



**Alberta Orienteering Association**

**Board Policy Manual**

Contents *(the blue headings are links to page numbers)*

<a href="#">1.0</a>	<a href="#">Introduction and Objectives</a>	<a href="#">6</a>
1.1	Description of the Association	6
1.2	Objectives of the Association	6
1.3	AOA Office	6
<a href="#">2.0</a>	<a href="#">Organization and Personnel of the AOA</a>	<a href="#">6</a>
2.1	Board of Directors (Bylaws, Article 5.1)	6
2.2	AOA Committees (Bylaws, Article 5.3)	7
2.2.1	Nominating Committee (ad hoc)	7
2.2.2	Outreach Committee (standing)	7
2.2.3	Team Alberta Committee - (standing)	7
2.2.4	Mapping Committee (standing):	7
2.3	Volunteers	8
2.4	Executive Director (Bylaws, Article 5.4)	8
<a href="#">3.0</a>	<a href="#">Membership, Clubs and Grants</a>	<a href="#">8</a>
3.1	Membership in the AOA (Bylaws, Article 3)	8
3.2	Clubs Affiliated with the Association (Bylaws, Article 3.10)	9
3.2.1	AOA Support to Affiliated Orienteering Clubs	9
3.2.2	Obligations of Affiliated Orienteering Clubs	10
3.3	AOA Grants	10
<a href="#">4.0</a>	<a href="#">Hiring, Evaluation, Salary, and Termination</a>	<a href="#">10</a>
4.1	Hiring	10
4.2	Probationary Period	10
4.3	Employee Performance Review	11
4.4	Salary and Salary Funding	11
4.5	Contract Workers	11
4.6	Grant-Funded Employees	11
<a href="#">5.0</a>	<a href="#">Meetings of the Alberta Orienteering Association</a>	<a href="#">11</a>
5.1	Annual General Meeting (Bylaws Article 4)	11
5.2	Special General Meetings (Bylaws Article 4)	12
5.3	Annual Planning Meeting (Retreat)	12
5.4	Board of Directors Meetings (Bylaws Article 5.1.6)	12
5.5	AOA Committee Meetings (Bylaws Article 5.3)	12

5.6	OC Annual General Meeting.....	13
6.0	Financial (Bylaws, Article 6) .....	13
6.1	Banking and Signing Powers.....	13
6.2	Financial Accounting, Reports, and Controls.....	13
6.3	Donations.....	13
6.4	Fund Raising.....	14
6.5	Club Sponsors.....	14
6.6	Levies .....	14
6.6.1	Map Cost Recovery Levy paid by clubs to the AOA.....	14
6.6.2	OC Association Fee paid by the AOA .....	14
6.7	Reimbursable Expenses and Rates .....	15
6.7.1	Travel .....	15
6.7.2	Items Requiring Prior Approval of the board:.....	15
6.7.3	Expense Claims .....	15
6.7.4	Large Expenses .....	15
7.0	Insurance (Bylaws, Article 6.8).....	15
8.0	Waivers and Liability .....	16
9.0	Strategic Planning.....	16
10.0	AOA Partnerships.....	16
11.0	Additional AOA Policies .....	16
12.0	Appendix A – Job Descriptions of AOA Board Members .....	18
13.0	Appendix B – Job Description of Executive Director .....	20
14.0	Appendix C – Terms of Reference for Committees.....	25
15.0	Appendix D - All other AOA policies	

1. Anti-Doping Policy
2. AOA Grant Policy
3. Concussion Policy
4. Conflict of Interest Policy
5. Dispute Resolution and Appeal Policy
6. Harassment with Reporting, Investigation, Discipline Policy -under development
7. Inclusion, Equity and Access Policy
8. Members Code of Conduct /Universal Code of Conduct

9. Privacy Policy and CASL Policy
10. Responsible Coaching Movement: Open and Observable Environment Policy
11. Risk Management Policy
12. Screening Policy
13. Social Media Policy
14. Volunteer Program Policy
15. Orienteering Events Manual: Including the following:
  - Certifications
  - Competitions
  - Clinics and Training Camps
  - Mapping Policies
  - Safety Plan & Tools
  - Waivers & Liability
  - Insurance
  - Participants Risk Management Policies
  - Wildlife Policies

## PREAMBLE

This document contains policies and procedures of the Alberta Orienteering Association that are based on the revised bylaws of 2016 as well as the business motions that have been approved by vote at various board and annual general meetings. These policies describe the beliefs and objectives of this association and provide rules and guidelines to create an efficient and effective organization.

Previous policies not listed in this document are henceforth considered null and void.

Policy that pertains directly to a bylaw will have the relevant bylaw reference in brackets for further definition (e.g. Bylaws, Article 4). Appendix A contains the job descriptions for all board members. Appendix B contains the Executive Director’s job description.

### List of Changes to Policies

Date	Change
December 31, 2009	Policy manual re-written, re-formatted, Changes to > ¼ policies. Ratified by executive.
April 12, 2011	Edits done by S. Haley
June 18, 2011	Edits done by the Board
October 13, 2014	Edits by Kim Kasperski – (OC official level definition, added bylaws to Appendix A, change COF to OC, ASRPWF change, copy editing, some A event changed to Canada Cup)
2018	<p>Extensive edits throughout by Kitty Jones.</p> <p>Additions: List of Abbreviations; AOA Committees; Certification of Event Officials and Coaches, Types of Competitions, Competition Rules &amp; Guidelines, Canada’s Anti-Spam Legislation, Strategic Planning, AOA Partnerships, Risk Management, Code of Conduct, Social Media, 2018 ED Job Description (Appendix C), Hazard Policy for Mappers in the Field (Appendix D), AOA Grant Policy (Appendix E), Concussion (Appendix F)</p> <p>Deletions: Most concepts that are described in 2016 Bylaws (just referred to the Bylaws Articles instead); Alberta O Cup, Alberta achievement awards, Canada Cup Meet Guidelines</p> <p>Revisions: Membership, Club affiliation, Meetings, Conflict of Interest, Anti-Doping, Clinics &amp; Training Camps, Maps, Financial, AOA Bylaws (summary only) (Appendix A), AOA Board job descriptions (Appendix B)</p>
2019-2020 2024 2025 Jan 16	<p>Revision of all polices. Creation of several new policies. Creation of Safe Sport Framework. Split policies into the following subgroups: Board Policy Manual, Orienteering Events Manual, Safe Sport Framework, and Other Policies. Reviewed and approved by AOA board on March 9, 2020</p> <p><b>Donation policy</b> (AOA Board meeting June 17<sup>th</sup>, 2024)</p> <p><b>Mapping Cost Sharing Policy</b>: updated the new approved cost sharing with clubs</p>

