



## **BIATHLON ALBERTA POLICY MANUAL**

*Updated July 2014*

# Biathlon Alberta – Policy Manual

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## 1. AWARDS POLICY

Biathlon Alberta recognizes the commitment and dedication of athletes, coaches, officials, and volunteers, and their substantial contributions made to the development of biathlon in Alberta.

On an annual basis, Biathlon Alberta will:

### Present the following awards:

- Alberta Cup
- 3M Coach of the Year
- Shell Canada Volunteer of the Year
- Alberta Biathlon Club Official of the Year
- Ruedi Setz Memorial Trophy
- Athlete of the Year  
(Youth Men, Youth Women, Junior Men, Junior Women, Men, Women categories)
- Top Gun and Junior Top Gun

### Coordinate nominations for Biathlon Canada awards

The coordination of award nominations and selection of recipients falls under the duties of the Vice President – Administration, who will convene a 3-person sub-committee, consisting of the VP Administration, Administrative Manager, and one additional Board member to carry out these duties.

## 1. ALBERTA (CALFOREX) CUP

The Alberta (Calforex) Cup series of events represents the top level of provincial competition in Alberta. The series serves as a vehicle for athlete development and talent identification, and also as a mechanism for Provincial Team selection. Alberta Cup events may, on occasion, be held in conjunction with other events, such as a NorAm Cup, Western Canadian Championship, or Provincial Championship. Each year, Biathlon Alberta will endeavour to schedule events in a variety of venues around the province.

### Awards

Each category winner will have his or her name engraved on the respective Alberta Cup trophy, to be presented annually.

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## Calforex Cup Policies and Procedures

- Points are awarded to competitors in all categories, according to the points schedule below.
- Points are awarded only to members of Biathlon Alberta; out-of-province athletes are welcome to compete in Alberta Cup events, but are not eligible for points.
- Points are awarded to Biathlon Alberta athletes as per finish position; athletes will not be awarded points for a higher placing with respect to out-of-province athletes.

PLACE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
POINTS	50	46	43	40	37	34	32	30	28	26	24	22	20	18	16	15	14	13	12	10

21	22	23	24	25	26	27	28
8	7	6	5	4	3	2	1

- Each competitor’s total points will be determined by the best results in 75%-plus-one of the Alberta Cup races held.
- To be eligible for a final standing, athletes must compete in 50% or more of the Alberta Cup races held.
- Ties in the final standing will be broken as follows: number of wins, number of second places, number of third places, number of fourth places .... If a tie still remains, it will be broken by number of points earned at the Alberta Provincial Championship.
- Club Competition: Alberta Cup club points are determined by the combined individual points of all athletes competing for each club.

## 2. 3M Coach of the Year

The 3M Coach of the Year Award is presented annually to the Biathlon Alberta Coach who demonstrates respect for officials, opponents, and parents while espousing a philosophy of fair play. This coach demonstrates concern for the all-round development of the athlete, and instils guidelines reflecting responsible conduct beyond the playing field. Furthermore, this coach presents by example a positive image of coaching, applies relevant training theory and coaching techniques, and demonstrates the ability to improve the athletic performance of a team or individual.

## 3. Shell Volunteer of the Year

The Shell Volunteer of the Year Award is awarded annually to a Biathlon Alberta member who has made significant contributions to the sport of biathlon and truly exemplifies the volunteer spirit.

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### 4. **Alberta Biathlon Club Official of the Year**

The ABC Official of the Year Award is presented annually to a Biathlon Alberta member who has significantly contributed to the officiating of Biathlon Alberta competitions. This individual respects the rules and regulations of biathlon while demonstrating a philosophy of fair play.

### 5. **Ruedi Setz Memorial Trophy**

The Ruedi Setz Memorial Award was established in Ruedi's memory by his family following his sudden death in November 1989. Ruedi Setz was an enthusiastic builder of the sport of Biathlon - a strong competitor who was one of Alberta's premier athletes.

