them to be paid.

Two signatures are required for approval, neither of which can be the submitter.

One of the signatures for approval must be the Treasurer and the other signature must be a Board member or the Chairperson of the committee that the expense claim relates to, except when:

-) The submitter of the expense claim is the Treasurer. In this case, two other Board members must approve the expense claim.
-) The Treasurer is temporarily unavailable for a period of time. In this case, the Treasurer should have notified the Board of their unavailability, and two Board members shall approve the expense claim.

3.2.4 Expenses

3.2.4.1 Travel

Includes fuel costs, car rental, taxi, bus, train or plane. Travel expenses are normally paid by the least expensive method and the most direct route. Consideration may be given for the length of travel time in determining the best method of travel.

Fuel costs when using a private vehicle are normally paid by a fixed amount per kilometre. The specific rate will be as set from time to time by the Board.

Exceptions may be made as needed, supported by receipts.

3.2.4.2 Meals

Meals will normally be paid by a fixed meal allowance, payable while the submitter is performing services for Karate Alberta away from home or en route. The specific amount will be as set from time to time by the Board.

Exceptions may be made as needed, supported by receipts.

3.2.4.3 Accommodation

Reasonable accommodation will be paid when a person needs to be away from home while serving Karate Alberta. "Reasonable" means a clean, safe hotel, motel or similar; it does not mean luxury accommodation.

3.2.4.4 Administrative

This includes various costs such as postage, phone calls, teleconference calls, faxing costs, photocopying, paper and other office supplies.

[AGM 2007-Jun-02]

3.3 Expense Claim Form

The expense claim form is an attachment to this policy.

3.4 Bank Accounts and Cheques

The Treasurer and two other Board members shall have signing authority on all Karate Alberta bank accounts.

Cheques must have two signatures, one of which must be the Treasurer except when:

-) The cheque is payable to the Treasurer. In this case, the other Board members must sign the cheque.
-) The Treasurer is temporarily unavailable for a period of time. In this case, the Treasurer should have notified the Board of their unavailability, and the other two Board members must sign the cheque.

[AGM 2003-May-04]

3.5 Cash handling

3.5.1 Receipt of cash

Due to the difficulty in tracking cash, it should be discouraged whenever possible. If cash is accepted for something, then a receipt book with triplicates shall be used. One copy goes to the person who paid the cash, one copy remains with the receiver or the corresponding committee and one copy goes to the Treasurer along with the cash.

The Treasurer shall control and issue receipt books for any Board members or committees that need them.

3.5.2 Payment of cash

Karate Alberta shall never pay cash for any good or service. If a member or other volunteer pays cash for something and expects reimbursement, an expense form must be completed along with a receipt for the cash payment. By submitting the expense form, the claimant certifies that the cash purchase was made by them for the goods or service as described. The claimant will be paid by cheque.

[AGM 2011-Jun-04]

4. Board Mandate

4.1 Scope

The purpose of this mandate is to define the roles and responsibilities of the Board of Directors of Karate Alberta.

The intent of this document is to provide more detailed information than what is presented in the Association's bylaws, and information specifically on the Board of Directors.

4.2 Board Membership

4.2.1 Overview

Information on eligibility to be on the Board, election to the Board, resignation and removal from the Board is located in the Association's bylaws.

4.2.2 Karate Qualifications

Since the Board itself is an administrative body, karate qualifications are neither relevant nor required for Board positions.

4.2.3 Continuity and Succession

A Board member may continue being a Board member as long as they are willing, and the membership supports them. A Board member shall cease to be a Board member upon:

-) Resignation.
-) Declining to accept a nomination at an election.
-) Failure to be nominated or re-elected at an election.

All incoming and re-elected Board members are required to read and sign the Continuity and Succession Agreement. Failure to promptly sign the agreement shall be taken as a resignation from the Board.

4.3 Responsibilities of the Board

This section applies to all members of the Board, including Officers, Directors, and non-voting Directors.

4.3.1 Purpose of the Board of Directors

The Board is responsible for managing the affairs of Karate Alberta. It is an elected body that must strive to accomplish the Association's objectives. It must do this within the confines of law, the Societies Act, the Association's bylaws, codes of conduct, and any other policies and regulations in existence.

4.3.2 Common Law Duties

All Board members shall perform the following duties:

1. **Duty of Knowledge** requires a Board member to be aware of the bylaws, objectives, policies, and the activities of Karate Alberta.
 - 1.1. Read the Societies Act.
 - 1.2. Read the bylaws.
 - 1.3. Read any other policy and regulation documents.
 - 1.4. Discuss these with other Board members to educate yourself.
2. **Duty of Care** means that a Board member must act honestly and in good faith with regard to the best interests of the organisation and exercise care, diligence, and skill in the management of Karate Alberta.
 - 2.1. This duty is variable, depending on the experience or training of the Board member; the more experience, the higher the duty of care expected by the law.
 - 2.2. The general case seems to be to act with the care that a reasonably prudent person would take in a similar situation.
3. **Duties of Skill and Prudence** mean that Board members will use any special skills they may have (e.g. accounting experience) in the best interests of Karate Alberta, and that they will act with practicality and caution, taking into account the consequences of Board decisions.
 - 3.1. Have or get enough information to make good judgements.
 - 3.2. Before any meeting, get agenda and background documentation.
 - 3.3. Attend meetings, ask questions, and ensure that answers are received.
 - 3.4. Keep notes of meetings and record your participation.
 - 3.5. Seek expert advice on issue that need it.
4. **Duty of Diligence** requires that Board members work at operating the affairs of Karate Alberta. Many matters can be considered here.
 - 4.1. Meetings – ensure notice is given; agenda items should be requested and provided; the agenda should be passed out in time for review of documents and for preparations; meetings should be held frequently enough to conduct all the necessary business; ensure quorum is present; determine whether personal presence is required, or if a conference call, email, signed resolution are allowed.
 - 4.2. Disclose any conflict of interest.
 - 4.3. Keep absent Board members informed.
 - 4.4. Keep the minutes, ensure they are approved, and stored safely.
 - 4.5. Abstain from voting when applicable.
5. **Duty to Manage** means that Board members will actively engage in the management of Karate Alberta.
 - 5.1. Appointing staff or special committees.
 - 5.2. Establish policies and monitor compliance.
 - 5.3. Ensure compliance with the bylaws and the laws of Canada.
 - 5.4. Generally assist in the organisation of governing Karate Alberta by planning, identify goals and risks, and applying processes to achieve success.
 - 5.5. Planning for the succession of Board members to ensure continuity.