## List of Abbreviations

ADM	Athlete Development Matrix
AGLC	Alberta Gaming and Liquor Commission
AGM	Annual General Meeting
AOA	Alberta Orienteering Association
AOC	Alberta Orienteering Championships
ASC	Alberta Sport Connection
CAC	Coaching Association of Canada
COC	Canadian Orienteering Championships
ECOC	Eastern Canadian Orienteering Championships
ED	Executive Director
EOOC	Edmonton Overlanders Orienteering Club
FWOC	Foothills Wanderers Orienteering Club
HPP	(Orienteering Canada's) High Performance Program
IOF	International Orienteering Federation
ISOM	International Specification for Orienteering Maps (non-sprint)
ISSOM	International Specification for Sprint Orienteering Maps
JWOC	Junior World Orienteering Championships
LTAD	Long Term Athlete Development
NAOC	North American Orienteering Championships
NCCP	National Coaching Certification Program
OC	Orienteering Canada
SGM	Special General Meeting
VP	Vice President
WADA	World Anti-Doping Association
WCOC	Western Canadian Orienteering Championships
WMOC	World Masters Orienteering Championships
WOC	World Orienteering Championships
WOD	World Orienteering Day (in May)
WUOC	World University Orienteering Championships

## **1.0 Introduction and Objectives**

### **1.1 Description of the Association**

The Alberta Orienteering Association (AOA) is a not-for-profit sport association and is a member of Orienteering Canada (OC). AOA is registered under the Alberta Societies Act and was incorporated in Edmonton, Alberta, July 26, 1974. The incorporation number is 50007861. A board of directors (executive, or executive committee) is elected at the annual general meeting (AGM) of the association and controls all association business.

### **1.2 Objectives of the Association**

**AOA vision:** Albertans of all ages and abilities, from recreational participants to elite athletes, recognize and enjoy orienteering as a rewarding outdoor navigational sport that builds physical and mental capacity to stay active for life.

The AOA shall encourage, promote, and give leadership to the sport of orienteering locally, provincially and nationally.

The AOA shall annually sanction and supervise a full program of competitions in orienteering, which may include the AOC, the WCOC and the COC. The AOA will also be prepared to host international orienteering championships as sanctioned by the IOF.

The AOA shall encourage the development of orienteering in all regions of the province, including the education of new participants.

### **1.3 AOA Office**

The responsibility of the AOA Office is under the direction of the board of directors. The executive director, who is a paid employee of the AOA, handles the day-to-day operations and supervision of the office.

The office address: P.O. Box 1576  
Cochrane, Alberta, T4C 1B5  
Phone: (403) 614-3790  
info@orienteeringalberta.ca

AOA Website [www.orienteeringalberta.ca](http://www.orienteeringalberta.ca)

## **2.0 Organization and Personnel of the AOA**

### **2.1 Board of Directors** (Bylaws, Article 5.1)

The board of directors is also known as ‘the board’ or ‘the executive’.

The AOA board consists of volunteers who are elected by voting members at the AGM.

The board consists of the president, secretary, and treasurer (who are the officers) as well as a maximum of twelve (12) other directors elected at the AGM from among the voting members. The immediate past president is a de facto member of the board.

Some of the directors, usually when they have a specific role, are also known as vice-presidents (VP).

See Appendix A for detailed job descriptions for the directors of the board.

## **2.2 AOA Committees (Bylaws, Article 5.3)**

An AOA committee may be a standing committee or an ad hoc committee. A standing committee is ongoing. It reports to the Board and it should give a report at the AGM. An ad hoc committee is usually short term, created for a specific task and then disbanded. It reports to whomever created it. A sub-committee works on a portion of work that is part of a standing committee.

The AOA Board may appoint committees as needed. The Bylaws outline the general procedure for committees in Bylaws Article 5.3.1. Each committee should consider having a Terms of Reference. The following are existing or potential committees.

### **2.2.1 Nominating Committee (ad hoc)**

Should be chaired by the immediate Past President and should include 2 other members appointed by the board. Responsibilities include preparing a slate of nominations for the president and any vacant director's position and presenting its recommendations at the AGM; orienting new board members.

### **2.2.2 Outreach Committee (ad hoc)**

Consists of the president, past president and the executive director. This committee has a Terms of Reference. For advising the AOA executive on how to increase the reach of the sport of orienteering in Alberta.

### **2.2.3 Team Alberta Committee - (ad hoc)**

Should be chaired by the VP Skills & Development. This committee has a Terms of Reference. Responsible for advising the AOA executive on ways to create an Alberta 'brand' and sense of community amongst Alberta orienteers,

### **2.2.4 Mapping Committee (ad hoc):**

Should be chaired by the VP Mapping and should include at least one Edmonton Overlanders Orienteering Club (EOOC) member and one Foothills Wanderers Orienteering Club (FWOC) member. The committee members will help and advise the AOA VP Mapping in meeting the objectives as outlined in Orienteering Events Manual.



## **2.3 Volunteers**

Orienteering is largely run by volunteers.