The award honours a Biathlon Alberta athlete who has displayed exemplary standards of sportsmanship, and made a significant contribution in assisting the development of the sport. The recipient will not necessarily have exhibited the highest performance level during the competition year.

### 6. **Biathlon Alberta Athlete of the Year Awards**

Athlete-of-the-Year Awards are presented annually in the following categories: Youth Women, Youth Men, Junior Women, Junior Men, Women, and Men. Awards are presented to the athletes who have achieved the best results in International competition, in addition to the Canadian Championships.

### 7. **Top Gun and Junior Top Gun Awards**

Biathlon Alberta presents annually the Top Gun and Junior Top Gun Awards to athletes who record the best shooting percentages in Alberta Cup competitions.

#### **Eligibility**

- Athletes eligible for the award will have competed in at least six Alberta Cup events, of which three or more will be competitions with either three or four shooting bouts.
- Eligible athletes for the **Top Gun Award** shoot in prone and standing positions.
- Eligible athletes for the **Junior Top Gun Award** compete in classes shooting only in the prone position without the aid of a rifle rest.

#### **Calculation**

- Shooting scores are calculated by counting the best six of each competitor's respective competitions, of which at least three must be competitions with either three or four shooting bouts.

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### **8. Veli Niinimaa Perfect Shot Awards**

Veli Niinimaa Perfect Shot Awards are presented annually to the athletes scoring the greatest number of clean shooting rounds in Alberta Cup competition. Separate trophies are awarded for Air Rifle and .22 calibre shooters.

*Approved September, 2011*

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## 2. COACHES AND MANAGERS SCREENING POLICY AND CODE OF ETHICS

**Application:** This policy applies to Managers and Coaches working directly for Biathlon Alberta at any camp, clinic, tour, or related activity. Biathlon Alberta affiliated clubs are strongly encouraged to conform likewise to this policy.

### 1. The fundamental objectives of Biathlon Alberta programs are:

- a) To provide the highest possible level of coaching and support to athletes involved in Provincial Team programs;
- b) to act with professionalism and integrity in all situations; and,
- c) to provide the best possible environment in which athletes may succeed while at competitions.

### 2. Coaches and Managers are required, prior to any involvement with Biathlon Alberta programs, and every three years thereafter, to:

- a) Provide a criminal record check, including vulnerable sector verification;
- b) read, acknowledge, and be bound by the [NCCP Code of Ethics](#) and the **Biathlon Alberta Coach's and Manager's Code of Ethics**.

### 3. Guidelines for Alberta Biathlon Team practices

- a) Conflict of Interest: It is acknowledged that coaches will have pre-existing relationships with athletes and clubs; however, coaches are expected, when requested by committees or staff, to exercise objectivity when evaluating athletes.
- b) All athletes participating in competitions as part of a Biathlon Alberta Team shall be referred to the Canadian Centre for Drug-Free Sport and made aware of controlled substances and doping protocol.
- c) Athletes aged 18 years or under must be accompanied to doping control by a Coach/Manager.
- d) Coaches and Managers are not permitted to give drugs or medication to athletes; athletes should be referred to a Medical Practitioner.
- e) Massage may be practiced only by a certified Massage Practitioner/Therapist.
- f) Coaches and Managers are to refrain from smoking while on duty or in the presence of athletes.
- g) Coaches and Managers may not consume alcohol in the presence of athletes under the age of 18 years, or prior to operating a vehicle. In all situations, coaches and managers are to remain sober and exercise discretion in the consumption of alcohol.

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### 4. Training and Discipline

Persons in authority have the responsibility not to harass an individual. It must be recognized, however, that disciplined training is an indispensable part of high-performance sport. Such discipline should not be confused with harassment. It is of vital importance, however, that those in authority:

- a) Communicate performance standards, selection criteria, rules and regulations to all participants;
- b) be fair and consistent in taking corrective action and in applying discipline;
- c) avoid favouritism, and;
- d) use appropriate terminology; address individuals by name and avoid the use of derogatory slang or offensive terms.