6. **Fiduciary Duty** requires that Board members must discharge their duties in a way that meets the criteria of trust, loyalty, and confidentiality. Because Board members can exercise power over the memberships, can exercise this power in a way that affects the membership's rights or interests, and therefore the membership is vulnerable to the Board members, the Board members must act in the best interests of the membership.
7. **Duty to Act within Scope of Authority** means that the Board members must be aware of the limitations and restrictions on the activities of Karate Alberta. Any action taken by Board members, or any omission to act, that is outside the authority (ultra vires) of Karate Alberta, is illegal.

4.3.3 General Responsibilities

The Board has administrative responsibility for the entire Karate Alberta. It includes, but is not limited to:

1. Ensure all documentation and filings are made with government departments or other organisations with which Karate Alberta interacts.
2. Ensure the minutes of all meetings are kept accurate and up to date.
3. Ensure the finances of Karate Alberta are kept accurate and up to date.
4. Ensure Karate Alberta is in a financially solid position so that it can carry out the mission and objectives of Karate Alberta. Plan for the long term financial health of Karate Alberta.
5. Ensure the membership records are kept accurate and up to date.
6. Ensure that all members of Karate Alberta follow the Bylaws, Codes of Conduct, and other policies and regulations in existence.
7. Ensure that the mission and objectives of Karate Alberta are being carried out.
8. Ensure that the committees are carrying out their responsibilities and obligations to the members.
9. Promote Karate Alberta and its objectives whenever possible.
10. Provide membership application forms to interested clubs when requested.
11. Assist in any way possible to help manage Karate Alberta and help do the work that needs to be done by the Board.
12. Encourage good communication between the Board, committees, and the members.
13. Encourage members, especially the chairperson of committees, to come to Board meetings.

4.3.4 Membership Representation

The Board must properly and fairly represent **all** members of Karate Alberta.

Karate Alberta has a wide variety of members who have joined for various reasons, and for the various benefits of membership. The Board must manage Karate Alberta with that in mind.

Specifically, Board members shall **not**:

1. Put their personal or business interests ahead of the Association's interests.
2. Put their instructor's or club's interests ahead of the Association's interests.
3. Put their style association's interests ahead of the Association's interests.
4. Allow any member or group of members to receive a disproportionate level of support, attention, or funding.

4.3.5 Paid Staff

The Board may delegate some of its responsibilities to paid staff from time to time, subject to the budget. In such a case, the Board is responsible for ensuring that the work is done in such a way as to support the Association's needs. If the work done is related to a responsibility of a specific

position on the Board, then that person in that position is responsible to ensure that the work is done as required by Karate Alberta.

4.3.6 Interaction with Committees

Karate Alberta has a number of committees charged with managing specific responsibilities with Karate Alberta. These committees are all responsible for reporting to the Board, as the Board represents Karate Alberta membership.

The Board is responsible for ensuring that all committees are functional, and carrying out their specific responsibilities. However, the Board should not be doing the work of the committees, as this defeats the purpose of having the committees.

Committee members are not elected. They are appointed and removed by the Board. There is no pre-determined length of term for a committee member. Committee members do not change as a result of a Board election.

If a committee is failing to perform its responsibilities, the Board should:

1. Determine if the committee understands its responsibilities, or if there is a disagreement between the Board and committee regarding those responsibilities.
2. Determine if there is anything the committee requires in order to accomplish its responsibilities. The Board should do anything it can to help the committee accomplish its responsibilities.
3. Determine if changing the chairperson or secretary of the committee will help, and if so, do so.
4. If the reason the committee is unable to accomplish its responsibilities is a lack of karate skills, a lack of administrative skills, personality conflicts with other committee members or Karate Alberta members, then the Board should consider changing the committee membership. This can be done by appointing additional members, removing members, or both.

Note: The Board should not change the members of a committee solely for the reason that it has the power to do so. The Board should not misuse its authority. As long as a committee is functioning and carrying out its responsibilities to the membership, the Board shall avoid intervening.

4.3.7 Interaction with Karate Canada

Karate Alberta is a member of the Karate Canada. It is the provincial body representing Karate Canada in Alberta.

Members of Karate Alberta are members of the Karate Canada.

Membership in Karate Canada has benefits to both Karate Alberta and its membership. Whenever possible, Karate Alberta should support Karate Canada, support the Karate Canada's activities, work with Karate Canada for the betterment of karate in Canada, and support Karate Alberta's members involving themselves with Karate Canada.

However, the Board must recognise that Karate Alberta is a separate, independent Karate Alberta. It is incorporated under the Societies Act of Alberta, its membership is in Alberta, and it must be responsible to its members first and foremost.

4.4 Specific Board Positions and Responsibilities

4.4.1 President

The President has the following responsibilities:

1. The general management and supervision of the affairs and operation of Karate Alberta.
2. Ensure that all Board members are aware of their responsibilities.
3. Be the chairperson at all meetings of the Board, annual general meetings, general meetings, and special meetings.
4. Ensure that the Board members and chairpersons of all committees are aware when and where upcoming Board meetings will be held.

4.4.2 Vice-President

The Vice-President has the following responsibilities:

1. Assist the President in any way possible.
2. In the absence or incapacity of the President, assume the President's responsibilities.

4.4.3 Secretary

The Secretary has the following responsibilities:

1. Keep a copy of all Board and committee meetings for the Association's records. Pass them on to the successor.
2. Make all previous minutes available to the membership at annual general meetings.
3. Take minutes of Board meetings.
4. Publish the minutes of Board and committee meetings as directed by the bylaws, regulations, and Board decisions.
5. Keep the Association's corporate seal secure.
6. Ensure that the Board members and chairpersons of all committees are aware when and where upcoming Board meetings will be held.
7. In conjunction with the Bylaw Committee, ensure that Karate Alberta Policy document is kept up to date as a result of ongoing changes made by the Board, committees, or Karate Alberta membership.
8. The secretary shall maintain a current list of all committee members, including their position, if any.