AOA developed an extensive Volunteer Program Policy which outlines policies and procedures regarding the volunteer force of the organization. The policies and all additional educational materials regarding volunteers can be found on the AOA website:

Link: <https://www.orienteingalberta.ca/volunteers.html>

## **2.4 Executive Director (Bylaws, Article 5.4)**

The executive director (ED) will work for the AOA under the direction of the president to whom the ED will report directly. If he/she does not live in the same city, the president may delegate the supervision to another executive member who does live in the same city, if necessary.

The ED is responsible for establishing and operating effective technical and competitive programs with guidelines approved by the executive and for carrying out all technical duties assigned by the executive committees and priorities set by the executive. See Appendix B for the ED job description, including administrative and technical duties.

The ED is an employee and will sign a contract that will be renewed annually. The ED is entitled to receive a performance review annually.

## **3.0 Membership, Clubs and Grants**

### **3.1 Membership in the AOA (Bylaws, Article 3)**

Membership is open to individuals, families, or groups who have paid their annual membership fee to their club and who agree to participate under the objectives of the association. In the AOA Bylaws, there are three AOA membership categories: regular member, group member and honorary lifetime member. However, the Bylaws say “Any other Member categories can be defined as required in the AOA policy manual.” Club members are de facto AOA regular members. Clubs may define their own membership categories.

The membership year is January 1 to December 31. Memberships purchased after September 1st of any year are valid for the whole of the following year.

A member in good standing is one who has paid their membership fee for the current year or is an Honorary Member, and is not suspended. (Bylaws, Article 3.5)

If a member has not paid their membership fee/program fee by Dec 31<sup>st</sup>, the member is considered to have resigned. Refer to: Bylaws Article 3.6.3

**Club Day Members** are not considered as regular AOA members because their membership fee is lower and they do not have voting privileges. Their fee simply allows them to participate in the event of that day, and have liability insurance coverage for that day.

**AOA Program Member:** Individuals or groups who reside in areas of Alberta that are not served by an existing club and who are receiving a service or programming from the AOA, must become an AOA program member by signing an AOA program member waiver form. AOA Program Members do not have voting privileges.

Benefits of AOA membership (not including Club Day or AOA Program Members):

- Membership in a provincial orienteering club of their choice
- Newsletters from AOA and Orienteering Canada (OC)
- Eligibility to compete in age class, open class or recreational class at any local, provincial, national or international competition
- Reduced entry fees at all club, AOA and OC sanctioned events
- Eligibility for financial subsidies for travel or other related costs from attending orienteering events
- Training, leadership and coaching opportunities
- Attendance at the annual AOA retreat and AOA training camp
- Access to junior or adult development programs
- Member rates for orienteering clinics e.g. officials, mapping and coaching
- Discounts, with membership card, on purchases at certain retail outlets within Alberta
- Voting rights (if 18 years of age or older) at the AGM and any special general meeting
- Liability insurance coverage

Some of the above benefits are free while others are subsidized for AOA members.

### **3.2 Clubs Affiliated with the Association** (Bylaws, Article 3.10)

Alberta orienteering clubs are affiliated with the AOA. Such a club is entitled to the use of AOA facilities, advice, and support in their operation. New clubs may become affiliated with AOA at any time by applying to the AOA.

Any organized group, defined as having a minimum of 5 members, with a leadership group (e.g. president, secretary, and treasurer), whose primary goal is to create and promote orienteering events, or that wishes to develop orienteering as part of their regular program, may become an affiliated club of the Alberta Orienteering Association.

#### **3.2.1 AOA Support to Affiliated Orienteering Clubs**

The AOA will provide the following support, subject to available resources:

##### **3.2.1.1 Existing Clubs**

- Coaches, officials, mapping and training clinics by request from clubs.
- Promotional assistance in developing media relations (e.g. for World Orienteering Day).
- Assistance in submitting bids to host major events.
- Assistance in applying for provincial hosting grants for any approved events.
- Assistance in identifying potential new map sites.
- An AOA representative at club meetings whenever possible to act as liaison.
- Funding for mileage for one vehicle per club to attend the AOA annual general meeting.
- Grants for AOA members and clubs.

##### **3.2.1.2 New Club in non-established area:**

The AOA will encourage the development of new orienteering clubs within the province of Alberta. The AOA will provide the following support to new clubs:

- A sport outreach clinic to help develop interest;

- Assistance obtaining orienteering specific equipment & supply;
- All the benefits outlined above for existing clubs.

### 3.2.2 Obligations of Affiliated Orienteering Clubs

- Report membership statistics to AOA as requested, at least annually;
- Report participation statistics to AOA as requested, at least annually;
- Pay AOA a map cost recovery levy as described in Financial section 6.6.1 below
- Pay AOA a portion (at the discretion of the AOA Board) of the OC annual affiliation and insurance fees (Financial section 6.6.2 below).

### **3.3 AOA Grants**

AOA has a financial granting plan to promote development and participation of Alberta orienteers as athletes and leaders in the sport of orienteering. Grants for members include Leadership Grant and High Performance Grant. Annual grant application deadline is December 1.

AOA has established grants for clubs, including Junior Program Development Grant, Underrepresented Group Program Grant and Major Event Organization Grant. Annual grant application deadline is September 1.

Amounts and limits of all grants are to be reviewed and set annually for the AOA budget. The detailed grant policy is in the AOA Grant Policy manual. Guidelines, criteria and application forms are to be made available on the [AOA website](#).

## **4.0 Hiring, Evaluation, Salary, and Termination**

The president and two members of the board chosen by the president and approved by the executive, are responsible for hiring, evaluation, salary, and termination of any paid employee. Alternatively, with the approval of the executive, a hiring team consisting of the president and two to three other association members may be appointed.

### **4.1 Hiring**

The president shall chair a search committee made up of the president, and two other board members or two to three association members as approved by the board, to find a suitable candidate for a paid position.