*Approved December, 2012*



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## 3. DELIVERY POLICY

Registration into events and programs occurs instantly upon the completion of registration forms and, if required, payment. Biathlon Alberta will administer programs and services according to published policies and procedures. Any goods sold requiring delivery will be made available for pick-up or shipped to the purchaser according to the description.

*Approved 2010*

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## 4. DISPUTE RESOLUTION POLICY

### 1. General Grievance and Appeal Procedure

Any member of Biathlon Alberta may file a grievance, or appeal a decision that directly affects him or her. Additionally, parents and/or guardians may file appeals on behalf of minor-aged children. The following procedure will be used to resolve a grievance or appeal:

- a. A grievance or appeal must be submitted in writing to the Biathlon Alberta office.
- b. The grievance or appeal will be made to a Review Body comprised of:
  - Either the body (or, a panel of three members thereof) responsible for the original decision or policy being grieved/appealed, or;
  - The Biathlon Alberta Board of Directors (or, a panel of three members thereof).

The grievance or appeal will be reviewed within 10 days of receipt. The Review Body will be chaired by either the President or a Vice-President of the Biathlon Alberta Board of Directors.

- c. A decision will be communicated to the aggrieved/appellant within 3 days of the Review Body reaching its decision.
- d. Notwithstanding the timelines identified above, the Review Body is in charge of its own procedure and may, if appropriate and necessary, amend the time within which things may be done.

### 2. Further Right of Appeal

- a. Should the process outlined in the “General Grievance and Appeal Procedure” fail to produce an outcome satisfactory to the aggrieved/appellant, the option of further right of appeal may be exercised.
- b. In such case, the subsequent grievance or appeal will be reviewed by a three-person Further Right of Appeal Review Body comprised of: One member of the original Review Body; and, two persons involved neither in rendering the original policy or decision which led to the grievance/appeal, nor the original Review Body.

(Suitable candidates for an FRA Review Body may include former Board members, Board members or staff of other Divisions, Board members or staff of other Provincial Sport Associations, etc.)

- c. The Further Right of Appeal Review Body will be struck and the grievance or appeal reviewed within 7 days of receipt.

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- d. A decision will be communicated to the aggrieved/appellant within 3 days of the Further Right of Appeal Review Body reaching its decision.
- e. Notwithstanding the timelines identified above, the Further Right of Appeal Review Body is in charge of its own procedure and may, if appropriate and necessary, amend the time within which things may be done.
- f. The Decision of the Further Right of Appeal Review Body will be final.

*Approved January, 2013*

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## 5. HARASSMENT POLICY

1. Biathlon Alberta is committed to providing a sport and work environment in which all individuals are treated with respect and dignity. Each individual has the right to participate and work in an environment free from harassment.
  - a) Harassment is a form of discrimination. Harassment is prohibited by the **Canadian Charter of Rights and Freedoms** and by human rights legislation in every province and territory of Canada.
  - b) Harassment is offensive, degrading, and threatening. In its most extreme forms, harassment can be an offence under **Canada’s Criminal Code**.

Whether the harasser is a director, supervisor, employee, coach, official, volunteer, parent or athlete, harassment is an attempt by one person to assert abusive, unwarranted power over another.

2. This policy applies to all employees as well as to all directors, officers, volunteers, coaches, athletes, officials, and members of Biathlon Alberta. Biathlon Alberta encourages the reporting of all incidents of harassment, regardless of who the offender may be.
3. This policy applies to harassment which may occur during the course of all Biathlon Alberta business, activities, and events. It also applies to harassment between individuals associated with Biathlon Alberta but outside Biathlon Alberta business, activities, and events when such harassment adversely affects relationships within Biathlon Alberta’s work and sport environment.