[Board 2004-Mar-13; AGM 2004-Jun06]

4.4.4 Treasurer

The Treasurer has the following responsibilities:

1. Keep full and accurate accounts of the financial state of Karate Alberta. Pass them on to the successor.
2. Maintain a list of assets owned by Karate Alberta. Pass the list on to the successor.
3. Regularly report the financial status to the Board at its meetings.
4. Report the accounts to the membership at annual general meetings. The report shall include a statement of all income and expenses, a balance sheet, and a listing of all cheques issued, to whom they were issued, and for what.
5. Arrange for the auditing of the financial statements each year.
6. Promptly deposit any monies received and keep of record of where it came from and what it was for.

7. Promptly disburse any monies and keep a record of where it went and what it was for. Ensure that all expense claims are legitimate and in the interests of Karate Alberta. Seek clarification from the Board when in doubt.
8. Be the key person responsible for the creation of the annual budget and ensure that the Board, committees, and Karate Alberta members follow the budget. The budget may be revised but only with approval of the Board, and potentially Karate Alberta membership.
9. Plan for the long term financial health of Karate Alberta.

4.4.5 Membership Officer

The Membership Officer has the following responsibilities:

1. Keep accurate records of all members of Karate Alberta, both clubs and individuals. Keep records of which clubs are probationary. Pass these records onto the successor.
2. Regularly report membership information the Board at its meetings.
3. Report membership information to the membership at annual general meetings.
4. Verify that applications received are not for a previously expelled club or individual.
5. Check application renewal forms each year for a change of instructor or style Karate Alberta, or other factors which, in the opinion of the Technical Committee, may affect qualification for membership. Notify the Technical Committee regarding any such changes.
6. Provide membership applications forms to new and renewing clubs when requested.
7. Accept applications for new clubs. Check them for completeness including the required fees. Pass completed applications to the Technical Committee. Communicate to applicants regarding the status of their application.

4.4.6 Directors

All Directors, whether elected as voting Directors or as appointed non-voting Directors, shall have the following responsibilities:

1. Assist the Board in any way possible with its responsibilities.
2. Carry out any specific responsibilities when they are assigned.

5. Membership

5.1 New Club Applications

The following steps are applicable for new Club Memberships:

Step 1

Each club will have to complete the Initial Club Application Package. The package consists of the following:

1. The Initial Club Application: This is your club membership summary and contact information.
2. Application For Individual Membership – All existing members will need to complete this application form and sign.
3. Club spreadsheet – Use this spreadsheet to list all members of your club. This information will be used to add your members to the KAA membership database.

Send completed package to Membership Officer along with check and the required Police Check for the Head Instructor.

Step 2

The Membership Officer will review the application form and required documentation. If there is any missing information he/she will be in contact with the applying club to retrieve it. Once the application form is complete he/she will consult with Regional Advisor.

Step 3

After consultation with Regional Advisor club will be either:

-) Rejected
-) Accepted as a Category B club with a probationary period of one year. Probation means that these members can not exercise their vote at any Annual General Meeting or Special Meetings during that period. Also they can not run for a board position during that time. Once the probationary period has expired a club is automatically given Category A status.

Step 4

The Membership Officer will inform Board of new club and process membership application

Step 5

Karate Alberta will process the members documents, set them up on the membership software, and post their information on the Karate Alberta website.

The Initial Application Form for Club Membership is an attachment to this policy.

[Board 2016-Feb-21]

5.2 Renewal Applications

Each year, every member club that wishes to continue being a member of Karate Alberta must complete the Renewal Application for Club Membership form, and submit the applicable fees with it. In addition, clubs that are approved for membership also complete this form.

If a club changes its senior club instructor or substantially changes its curriculum, or changes the style Karate Alberta it belongs to, then the club will need to provide updated information to the Technical Committee to re-establish eligibility of the club to be a member of Karate Alberta. The Technical Committee will determine the club's eligibility as a Category A or B club.

If a club falls into this situation, it may continue its membership while the Technical Committee determines eligibility. The club continues to be eligible for membership in their current category until the Technical Committee reaches a decision. If the Technical Committee decides that the club is no longer eligible for membership, the club may remain a member for the duration of the year in which the decision is made.

A club which becomes no longer eligible for membership may reapply for membership in the future when its circumstances have changed so that it is practising authentic traditional karate.

The Renewal Application for Club Membership form is an attachment to this policy.

[AGM 2011-Jun-04]

Any improperly completed or outdated forms will not be accepted and will be returned to the club.

[Board 2004-Feb-08; AGM 2004-Jun-06]

Club renewal packages will be sent out to the membership no later than the 15th of September for the following year.

[AGM 2011-Jun-04]

If a club has not submitted the renewal package by the deadline set in the bylaws, it has up to 90 days to complete a late submission. If the complete renewal package is received 15 days after the deadline, the club fee is doubled.

If 90 days have passed from the renewal deadline, then the club must apply as a new club.

[AGM 2011-Jun-04]

5.3 Club Membership Certificates

Once accepted for membership, a club may request a certificate showing that it is a member in good standing of Karate Alberta for that year.

[AGM 2011-Jun-04]

5.4 Individual Applications

First time individual members are required to complete the Application for Individual Membership form. In subsequent years, their name can be provided on a typed list along with other members of the club.

The Application for Individual Membership is an attachment to this policy.

[AGM 2003-May-04]

5.5 Individual Membership Numbers and Cards

Permanent membership numbers will be issued to each individual member. Membership cards will be issued upon request as long as the member remains a member in good standing of Karate Alberta.

[AGM 2011-Jun-04]

5.6 Privacy of Membership Information

Any use, reuse, duplication, or distribution of membership information, in whole or in part, for any purpose other than Karate Alberta's operational needs, constitutes theft from Karate Alberta, and a severe breach of privacy against Karate Alberta's members. **Such a breach shall be severely disciplined including possible expulsion and/or legal prosecution.**

[AGM 2003-May-04]

5.7 Cost of Membership

The cost of membership in Karate Alberta is as follows:

-) Club membership = \$50
-) Dan membership = \$60
-) Kyu membership = \$25 (if registering between January 1 and August 31)
-) Kyu membership = \$10 (if registering between September 1 and December 31).

[AGM 2011-Jun-04]

5.8 Police Information Checks

All Senior Club Instructors must have a valid Police Information Check (or equivalent) completed every two years.

5.8.1 New Clubs

For new clubs a valid Police Information Check (or equivalent) for the Senior Club Instructor must be submitted with the new club application package in order to obtain membership in Karate Alberta.