In a closed meeting, the board of directors will review the search committee's findings and recommendations for the candidate best suited for the job. The candidate will be selected by majority vote of the board of directors present. In the event of a tie vote of any group of candidates, the president will make the final decision.

### **4.2 Probationary Period**

Any new employee shall be on a probationary period normally not exceeding six months. After this time, a satisfactory performance review shall constitute the end of the probationary period.

Termination or rejection of the employee is by majority vote of the full executive and no disputes shall be considered.

### **4.3 Employee Performance Review**

A formal performance review will be conducted for the employee once each year. The review is to provide mutual exploration between the president and the employee concerning the nature of the job, job objectives, the working relationship, and other factors pertinent to effective job performance. Regular feedback on performance is encouraged.

The employee shall be given the opportunity to sign the formal review document indicating that its contents have been read and understood.

### **4.4 Salary and Salary Funding**

The determination of salaries shall be governed by the financial assistance received from ASC, casino proceeds and other revenue. The AOA will try to maintain a constant source of funding for existing employees but may require terminating services of those employees if adequate funding ceases. The current Alberta Labour Standards will be used for notice and pay in lieu for employees.

### **4.5 Contract Workers**

If a suitable volunteer cannot be recruited for a task, the task will be advertised as a paid contract position. Salary will be dependent on the AOA budget or funding allowance.

One of the board of directors, as approved by the board, will chair a search committee to find a suitable candidate for the position.

### **4.6 Grant-Funded Employees**

The AOA will try to apply for employment grants (e.g. STEP grant) for paid positions whenever possible. However, before an employee is hired, the AOA will ensure that a qualified association member is available to supervise the employee.

## **5.0 Meetings of the Alberta Orienteering Association**

### **5.1 Annual General Meeting** (Bylaws Article 4)

The AOA will hold an annual general meeting (AGM) on a date set by the board. Members will receive notice no less than 21 days before the meeting.

A quorum of 5% of the voting membership (including members attending remotely, and proxies held by members in personal attendance at the AGM) is needed to conduct the AGM. No member may hold more than 2 proxies, to avoid concentration of influence on an issue.

Voting members do not include Day Members or AOA Program Members.

Proxy forms must be submitted to the AOA President before the AGM is called to order. Proxy forms are found at <https://www.orienteeringalberta.ca/agm-meetings.html>

The AOA may provide travel funds for the AOA executive (carpooling is encouraged) plus one representative from each member club to attend the AGM. Travel reimbursement is as stated in Reimbursable Expenses and Rates (section 6.7 below).

The president is responsible for summarizing the highlights of the AGM in the next issue of the newsletter.

## **5.2 Special General Meetings (Bylaws Article 4)**

A special general meeting may be called by the board or on the written request to the president of one third (1/3) of the voting members. Members will receive notice no less than 21 days before the meeting.

## **5.3 Annual Planning Meeting (Retreat)**

The annual planning meeting should be held in the fall of each year to allow time for plans to be implemented in the new fiscal year.

The AOA board organizes, or directs the ED to organize, the planning meeting. The membership is encouraged to attend. The Alberta Sport Connection consultant may be invited.

The annual planning meeting may address any of the following: review of goals, objectives, mission, vision, strategic plan, policies and roles of AOA and clubs; future funding; upcoming event schedule; mapping; promotion; new initiatives, and so on.

## **5.4 Board of Directors Meetings (Bylaws Article 5.1.6)**

The Board of Directors convenes at least four times a year. The president calls the meetings, chairs the meetings and distributes an agenda in advance. The board should attempt to meet in person at least once a year. Meetings may be held by conference call.

A quorum is a majority of directors present at a board meeting.

Meetings of the board are open to all members of the AOA, but only directors may vote.

Votes may be held by email between meetings, when the issue is urgent.

Minutes of each meeting are kept on record and available to the board. Club presidents should be sent minutes of AOA meetings if they are not confidential.

The AOA may pay travel expenses of the board of directors and the executive director for meetings in person.

## **5.5 AOA Committee Meetings (Bylaws Article 5.3)**

The board may appoint committees to advise and perform tasks for the board. The vice presidents are encouraged to form committees to perform work for projects or initiatives. Examples of committees include mapping, skills development, finance, technical, and nominating.

A board member chairs each committee and convenes meetings as necessary. Committee expenses should be budgeted at the beginning of the fiscal year. Even if budgeted for, the board needs to be advised of any significant expenditure.

## **5.6 OC Annual General Meeting**

The AOA may fund the travel expenses for one delegate to represent AOA at the OC annual general meeting. See Reimbursable Expenses and Rates (section 6.7 below).

## **6.0 Financial (Bylaws, Article 6)**

### **6.1 Banking and Signing Powers**

At least two signing authorities approved by the board of directors (including board directors and the executive director) must sign all cheques written against AOA funds. The executive director cannot sign his/her pay cheque or expenses cheque from the AOA.

AOA legal documents must be signed by one or more of the 3 Officers – president, secretary and treasurer.

### **6.2 Financial Accounting, Reports, and Controls**

The AOA financial year is January 1<sup>st</sup> to December 31<sup>st</sup>.

A financial report shall be provided by the treasurer to the board at board meetings or at least every three months. The report can be distributed by the executive director. The board shall review and approve the financial report at the board meetings.

A complete financial statement will be provided by the treasurer at the AGM. Two auditors, appointed at the AGM, will audit the financial records.

An annual budget will be prepared jointly by the treasurer, president and executive director. The treasurer, president and executive director will jointly see that the organization operates within budget guidelines.

Bookkeeping will be done by the executive director, including accounts payable, accounts receivable, deposits and bank reconciliation. Payroll and proper accounting for the various funding agencies will be supervised by the treasurer.

Official AOA correspondence will be done jointly by the executive director, president and treasurer.