### DEFINITIONS

4. **Harassment** takes many forms but can generally be defined as comment or conduct directed toward an individual or group of individuals that is offensive, degrading or threatening. Harassment can take many forms, whether physical, verbal, emotional or sexual and often, it combines several of these elements. **Sexual harassment** is one type of harassment and is defined as unwelcome conduct of a sexual nature that detrimentally affects the sport environment or leads to adverse consequences for those to whom the conduct is directed.
5. Types of behaviour constituting harassment include, but are not limited to:
  - a) Written, including online formats and social media, and verbal abuse or threats;
  - b) Display of visual material, including online formats and social media, which is offensive;
  - c) Unwelcome remarks, jokes, comments, innuendo, or taunting a person’s looks, body, attire, age, race, religion, sex, or sexual orientation;
  - d) Leering or other suggestive or obscene gestures;

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- e) Condescending, paternalistic, or patronizing behaviour which undermines self-esteem, diminishes performance, or adversely affects working conditions;
  - f) Practical jokes, which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance;
  - g) Unwelcome sexual flirtations or advances, requests, or invitations;
  - h) Physical or sexual assault.
6. For the purposes of this policy, retaliation against an individual for one or more of the following will be treated as harassment: Having filed a complaint under this policy; having participated in any procedure under this policy; or having been associated with a person who filed a complaint or participated in any procedure under this policy.

### PROCESS

7. Complaints of harassment will be considered in accordance with Biathlon Alberta's [Dispute Resolution Policy – General Grievance Procedure](#).

### RESPONSIBILITY

8. The Executive Director, Vice President – Administration, and President of Biathlon Alberta are responsible for the execution of this policy, and will serve as Association Harassment Officers. Any complaint of harassment must be directed to one or more Harassment Officer.

Duties of the Harassment Officers are to:

- a) Refer any instance to law enforcement in which the victim of an assault, or any other possible criminal code violation, is a minor; or,
- b) Initiate adjudication of any complaint in accordance with the General Grievance Procedure detailed in Biathlon Alberta's Dispute Resolution Policy.

*Approved May, 2014*

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## 6. MEMBERSHIP POLICY

All athletes, coaches, and officials participating in events, camps, clinics, competitions, and other programs sanctioned by Biathlon Alberta must be members of Biathlon Alberta. Individual and Club memberships in Biathlon Alberta are effective upon receipt of all required information, documentation, and applicable fees, and expire annually on a date determined by the Board.

Clubs are responsible to ensure all active athletes, coaches, and officials are members of Biathlon Alberta.

**Day memberships** are sold to those persons who are otherwise not members of Biathlon Alberta, and are intended to afford persons new to biathlon the opportunity to compete without purchasing an annual membership.

Regardless of the situation (camp, clinic, or competition), a person may purchase no more than two Day Memberships in any given membership year.

*Approved June, 2014*

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## 7. PRIVACY POLICY

Biathlon Alberta collects personal information from members for the purposes of administration, program development, marketing, communication, and to meet legal obligations. The information is used for reporting purposes with Alberta Sport, Recreation, Parks and Wildlife Foundation, and Biathlon Canada. Biathlon Alberta may use participant photos for promotional purposes, included printed materials and the Association website. In all circumstances, Biathlon Alberta will limit the collection of personal information to only those items necessary to provide the best service to members.

Biathlon Alberta is committed to safeguarding the personal information of members through the use of security standards and procedures appropriate to the security of the information. Member information will not be sold, rented, or otherwise provided to any third party other than those contracted to provide services to Biathlon Alberta.

*Approved 2010*

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## 8. REFUND POLICY

Refunds will not be made on membership sales or goods sold. Race fee refunds will be made in certain situations, as follows:

- If a competition is cancelled prior to race-day, competitors will be refunded 50% of their entry fee;
- If a competition is cancelled race-day, no refunds will be made;

No other race entry refunds will be made.

*Approved 2010*



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## 9. TRANSPORTATION POLICY AND PROCEDURES

### PURPOSE

The purpose of this policy is to specify guidelines for safe transportation of participants in programs or events sanctioned by Biathlon Alberta.

### RENTAL VEHICLES

In Alberta, a Class 4 license is required for a driver who is operating under the condition “for hire” as defined by the Operator Licensing and Vehicle Control Regulation which provides this definition: For hire, with respect to a vehicle, means that the vehicle owner or operator or the operator’s employer is being paid for the service that the vehicle is being used to provide.