5.8.2 Existing Member Clubs

For existing member clubs, the process will be as follows:

1. Membership Officer will give notification six months prior to Police Information Check expiry.
2. Follow up with notification every three months up to expiry (if required).
3. If Police Information Check has not been renewed within 3 months of expiry, club is suspended until police check validation provided.

[Board 2016-Feb-21]

6. Volunteers

6.1 General

Volunteers are important and essential for the smooth operation of Karate Alberta. Without volunteers, we would not be able to provide services for our members.

Some of the volunteers who help Karate Alberta are:

-) Board members
-) committee members
-) officials
-) coaches
-) people who help at tournaments, from the admission desk to score keepers to mat care
-) NCCP course instructors
-) advisors (who travel with the provincial team)

[AGM 2003-May-04]

6.2 Continuity and Succession Agreement

All incoming and re-elected Board and committee members are required to read and sign the Continuity and Succession Agreement. Failure to promptly sign the agreement shall be taken as a resignation from the Board or committee.

Other volunteers may be directed to sign this agreement at the discretion of the Board or committee that they will work with.

The Continuity and Succession Agreement is an attachment to this policy.

[AGM 2003-May-04]

6.3 Volunteer Credits

7. Communication

7.1 Types of Communication

Five types of communication are likely to be directed towards Board and committee members, and other volunteers of Karate Alberta:

-) Verbal comments made in person, within or outside of a meeting.
-) Verbally, made with a phone call.
-) A written letter, delivered by the post office or courier.
-) A written letter, delivered by facsimile transmission (fax).
-) A written letter, delivered as electronic mail (email).

[AGM 2003-May-04]

7.2 Legitimate Communication

In order to be considered legitimate:

1. The communication must be relevant to the individual, Board or committee to whom it is addressed to.
2. The communication must **not** be sent to people to whom it is not relevant or appropriate (see the section on Inappropriate Communication)
3. The communication must be polite and reasonably respectful, with an appropriate business or professional tone. Insulting, rude, threatening, defamatory, slanderous, or libellous comments or personal attacks are **not** considered acceptable or legitimate.
4. The communication must be raised in a reasonably timely fashion.
5. The communication may be an objection or disagreement. Members are allowed and encouraged to raise objections or disagree with decisions or actions of a Board or committee, as long as it is in a polite tone.

Volunteers of Karate Alberta, including Board and committee members, are **not** expected to deal with inappropriate and illegitimate communication. All members have a responsibility to ensure that any communication they send, by whatever means, is legitimate.

Communication which is not considered legitimate may be ignored and discarded, or possibly dealt with as a breach of the Association's code of conduct.

[AGM 2003-May-04]

7.3 Inappropriate Communication

In our world of technology, methods have been developed to allow us to be able to communicate more effectively and more often. Unfortunately, these methods can also be used to the annoyance of the recipients.

Two examples of this are the telephone and email.

The telephone is probably the next best thing to in-person discussions. However, use of the telephone should be restricted to reasonable hours so as to avoid disturbing people while sleeping. If a volunteer (including Board and committee members) indicates that they do not wish to receive phone calls, this must be respected.

Electronic mail allows for quick and easy transmission of communication. It is especially good at allowing messages to be sent to multiple recipients as easily as just one. This makes it very easy to send an excessive number of messages, inappropriate or illegitimate messages, or messages to people to whom the message is not relevant or appropriate. Doing so may constitute harassment or libel. If a volunteer (including Board and committee members) indicates that they do not wish to receive email, this must be respected.

In order to reduce the unnecessary spreading of email addresses, which make people more susceptible to junk email (also known as “spam”), people who send email to a large group of recipients should use the blind carbon copy (“bcc”) mode of addressing. This will conceal the email addresses from distribution and misuse.

[AGM 2003-May-04]

7.4 Communication as Correspondence

In the strictest of senses, correspondence refers to a written exchange. However, as described in an earlier section, many types of communication are possible today.

All legitimate communication to the Board or committees shall be considered as correspondence for the purposes of inclusion in a meeting’s agenda and minutes.

[AGM 2003-May-04]

8. Codes of Conduct

8.1 Karate Alberta Code of Conduct

The Karate Alberta Code of Conduct is an attachment to this policy.

8.2 Karate Alberta Team Member Code of Conduct

The Karate Alberta Team Member Code of Conduct is an attachment to this policy.

8.3 Karate Canada Code of Conduct

Karate Canada's "Code of Conduct" was adopted by Karate Alberta at the AGM on June 6, 1998. It is an attachment to this policy.

8.4 Harassment Policy

Karate Canada's "Harassment Policy and Procedures for the National Karate Karate Alberta" was adopted by Karate Alberta at the AGM on June 6, 1998. It is an attachment to this policy.

8.5 Anti-Doping Policy

Karate Alberta has adopted the anti-doping policy as sent out by Karate Canada (this is the Canadian Policy on Doping in Sports).

[Board 2004-Nov-28; AGM 2005-Jun-05]

9. Procedure for Investigating Allegations of Misconduct

9.1 Description

Allegations of misconduct may be made by any member of Karate Alberta. All allegations must be brought to the attention of the Bylaw Committee, which has a mandate to regulate all disciplinary action. The Committee will put the allegation in writing, in consultation with the allegor, and then inform the accused. If it is discovered that the allegation is the result of a misunderstanding or a personality conflict, informal mediation will take place. The mediators may be anyone who is appropriate, whether on grounds of neutrality or knowledge of the parties involved.

If the allegation is not based on misunderstanding or personality conflict, the Bylaw Committee will initiate an inquiry process, during which an investigation will be conducted and evidence will be gathered and maintained. If no evidence of misconduct is apparent, then the reputation of the accused will be restored, by Committee, Board, or other party.

If evidence of misconduct is discovered, the Bylaw Committee will determine if the misconduct was intentional i.e. done with malice, or was a mistake. If the misconduct was the result of a mistake, the Committee will report to the Board, which will make a decision regarding action to be taken.

If the misconduct was the result of malice, the Bylaw Committee will determine the sanctions to be applied. In this matter, the Committee will be guided by precedent, internal policy, and the sport governing body standards. The Committee will then submit a written report to the Board. The accused will be invited to attend the meeting at which this report is submitted.

If the Board agrees with the report and accepts the recommendations for sanctions, the Bylaw Committee will proceed to notify the membership, the authorities, the accuser, and other parties as needed. If the Board disagrees with the sanctions or report, the Board modifies the sanctions, does its own investigation, or otherwise conducts another inquiry.