Legal documents, including all contracts, will be signed by the AOA officers (president, secretary and treasurer).

### **6.3 Donations**

#### **6.3 a, Accepting Donations:**

Charitable donations are accepted and may be submitted and made payable to OC. Donations must be unconditional in order to receive a charitable receipt from OC. The donor can suggest how they would like to see the money spent, but OC is under no obligation to follow that suggestion. Non-Charitable receipt donations can be accepted by AOA.

#### **6.3 b, Approval for Donations**

Non-budgeted donations over \$500 require board approval. Non-budgeted donations under \$500 require approval from two board members. All donations must align with and support AOA's mandate.

## **6.4 Fund Raising**

AOA will apply for an AGLC casino whenever possible. Normally the AOA casino alternates between Edmonton and Calgary. The AGLC rules regarding use of casino proceeds must be followed.

AOA will apply for grants from Alberta Sport Connection, including the annual Association Development Program Grant as well as applicable Hosting Grants for WCOC, COC, and NAOC.

AOA may apply for grants from any other funding agencies which are suitable, to further attain AOA goals and objectives. E.g. CIP Grant (Community Initiatives Program); STEP Grant (Summer Temporary Employment Program, for summer employment of Canadian students)

OC's Donation Policy (relating to fundraising done by AOA and its affiliated clubs) is here: [http://www.orienteeing.ca/pdfs/policy/Policy\\_Donations.pdf](http://www.orienteeing.ca/pdfs/policy/Policy_Donations.pdf)

Sponsors:

The AOA supports IOF and OC policy on seeking sponsorships. OC should be consulted prior to approaching a potential sponsor, to be sure there is no conflict.

All communications, agreements, services, and acknowledgments agreed between the AOA and sponsors must be confirmed in writing to safeguard both parties. A summary should be sent to the VP special projects who is responsible for coordinating sponsorship (or to the president if this position is vacant).

Letters of thanks will be sent to all AOA sponsors as well as a copy of any publication, article or photograph in which the sponsor's participation is mentioned.

## **6.5 Club Sponsors**

Clubs are encouraged to seek sponsorship as long as it is in keeping with AOA and OC policies. The VP special projects (or the president if this position is vacant) should be kept informed of sponsorship plans so that duplication with AOA plan can be avoided.

## **6.6 Levies**

### **6.6.1 6.6.1 Forest Map Cost sharing between the AOA and clubs**

(Updated 2025 Jan 16, AOA board approval)

Before the end of January each year (much earlier if a foreign mapper is required), the member clubs will submit their forest mapping requirements to the AOA, describing the scope and cost of the work. Costs are expected to be shared 50/50 between the AOA and the club requesting the mapping work.

Final approval of the AOA share will happen at the AOA budget meeting, usually held in February. Earlier approval (up to a year in advance) may be necessary where a foreign mapper has been requested due to lack of local resources.

### **6.6.2 OC Association Fee paid by the AOA**

In April each year, the OC treasurer invoices AOA for the annual association fee and insurance. The OC board determines the amount to be invoiced; their formula is based on membership and event participation statistics and is subject to change.

Clubs with large numbers of participants in their junior program will be invoiced for a separate premium specifically for such a junior program. This amount will be determined by OC's insurer, based on participant numbers. AOA will pass on this invoice to the club, unless OC invoices the club directly.

## **6.7 Reimbursable Expenses and Rates**

### **6.7.1 Travel**

Out of town travel is reimbursed at a rate of \$0.35/km for use of a personal vehicle. This rate should be reviewed from time to time by the board. For long distance car travel, a rental option should be considered as this could be cheaper. In town travel is not covered by the AOA.

### **6.7.2 Items Requiring Prior Approval of the board:**

- Meetings, conferences, clinics, registration fees
- Hotel, motel and hostel charges for out-of-town trips. Accommodations should be shared.
- Meals and beverages for out of town trips. Meals may be paid for, based on agreed per diem rate – this requires a separate approval. Alcoholic beverages will not be reimbursed by AOA.
- Airline travel expenses
- Car rental and forms of travel other than personal vehicle.

For some conferences, clinics, or meetings, the AOA may opt to pay for only a pre-determined number of days' meals and accommodation.

### **6.7.3 Expense Claims**

Receipts are required for all expenses. The sole exceptions are for travel in a personal vehicle or meals purchased on an agreed per diem as per above requirements. Expense claims are to be submitted to the executive director or treasurer for payment.

Expense claims must be submitted within three months of the date the expense was incurred or before the fiscal year end (whichever comes first).

### **6.7.4 Large Expenses**

Reasonable expenses incurred by volunteers and the executive director on behalf of the AOA will be reimbursed. Large expenses should be approved by the board of directors in advance of occurrence.

## **7.0 Insurance (Bylaws, Article 6.8)**

The AOA and its affiliated clubs shall have third party liability insurance coverage.

OC buys third party liability insurance, which covers bodily injury and property damage for all AOA members, volunteers and employees. The premium is based on annual participation statistics. OC invoices AOA annually for its share of the insurance premium. AOA may share this



cost with its affiliated clubs. Information about OC's insurance is here:

<http://www.orienteering.ca/resources/insurance/>

The cost of extra insurance for junior training programs (where the total participant days for the year is over 500) is split evenly between OC and the provincial body (AOA passes this cost on to the relevant club unless OC invoices the club directly).

The annual insurance certificate for Alberta is sent to AOA. The clubs are not named specifically on this document because the certificate states that it applies to all orienteering activities in Alberta, and nothing more needs to be justified.

In the event of a claim, an incident report must be sent to AOA's ED and OC's ED. Then OC's ED would notify the insurer, and an adjuster would be assigned to the claim right away.