This policy will apply to all camps, clinics and competition tours where transportation is provided as part of the program.

### PERSONNEL

Biathlon Alberta staff may transport participants in a Biathlon Alberta sanctioned event in any vehicle in limited instances. All Biathlon Alberta staff must have a valid Class 4 Alberta driver’s license (or equivalent) and their driving record reviewed and approved prior to transporting anyone participating in a Biathlon Alberta sanctioned event. Driving records will be periodically reviewed at intervals deemed appropriate. Written approval must be obtained by the VP Administration or his/her designee prior to Biathlon Alberta staff driving any vehicle for more than a limited distance when transporting any participant in Biathlon Alberta programs.

### TRAVEL RULES

1. Biathlon Alberta disallows and has a zero tolerance for the use of alcohol and/or any illegal drugs or substances while operating any vehicle on Biathlon Alberta business. A driver under the influence of prescription or over-the-counter medication that impairs or negatively affects the driver’s judgment or ability to drive must notify the VP Administration or his/her designee and shall not transport passengers on Biathlon Alberta business.
2. The number of passengers in rental vehicles is limited to the number of seatbelts, up to a maximum of ten persons, plus the driver. Seat belts must be used at all times, by all occupants. Any van usage for a Biathlon Alberta sanctioned event must be pre-approved in writing by the VP Administration or his/her designee.
3. Teams will be allowed to travel between the hours of 6:00 a.m. - 12:00 am, unless prohibited by the “Driving Time Limits” listed below.

### DRIVING TIME LIMITS

1. Driving time limits for all drivers are:
  - Daytime travel - three hours at one time without a break;
  - Night-time travel - two hours at one time without a break.

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2. Within 15 minutes of reaching a driving limit, the driver should exit the highway to a safe rest area. The driver must take at least a 15-minute break before resuming driving or else another approved, licensed driver who has not driven must assume driving responsibilities.
3. No driver may exceed 8 total hours of driving time in a 24 hour period.
4. No driver may commence driving after 11:00pm or before 5:00am.
5. No segment of travel shall exceed 18 hours, at which time the drivers must stop for at least 7 hours rest. This rule is to be observed even if there are multiple approved drivers on the trip.

### **ADDITIONAL RULES** for use of vehicles for Biathlon Alberta sanctioned events

1. All rules of the road must be adhered to such as speed limit, parking and seat belt usage by all passengers. Anyone receiving a ticket will be personally responsible for payment of the ticket.
2. A daily walk-around procedure must be performed prior to taking any vehicle on the road. When stopping to fuel vehicles the engine must be turned off and passengers must disembark from the vehicle.
3. Teams using more than one vehicle must caravan and stay within sight of one another in case of emergency. If a vehicle breaks down on a trip, the coach should assess the situation, call a tow truck or drive the vehicle to a location where it can be serviced. The coach should call the VP Administration or designee at Biathlon Alberta so that they are aware of the situation. In some cases, it may be appropriate to obtain another vehicle to continue the trip. It will be the responsibility of the coach to determine the severity of the breakdown. In the event of severe weather, the Team Leader will make the decision to continue travel or to delay the trip. A secure location must be found for the team to wait for travel to resume. The VP Administration must be notified of any delays as soon as possible.
4. In the event of an accident, the VP Administration should be called to apprise them of the situation.
5. Any deviation from these travel rules must be approved in writing by the VP Administration or his/her designee.
6. Head coaches or Team Leaders are responsible for having all emergency contact phone numbers in the event of an emergency.
7. All equipment must be secured and evenly distributed in rental vehicles. Particular attention must be paid to weight distribution when using 12 or 15 passenger vans. Lighter objects should be placed in roof racks or in the rear of the vehicle. Heavier objects should be placed on the floor of the vehicle as close to the driver as possible. Passenger capacity is limited to 10 to reduce the temptation to overload 12 to 15 passenger rental vehicles. When transporting large groups, an additional vehicle should be obtained for transporting equipment/cargo.

*Approved 2009*