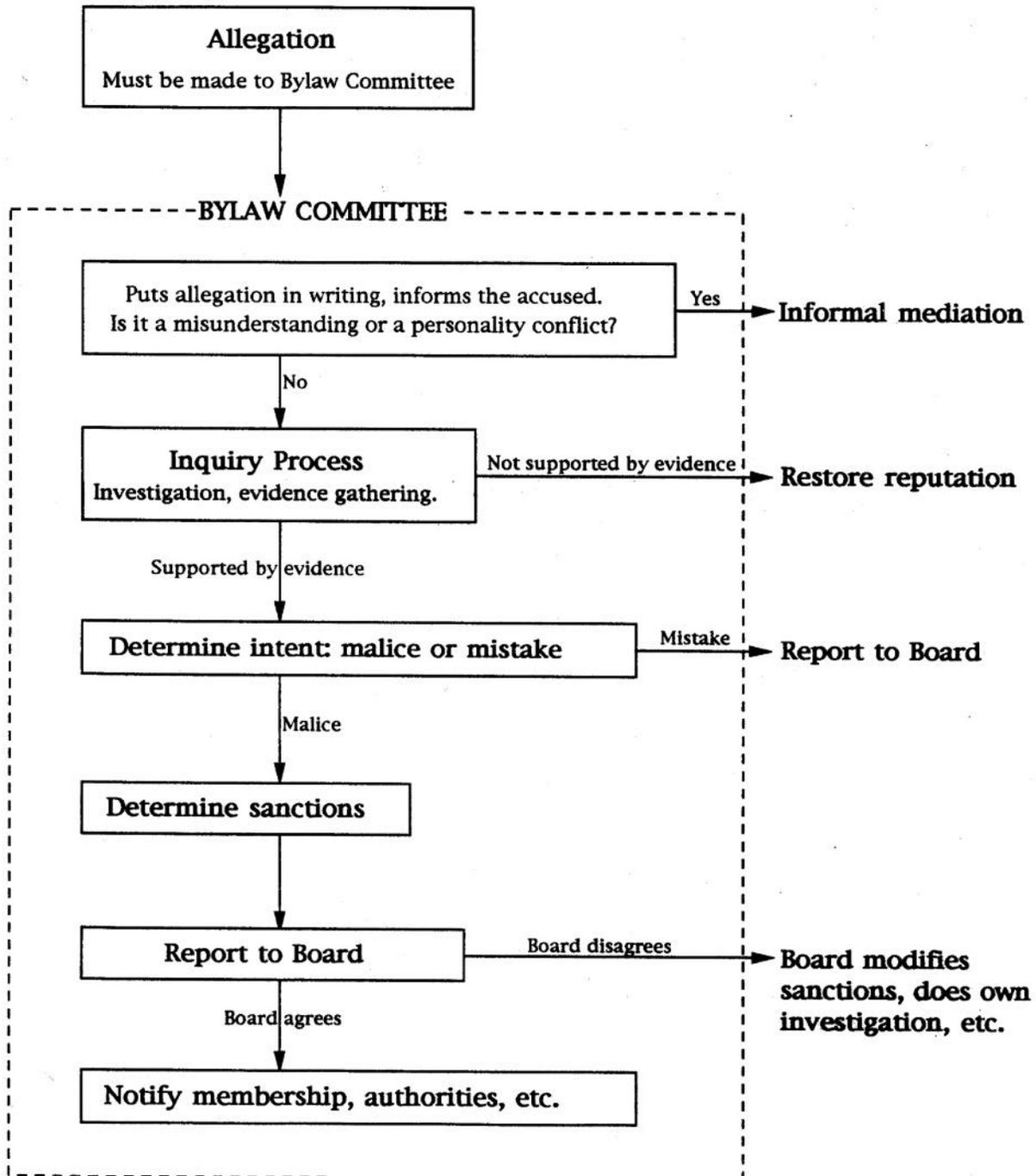
An appeal from the accused may be entertained by the Board after it has received the report from the Bylaw Committee, and before the Board formulates a statement of agreement or disagreement.

The figure entitled Misconduct Procedure shows the steps outlined above.

[Bylaw Committee 1994 Feb 23; AGM 2003-May-04]

9.2 Diagram

Misconduct Procedure Bylaw Committee 1994 02 04



[Bylaw Committee 1994 Feb 04; AGM 2003-May-04]

10. Conflict of Interest

Karate Canada's "Conflict of Interest Policy" was adopted by Karate Alberta at the AGM on June 4, 2011. It is an attachment to this policy

[AGM 2011-Jun-04]

11. Technical

11.1 Mandate

11.1.1 Existence

As defined in the Bylaws, the Technical Committee is a standing committee of Karate Alberta.

11.1.2 Modifications to the Mandate

Modifications to the Technical Committee Mandate shall be reflected by updates to this mandate.

11.1.3 Responsibility

The purpose of the Technical Committee is to provide technical expertise and guidance for the benefit of Karate Alberta and its membership.

This includes, but is not limited to:

1. Provide advice to the Board when requested in matters related to membership and the authenticity, traditionality, and skill level of groups or individuals.
2. As required by the Bylaws, to evaluate club applications to Karate Alberta to determine the degree to which the club practices authentic traditional karate. Evaluation of the credentials of the chief instructor of such clubs to verify a lineage from traditional karate, or if no lineage is demonstrable, the technical competency of the chief instructor. This shall be done on a regular basis throughout the year.
3. Visit with member clubs and applicant clubs to conduct or observe workouts and determine relative level of technical competency of instructors.
4. To provide the Board or other committees with answers to technical questions or topics related to style Karate Alberta.
5. Administer or provide seminars on traditional and technical matters.
6. Perform examinations for the issuance of Karate Alberta instructor certificates and Karate Alberta dan certificates.
7. Provide a liaison role between Karate Alberta and the Karate Canada Technical Committee.
8. In conjunction with the Board, develop and streamline application forms, procedures and records.
9. Report to the Board and membership on a regular basis.
10. Develop and maintain an annual budget, and operate within it.

11.1.4 Relationship to the Board

As per the Bylaws, the Technical Committee is accountable to the Board. It is the Board's responsibility to ensure the Technical Committee carries out its responsibilities by following established policies. If the Technical Committee fails to do so, then the Board may intervene to correct the situation. The Board should not normally intervene.