## **8.0 Waivers and Liability**

All participants must sign an AOA approved waiver when signing up for the clubs membership in Alberta or to participate in an AOA sanctioned event. Event directors are advised to have all participants sign a special event waiver, as recommended by OC's insurer. Waivers for adults (ages 18 and over, in Alberta) are different from the "Participation Agreement" for minors (under age 18). A summary of OC insurance is here:

<http://www.orienteering.ca/pdfs/policy/insurance.pdf>

Waivers and liability information can be found here:

[https://www.orienteeringalberta.ca/uploads/1/0/2/2/102233682/waivers\\_-\\_aoa\\_updated\\_1.pdf](https://www.orienteeringalberta.ca/uploads/1/0/2/2/102233682/waivers_-_aoa_updated_1.pdf)

## **9.0 Strategic Planning**

AOA will have a 3-year strategic plan as required by ASC. This will be reviewed annually. There will be a more detailed 1-year plan for the current year, known as a Roadmap.

## **10.0 AOA Partnerships**

AOA board may choose to belong to relevant organizations if this provides a benefit to AOA.

AOA board may choose to work together in partnership with a relevant organization to accomplish mutually agreeable goals if this provides a benefit to AOA.

## **11.0 Additional AOA Policies** (the below listed policies can be found -Appendix D - All Other AOA Polices)

Addition to this AOA Board Policy Manual, below are the list of all approved AOA policies:

1. Anti-Doping Policy
2. AOA Grant Policy
3. Concussion Policy
4. Conflict of Interest Policy
5. Dispute Resolution and Appeal Policy
6. Harassment with Reporting, Investigation, Discipline Policy -under development
7. Inclusion, Equity and Access Policy

8. Members Code of Conduct /Universal Code of Conduct
9. Privacy Policy and CASL Policy
10. Responsible Coaching Movement: Open and Observable Environment Policy
11. Risk Management Policy
12. Screening Policy
13. Social Media Policy
14. Volunteer Program Policy
15. Orienteering Events Manual: Including the following:
  - Certifications
  - Competitions
  - Clinics and Training Camps
  - Mapping Policies
  - Safety Plan & Tools
  - Waivers & Liability
  - Insurance
  - Participants Risk Management Policies
  - Wildlife Policies

## **12.0 Appendix A – Job Descriptions of AOA Board Members**

All AOA Board members are expected to:

- Act and make decisions in the best interests of AOA (over and above their club or their individual interests)
- Recognize that AOA is a governance board, as opposed to an operational board
- Avoid conflicts of interest
- Be familiar with AOA Bylaws and Policies and Procedures
- Maintain confidentiality as necessary
- Strive to optimize communication within the board and with other bodies both within the orienteering community (locally, provincially, nationally & internationally) and outside it

### **President**

The President is an Officer of AOA and as such has signing authority for legal AOA documents. Responsibilities include planning, organizing, directing and controlling the Association operational activities to ensure the best results for the members. (Details in Bylaws, Article 5.2.2.1) ED reports to President. President conducts the annual performance review of the ED, and an exit interview when the ED leaves, usually with one other Board member. President chairs the hiring committee of any paid employee. President is involved in preparing the annual budget.

### **Secretary**

The Secretary is an Officer of AOA and as such has signing authority for legal AOA documents. Responsibilities include recording minutes of all board meetings and making the minutes available to all board members. (Details in Bylaws, Article 5.2.2.3)

### **Treasurer**

The Treasurer is an Officer of AOA and as such has signing authority for legal AOA documents. Responsibilities include implementing financial policy as agreed by the AOA Board, monitoring banking activity and finances of the Association, preparing a budget in association with the AOA Treasurer and preparing accounts for audit. (Details in Bylaws, Article 5.2.2.2)

### **Skills Development**

The VP Skills Development is responsible for overseeing and coordinating AOA's responsibilities in the areas of coaching, team selections, training for adults and juniors including the AOA's share of the organization of the annual training camp, and the development of Team Alberta. There is a Terms of Reference for a Team Alberta Committee.

### **Mapping**

The VP Mapping is responsible for planning and coordinating mapping activities within the province of Alberta, but not including those areas under jurisdictions of local clubs (e.g. EIOC and FWOC). Try to include at least one EIOC rep and one FWOC rep on a mapping committee. Be familiar with all AOA mapping policies.

### **Technical**

The VP Technical is responsible for overseeing and coordinating the annual event schedule, any events that specifically include AOA contributions, officials certification, any AOA bids to OC (e.g. hosting WCOC, COC, NAOC or other international competitions).

### **Past President (de facto member of board)**

- Chairs the nominating committee;
- Acts as an advisor to the President and Board;
- Carries out other duties assigned by the Board.

### **Member at Large**

No specific role – take on tasks as needed

## 13.0 Appendix B – Job Description of Executive Director

Updated & approved Feb 12, 2018 AOA Board meeting

### **Administrative duties (50%) and Technical Duties (50%)**

**Job Title:** Executive Director (Professional Staff)

**Responsibilities:** The ED is responsible for carrying out technical and administrative duties with guidelines approved by the Board, including duties assigned by Board committees and priorities set by the Board.

**Supervision:** The Executive Director (ED) will work for, and is accountable to, the Alberta Orienteering Association (AOA) under the direction of the President to whom the ED will report directly. If he/she does not live in the same city, the President may delegate the supervision to another Board member who does live in the same city.

**Hiring:** The AOA president and two AOA members approved by the Board are responsible for hiring.

**Evaluation:** The AOA president and another member of the AOA Board, with input from the rest of the AOA Board and the club presidents, are responsible for evaluating the performance of the ED at least annually.

**Salary and termination** are decided / ratified by the Board.

**Accountable to:** The AOA Board of Directors

**Details of Authority:** The ED is authorized to co-sign AOA cheque in all matters except pertaining to those related to the ED.

**Immediate Subordinates:** Volunteers; Contractors

**Participation in Committees:** The ED will attend sub-committee meetings when invited.

### **ADMINISTRATIVE DUTIES (50%)**

Updated January 2018

#### **Management of the day to day activities of the AOA office**

- Perform the day to day administrative tasks of the Association.
- Act as a consultant to the Board and its committees
- Purchase office supplies as needed (purchase of assets requires permission from Board)
- Send Annual Report to the Societies Branch
- Attend all AOA executive meetings
- Organize Board skill development opportunities
- Jointly, with the president and treasurer of the board of directors, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents
- Assist in special event coordination as directed by the Board e.g. Regional and National Championships, Provincial Games
- Organize the AOA AGM according to the Board's direction
- Collect membership and participation statistics from clubs and send those reports to Orienteering Canada when requested (at least annually)
- Maintain the following:
  - ▶ AOA Bylaws: ensure current version is backed up, stored and available to AOA members.

- ▶ AOA Policy Manual: ensure current version is backed up, stored and available to AOA members. Store historical versions.
- ▶ Filing system on subject matters which form part of the day to day administration of the AOA: ensure the filing system is consistent, clear, and backed up.
- ▶ AOA Resource Library: store digital and non-digital resources securely.
- ▶ AOA's Society status:
  - File updates of the AOA address and changes to its officers and directors directly to the [Corporate Registry Office](#).
  - Submit the required Societies Renewal form along with the financial statement and list of directors each year.
  - Send to Revenue Canada form RC-59 to update the Administrator of the Association, with a copy of the AGM minutes.

**Liaison with:**

- AOA Board members to assist with their portfolio work and general duties; carry out duties delegated by Board members to ED
- Existing orienteering clubs in Alberta; attend all club annual general meetings and executive meetings as required
- Other provincial orienteering bodies, Orienteering Canada (OC) and International Orienteering Federation (IOF)
- Alberta Sport Connection (ASC) in relation to their annual grant to AOA (this requires collecting membership and participation statistics from clubs)
- Municipal, provincial and federal departments (e.g. to ensure accessibility to public lands for orienteering map development and for hosting orienteering events; to give input to relevant sport policy-making)
- Media, including social media, for the promotion of orienteering events
- School boards, schools and teachers in the development and implementation of orienteering programs for students (a) in areas identified as appropriate for AOA outreach, and (b) in areas not already served by existing clubs (unless requested by such clubs)
- Youth groups such as scouts, junior forest wardens and cadets
- Organizations and individuals expressing a genuine interest in developing orienteering programs/clubs in all 8 zones defined by ASC, as requested, and with approval of Board

**Communication**

- Maintain and update the AOA webpage
- Produce and distribute AOA's quarterly "Reentrant" newsletter
- Additional communication with members as necessary
- Develop and maintain relationships with associations related to sport or physical activity (e.g. adventure racing, cross-country running, cross-country skiing, other provincial/national/international sport associations)
- Develop and maintain relationships with relevant government agencies (e.g. ASC, AGLC, CRA, Alberta Parks, federal parks)
- Communication with public: respond to enquiries; forward requests to member clubs if appropriate; organize outreach initiatives within Alberta as requested

**Planning**

- Contribute to, and follow up on, the AOA's annual planning process with the Board

- Oversee the AOA's Strategic Plan, with direction from the Board
- Assist the VP Technical and the clubs in the preparation and distribution of the annual schedule of events
- Assist VP Mapping as needed e.g. help with landowner/government land use negotiations, help find and recruit mappers; applications to bring in foreign mappers; facilitate mapper visits, travel arrangements etc.
- Assist the other Board members as needed
- Identify opportunities and strategies to increase the membership of the AOA

#### **Leadership Development:**

- Work with and encourage the development of the AOA volunteer base (e.g. AOA committee members, AOA casino, AOA course conductors)
- Encourage, promote and organize Coaching and Officials Certification and Development courses
- Arrange mapping clinics if requested
- Arrange leadership development clinics for youth group leaders and teacher development as requested
- Plan (with the Board), organize and promote the annual AOA Retreat and AGM (i.e. book facilities, create schedule, recruit speakers and/or course conductors, facilitate planning sessions as needed)

#### **Finance**

- Communicate regularly with AOA Treasurer regarding financial matters
- Maintaining sound financial practices
- Budget: Help the treasurer and the president to prepare a budget; see that the organization operates within budget guidelines.
- Ensure that adequate funds are available to permit the organization to carry out its work.
- Assist with annual audit
- Apply for, and report on, the annual ASC grant
- Research and apply for other grants or sponsorship as appropriate
- Organize AOA Casino: apply for license, recruit volunteers, contact advisors, complete spending reports
- Promote and coordinate the application process for the 3 AOA grants (Pursuit of Athletic Excellence, High Performance and Leadership Grants)
- Perform the bookkeeping of the Association, including:
  - ▶ Data entry into electronic accounting system
  - ▶ Prepare cheques to be signed by 2 signing authorities (ED cannot sign his/her payroll or expense claim cheques)
  - ▶ Payroll for any employees and contractors, including remittances to CRA, Records of Employment and T4 slips (Feb 28 deadline)
  - ▶ Prepare invoices (including map recovery levy from clubs)
  - ▶ Follow up on outstanding accounts
  - ▶ Track & prepare deposits
  - ▶ Complete bank reconciliation

## Risk management

- Ensure that the Board of Directors identify and evaluate the risks to the organization's people (clients, staff, management, volunteers), property, finances, goodwill, and image and implement measures to control risks
- Ensure that the Board of Directors and the organization carries appropriate and adequate insurance coverage (currently through OC)
- Ensure that the Board and staff understand the terms, conditions and limitations of the insurance coverage