11.1.5 Membership on the Technical Committee

11.1.5.1 General

It is preferred that the committee have minimum of 3 members.

No more than one voting member can belong to the same style Karate Alberta.

It is not required that each style Karate Alberta represented in Karate Alberta have a member on the Technical Committee. If a style Karate Alberta does have a member on the Technical Committee, it does not have to be the most senior person from that style Karate Alberta who is in Karate Alberta.

As per the Bylaws, the Chairperson or Secretary may be members of the Technical Committee or they may be outside it. If they are voting members, then they must have the qualifications listed in Section 11.1.5.2.

11.1.5.2 Required Qualifications

In order to be appointed as a voting member of the committee, a candidate must have all of the following qualifications:

-) Minimum rank of Sandan.
-) Must be a member of a Category A club.
-) Minimum of 15 years of karate training since obtaining a Shodan.
-) Have at least 10 years of karate training in a single style Karate Alberta.
-) Must have a minimum of 8 of the last 12 years in Karate Canada (through any provincial/territorial branch) or another equivalent national body.
-) Should be a highly respected mentor in his/her style Karate Alberta with an unbiased attitude to other style Karate Alberta in the past and should have a good track record regarding judgments made in matters of Karate Alberta and Karate Canada business.
-) Must pass and maintain the criminal records check criteria established in Karate Alberta.

All members of the Technical Committee must maintain the qualifications listed above.

11.1.5.3 Additional Preferred Qualifications

Some other criteria to consider for membership in this committee are:

-) The level of contribution an individual has made to either Karate Alberta or their style Karate Alberta.

-) The individual should have had regular, progressive training with someone of high rank throughout their career.
-) Any other designation the individual may have from a style Karate Alberta (for example, Shihan, Hanshi, etc.)
-) Having a former or current background as a judge/referee.
-) First Aid or CPR certification.
-) Minimum of NCCP Level II Theory, Technical and Practical (Level I Technical and Practical until one year after Level II is available in Alberta).
-) Have a well rounded knowledge of other styles.
-) Knowledge of other martial arts.

[AGM 2005-Jun-05]

11.2 General

11.3 Criteria for Authentic Traditional Karate

11.4 Instructor Certification

11.5 Technical Clinics

12. Officials

12.1 Mandate

12.1.1 Existence

As defined in the Bylaws, the Officials Committee is a standing committee of Karate Alberta.

12.1.2 Modifications to the Mandate

Modifications to the Officials Committee Mandate shall be reflected by updates to this mandate.

12.1.3 Responsibility

The Officials Committee (OC) is responsible for:

1. Training officials.
2. Certifying officials.
3. Organising the officiating at tournaments.

In order to facilitate these responsibilities the OC will also undertake additional tasks:

1. Clinics and training

- a. Organise clinics for officials at all levels of experience.
- b. Advertise and promote clinics for officials.
- c. Establish criteria for eligibility to attend clinics for certification and/or audit purposes.
- d. Provide written examinations for officials.
 - i. Provide written examinations suitable for different levels of experience.
- e. Provide practical examinations for officials
 - i. Provide appropriate feedback, written and verbal, to officials regarding their performance in practical examinations.
- f. Give officials and candidates for officials the opportunities to officiate at tournaments at their level of ability and training.

2. Certification

- a. Award appropriate levels of certification to officials.
- b. Keep a list of certified officials.
- c. Provide certificates for the certified officials.
- d. Identify and publish the standards to be met for appropriate levels of certification.

3. Budget and Funding

- a. Submit a budget to Karate Alberta (Karate Alberta).
- b. Keep track of the budget for Karate Alberta within the limits of the information provided by the treasurer.
- c. Establish criteria for funding eligibility.
- d. Identify those officials who are eligible for funding to either national or international events.

- e. Inform eligible officials of the availability of funding and provide an estimate of the funding available for that event.

4. Board of directors and committees

- a. Submit reports, from time to time, to the board of directors of Karate Alberta about the functioning of the OC and the state of the finances.
- b. Make recommendations to Karate Alberta about changes needed for the OC and the officials.
- c. Liaise with other committees of Karate Alberta in order to facilitate events promoted by Karate Alberta.

5. Safety of athletes

- a. Train officials in requirements of athlete safety and how officiating can influence such safety.
- b. Observe athletes for their ability, or lack of ability, to compete in a safe manner.
- c. Be custodians of the records of injuries sustained at tournaments.
- d. Advise Karate Alberta on how such records could be made and collated.
- e. Make recommendations when athletes who appear to be unsafe are identified.
- f. Use established Karate Alberta policy and procedure to facilitate hearings for athletes who may be unsafe.
- g. Use established Karate Alberta policy and procedure to facilitate hearings for officials who are not doing their jobs appropriately including causing safety issues.

12.1.4 Membership on the Officials Committee

Appointment to the official's committee is subject to approval of the Karate Alberta Board of Directors.

Criteria for appointment: OC members will have certification as officials, provincially or nationally.

[AGM 2004-Jun-06]

12.2 Chief Official

Selection of the Chief Official:

1. The Chief Official for Karate Alberta will be recommended to the Board by the Officials' Committee.
2. The Board will either ratify the selected candidate or
3. Ask the OC to select another.
4. The position of Chief Official for Karate Alberta will normally be for two years, renewable.
5. The Board may ask that a new Chief Official be chosen at any time at its own discretion.

[Officials Committee 2003-Dec-06; Board 2003-Dec-06; AGM 2004-Jun-06]

12.3 General

Karate Alberta officials must officiate at a majority of Karate Alberta tournaments within a tournament year in order to qualify for funding to the Karate Canada National Tournament.

[Board 2000-Dec-09; AGM 2003-May-04]

Officials training clinic must give members a minimum of 30 days notice.

[Board 2002-Mar-17; AGM 2003-May-04]

Junior and Cadet Black Belts be allowed to officiate at Karate Alberta Tournaments.

[Officials Committee 2003-Aug-23; Board 2003-Sep-13; AGM 2004-Jun-06]

Karate Alberta members who are 16 years of age or older and who have achieved brown belt may participate in the Officials Committee training program. Karate Alberta members who are 14 or 15 years of age and who have achieved blue belt may, on recommendation by their dojo instructor, train to be “C” level officials.

[Officials Committee 2003-Dec-06; Board 2003-Dec-06; AGM 2004-Jun-06]

13. Coaching

13.1 General

13.2 Coaches

13.2.1 Application

The Application for Coaching Position is an attachment to this policy.

13.3 Team Training

13.3.1 Application

The Application for Team Training is an attachment to this policy.

13.4 Provincial Team

13.4.1 Eligibility

Brown belt women and juniors are allowed to participate at the Karate Canada National Tournament, and will be considered for the team.

[Board 2001-Mar-25; AGM 2003-May-04]

13.4.2 Team Member Code of Conduct

The Team Member Code of Conduct is an attachment to this policy.

13.4.3 Behaviour Contract

All candidates for the provincial team are required to follow and sign the behaviour contract prior to being accepted on the team. The contract is an attachment to this policy manual.

[Board 2002-May-11; AGM 2003-May-04]

13.4.4 Team Selection Criteria

13.4.5 Funding

Each year, the Coaching Committee shall provide proposed budget for the provincial team to the Board. The Board will accept the budget or make adjustments as they deem appropriate.

[AGM 2003-May-04]

In earning the privilege to be on the provincial team and collectively represent Karate Alberta, all competitors will be treated equally. Therefore, all competitors shall be equally funded with the money available for subsidising their costs. Expectations of performance or actual performance will not alter the amount of funding given to a particular competitor.

[AGM 2003-May-04]

13.4.6 Team Manager

13.4.7 Advisors

The title “Advisor” was selected for specific reasons. The term chaperone refers to a person acting as a monitor, directing, controlling and managing another’s conduct. It is very much the position of an overseer.

Advisor, on the contrary, does not share the same connotation. The advisor’s role is to mentor, advise, coach or otherwise provide counsel. It refers to one working in a collaborative manner to assist and guide another’s decisions. Providing such counsel is to be a constructive activity engineered to achieve excellence and positive outcomes. The term advisor is appropriate because it recognizes that, ultimately, the individual has sole responsibility for their behaviour.

The mission of all advisors:

To accompany Karate Alberta junior competitors from their several points of origin, to and from the national competition, at all times providing for their health, safety and security.

The role of advisor is very much a leadership role. It calls upon you to possess intelligence, sound values, energy, enthusiasm and a willingness to grow. Throughout the assignment advisors will work with the athletes to earn their trust. This provides the basis for a healthy and productive relationship.

Advisors will recognize that diversity and individual differences exist in the group. Thus, they will promote fair, equal and consistent treatment of assigned juniors. Advisors will also promote openness and equal opportunity for all people – recognizing that they may have different values, personalities or cultures. Advisors are expected to make certain that everybody with an opinion or with something to contribute gets the opportunity to be heard.

As stated, the role of an advisor is collaborative in nature. Thus, advisors will demonstrate effort and commitment to the team. Share that personal commitment with juniors assigned your guidance. Be positive; demonstrate best practices and team spirit. Acceptance of appropriate menial tasks (or grunt work) demonstrates your willingness to contribute to the team and will go a long way toward earning the confidence of the athletes. It shows that you are personally willing to participate to get the job done. This will also set an example worthy of imitation.

The ability to adapt will demonstrate your personal skills to make changes and adjust your actions. Have a realistic perspective on events that unfold. Assess situations carefully and be willing to make appropriate compromises. Be fair and consistent but realize that mistakes can still happen.

As advisor, you may exercise independence and initiative. Recognize what needs to be done and take the responsibility to act. Accept that your contributions will be recognized and take responsibility for your actions.

The duties of advisors are:

1. Care for all junior athletes on your respective flights whilst in the airport and in transit until they are in the care of a parent or other responsible adult.
2. On arrival at the destination and upon return to Alberta, ensure that your designated juniors are in possession of all belongings when leaving the aircraft. Ensure juniors obtain checked baggage.
3. Assist juniors with reporting missing or damaged luggage and with any other dealings with airline or airport personnel.
4. On arrival at the place of accommodation, identify yourself to your respective assigned juniors. Advise juniors of the team manager's room number in addition to all of the advisor's room numbers.
5. Following check-in, ensure that juniors are in possession of their respective belongings and see them to their proper room assignments.
6. Advisors will offer to assist juniors in achieving their lawful goals. Allow juniors influence over their "off-time" and be willing to help juniors accomplish the things they want.
7. For short-term practical reasons, advisors may exchange juniors assigned to them with juniors assigned to the other advisors. For instance if a group of juniors wanted to go shopping while another group wanted to swim, regardless of who the designated advisor was, one advisor could accompany each group. This is also an acceptable solution to splitting up for meals based on individual preferences.
8. Every time responsibility for one junior transfers, from one advisor to another, the team manager shall be notified. The advisor accepting responsibility for a junior(s) outside of those normally assigned to them shall make such notification. If the team manager is not immediately available, the advisor shall leave the team manager a note with the hotel desk staff.
9. Advisors will ensure that juniors are in their respective rooms by 11:00 P.M. nightly and by 10:00 P.M. on the evenings preceding competition.

10. There may be a dance following the competition. In collaboration with the team manager and juniors, a curfew will be set. All juniors are to be in their rooms by that curfew.
11. After the times referred to in articles 9 and 10 above advisors will conduct hall checks in the hotel. Advisors will endeavour to ascertain that all juniors are safely in their respective rooms and that their conduct / noise is not of such nature as to disrupt other patrons. The advisors shall forthwith notify the team manager of any problems or concerns.
12. Each morning, advisors will ensure that junior athletes are awakened and ready for attendance at the competition as required. It is not necessary that juniors meet with or report to the team manager. It suffices that the advisors report, to the team manager, the well being of each junior assigned to them.
13. Advisors will accompany juniors to and from the competition, meals and all outings.
14. During competition, advisors will report to the team manager that juniors are ready and available for competition. Advisors will keep the team manager aware of junior's availability throughout junior's competitions. The advisor shall forthwith notify the team manager should a junior not be available or respond as requested.
15. Advisors shall not undertake any form of disciplinary or remedial action. The advisor shall forthwith report all concerns of inappropriate behaviour to the team manager. This includes behaviours attributed to persons other than assigned juniors that might pose a concern or risk to the health, safety or security of any junior.
16. Advisors shall not consume alcohol whilst juniors are in your care.
17. Advisors shall not remain in a closed room setting with any individual junior.
18. Advisors shall abstain from any form of subjective or judgmental comment on junior's actions.
19. Advisors will prepare a written assessment of each junior assigned to them.
20. Advisors will be vigilant in protecting the health, safety and security of all juniors on the team.

[AGM 2003-May-04]

The board be involved in the selection process of **all** the applicants for the team advisor positions.

[AGM 2003-May-04]

14. Tournaments

14.1 General

The Tournament Committee was formed as a standing committee, with responsibility for providing tournaments in Alberta.

[Board 2001-Jul-07; AGM 2003-May-04]

Every club that sends competitors to any tournament must send a minimum of one trained official and one volunteer. Karate Alberta may refuse entry to participate in a tournament any members of a club that fails to provide one official for that tournament.

[Board 2002-Mar-17; AGM 2003-May-04]

The Psaidl cup and the (as yet unnamed) Women's cup will no longer be kept by recipients. They will be given a plaque to keep.

[Board 2002-Jan-12; AGM 2003-May-04]

14.2 Eligibility

Only Karate Alberta members are allowed to compete in tournaments.

[AGM 2003-May-04]

The entry deadline for tournaments is 14 days prior to the tournament.

[AGM 1997-Apr-13; AGM 2003-May-04]

All competitors' membership applications must be received by the membership officer at least 30 days prior to tournament day. If a club has a member that they wish to compete and it is less than 30 days to the tournament, then a \$50 per member cost is added to their yearly membership. Therefore kyu membership would be \$75 (\$25 + \$50) and dan membership would be \$110 (\$60 + \$50).

[AGM 2011-Jun-04]

14.3 Fees

Tournament fees are non-refundable upon registration.

[Board 2005-Mar-05; AGM 2005-Jun-05]

Those clubs with members registered for a tournament are obligated to pay all the fees through one representative with one cheque or cash.

[Board 2005-Mar-05]

14.4 Competitors

Competitors cannot refuse medical examination when directed by the referee. To refuse disobeys a referee's order and the response will be disqualification by hansoku.

[Board 1999-Nov-14; AGM 2003-May-04]

14.5 Karate Alberta Rulebook – WKF Variations

1. Clothing
 - 1.1. Polycarbonate safety glasses may be worn if approved by the chief official. (The approval of the chief official is to ensure that the glasses are appropriate for karate competition.)
 - 1.2. Groin protection is mandatory for all male competitors.
 - 1.3. Gloves / fist protectors must be foam filled and vinyl covered. Cloth or leather covered gloves / fist protectors are not permitted. (Vinyl gloves are easily wiped and kept clean)
2. The size of the matted area will be 10metres by 10metres. (The WKF rule says 12 by 12)
3. Kata Competition
 - 3.1. For PQ events; when performing kata in the repechage, the loser in the final may repeat a kata previously performed. He/she is permitted this as he/she would otherwise have to know one more kata than the other competitors.
 - 3.2. In non-PQ events, competitors below the rank of brown belt may repeat katas as needed.
 - 3.3. In PQ events the katas will be performed as per the full WKF regulations.
 - 3.4. Competitors in categories below the rank of brown belt do not need shitei kata.
 - 3.5. Glasses may be worn for kata performance. The individual glasses must be approved by the chief official.
 - 3.6. Team members of the same kata team may be mixed male and female.
 - 3.7. Sanshiryu and Bassai of the Chito-ryu system are considered to be Shitei kata.
4. Kumite
 - 4.1. The arbitrator will blow his whistle when a contravention of the rules is noticed. (The WKF rule says to sound a buzzer)
 - 4.2. For non-PQ events the times of all matches will normally be 2 minutes running time.
5. Draw System (this is what we do now)
 - 5.1. For non-PQ events the draw for kata and kumite will be run as:
 - 5.1.1. Single elimination
 - 5.1.2. The finalists will compete for 1st and 2nd place
 - 5.1.3. The losing semi-finalists will compete for 3rd place.
 - 5.2. For PQ events
 - 5.2.1. The standard draw system will used.

- 5.2.2. The repechage will be used.
- 5.2.3. The loser in the final will compete with the winning-side winner of the repechage for 2nd and 3rd place.

6. Officials

- 6.1. It is considered inadvisable for an official to be the referee for a fighter who belongs to the same club. Occasionally the circumstances may be such that the chief referee chooses to override this consideration.
- 6.2. Karate Alberta Team members who are officiating may wear their Karate Alberta tracksuit
- 6.3. Entry level Provincial C officials:
 - 6.3.1. Can study the rule book and take the tests as modified for them.
 - 6.3.2. The pass mark will be 70% for each of the tests.
 - 6.3.3. To upgrade to Provincial B they will be required to use the full WKF rules and take the full tests.
- 6.4. Pass marks for Provincial B is 80% on each of the written tests.
- 6.5. Pass marks for Provincial A is 90% on each of the written tests.

[Officials Committee 2003-Aug-23; Board 2003-Sep-13; AGM 2004-Jun-06]

15. Property

15.1 Mats

All mat custodians shall sign and abide by the Mat Custodian Agreement.

[Board 2004-Mar-13; AGM 2004-Jun-06]

16. Attachments

There are a number of attachments to this policy manual. They exist as separate documents but are nonetheless, part of the policy of Karate Alberta. This section enumerates these documents, indicates the current date of the attachment, and when it was approved.

Attachment	Dated	Approved
Proxy Form	May 3, 2003	AGM 2003-May-04
Expense Claim Form	(no date)	AGM 2004-Jun-06
Club Application for Membership	September 28, 2002	AGM 2003-May-04
Club Application for Renewal of Membership	September 28, 2002	AGM 2003-May-04
Individual Application for Membership	October 27, 2002	AGM 2003-May-04
Continuity and Succession Agreement	May 3, 2003	AGM 2003-May-04
Code of Conduct	April-30, 2003	AGM 2003-May-04
Team Member Code of Conduct	June 6, 2004	AGM 2004-Jun-06
Karate Canada Code of Conduct	(no date)	AGM 1998-Jun-06;
Karate Canada Harassment Policy and Procedures	(no date)	AGM 1998-Jun-06
Application for Coaching Position	(no date)	AGM 2003-May-04
Application for Team Training	(no date)	AGM 2003-May-04
Competition Behaviour Contract	June 2, 2004	AGM 2004-Jun-06
Mat Custodian Agreement	2004-Jun-02	AGM 2004-Jun-06
Karate Canada Conflict of Interest Policy	November 1, 2009	AGM 2011-Jun-04