## **TECHNICAL DUTIES (50%)**

Updated January 2017 as requested by AGLC

Percent

### **Sport Development**

- 4 Liaise with and assist existing orienteering clubs in Alberta
- 0.5 Identify key Alberta communities to develop new orienteering clubs
- 3 Support and assist developing orienteering clubs across the province
- 0.5 Identify opportunities and strategies to increase AOA membership
- 4 Contribute to the AOA's annual and strategic planning processes
- 3 Develop and maintain relationships with related sports associations (such as adventure racing, cross-country running), other provincial/national/international sport associations, related government agencies and multi-sport/overarching organizations (such as Sport For Life, Physical Literacy, etc.)
- 1 Develop and maintain relationships and assist in program development for youth groups such as scouts, forest wardens and cadets
- 0.3 Liaise with school boards, schools and teachers in the development and implementation of orienteering programs for students
- 0.3 Liaise with secondary educational institutions in the development and implementation of orienteering training programs for students that develop future sport leaders and teachers
- 2 Liaise with municipal, provincial and federal parks & recreation departments to ensure accessibility to public lands for orienteering map development and land access for the hosting of orienteering events
- 1 Develop and teach sport outreach programs to introduce orienteering and orienteering skills to new segments of the population
- 1 Act as an orienteering resource and expert for teachers, youth leaders, outdoor pursuits groups and multi-sport programs
- 0.3 Liaise with the media in the promotion of orienteering events
- 2 Write orienteering articles & technical guidelines for publication on the web and in magazines
- 2 Contribute content and ideas for the advancement of the AOA web site
- 1 Advise Orienteering Canada re developments within Alberta that could impact other provincial/territorial orienteering associations.
- 2 Help find and recruit qualified mappers; facilitate their mapping work
- 28 Total percent

### **Leadership Development**

- 4 Monitor and advise Albertan orienteering club boards of directors regarding governance, current technical standards, efficiency, problem solving, and managing volunteers. Ensure they stay up to date



with technical developments at other clubs, provincial associations, Orienteering Canada and the International Orienteering Federation

- 3 Promote and organize Coaching Certification and Officials Certification courses according to Orienteering Canada's curricula and Long Term Athlete Development guidelines
- 2 Monitor progress and certification steps of all those who take officials, mapping and coaching training at all levels
  - 1 Advise event controllers at all levels as required
  - 1 Arrange informal courses and workshops as required
  - 2 Promote and organize instruction at the annual AOA Leadership Development Retreat
- 0.25 Promote and arrange leadership development clinics for youth group leaders
- 0.25 Promote and arrange teacher development clinics
- 13.5 Total percent

### **Athlete Development**

- 3 Organize and promote an annual adult athlete training camp for intermediate and advanced orienteers
- 0.3 Liaise with and advise club junior program coordinators
- 0.3 Advise and assist clubs with their school programs
- 1 Facilitate the implementation of athlete development programs, thereby increasing participation in competitions
  - 0.3 Advise clubs re expanding and developing coaching at local levels (e.g. buddy systems)
  - 1 Maintain and develop training materials
  - 0.3 Promote and facilitate the pursuit of excellence among athletes of all ages
  - 0.3 Identify and target top orienteering youth for future training and development at Orienteering Canada's High Performance Program
- 6.5 Total percent

### **Other**

- 1 Other related activities as may arise from time to time
- 1 Professional development to enhance potential development in all 3 areas (sport, leadership and athlete) provincially and nationally
- 2 Total percent
  
- 50 Overall total percent

## **14.0 Appendix C – Terms of Reference for Committees**

### **14.1.1 Team Alberta Committee Terms of Reference**

#### **Committee Purpose**

##### **The Vision**

To foster a sense of belonging to the sport of orienteering in Alberta by providing opportunities for a life-time of continuous self development within a supportive community.

The Team Alberta Committee develops and manages the programs of AOA that sustain the sport development system by providing opportunities for athletes, coaches, and officials to excel and pursue sport excellence in Orienteering. The program offers training and competitive opportunities in a social, team environment to build a well-connected sport community across the province.

##### **Committee Members**

**Up to six members** including

- One AOA board member (liaison with AOA board and committee)
- AOA ED (helps to organize program details, e.g. registration, uniforms, financials, communication).
- Ideally, one club representative from each club (supporting program/events organization)
- One Coach representative (Program Head coach mentoring event coaches)
- One athlete representative (helps with planning team socials)

The Chair of the Team Alberta Committee shall be appointed by the committee members.

##### **Scope of Responsibility**

The Committee is responsible for:

- Developing consensus and making decisions around the principles, concepts, and strategies that will support the provincial sport performance system.
- Providing support to develop and retain high-level competitive athletes, coaching expertise and officials.
- Raising the profile of competitive orienteering in Alberta.
- To provide a fun, inclusive, team environment (by designing, developing and delivering programs) for provincial orienteers of all ages who enter the competitive system and desire to improve their sport performance.
- Ensuring that programming is in line with Orienteering Canada's Long Term Athlete Development model.
- Liaising with other Committees and Organizations as required and approved by the AOA Board.
- Encouraging long-term involvement in the sport.
- Maintaining a roster of qualified coaches who are willing to provide coaching support to junior athletes at training camps and orienteering competitions. Where individual clubs

already have coaches assigned to athletes, the committee will simply keep a record of who is coached by whom and at what events.

- Coaching of HPP athletes is outside the scope of this committee. Regular club training programs (SOGO, KRW) are outside the scope of this committee. However, the member of HPP and other junior programs are welcome to join AB team and incorporate this experience into their training schedule).

The committee works under the AOA Board direction and shall bring all decisions to the Board for final approval.

#### **Committee members term**

- General term is three years
- Consecutive terms are allowed if no new representatives expressed intention to join the committee.
- Additional up to 3 more committee members can be invited if it seems necessary to help the committee operation.

## APPENDIX D - ALL OTHER AOA POLICIES

### Orienteering & Anti-Doping

Anti-doping programs seek to preserve what is intrinsically valuable about sport. This intrinsic value is how we play true. We believe that the spirit of sport is the celebration of the human spirit, body and mind, and is characterized by the following values:

- Ethics, fair play and honesty
- Health
- Excellence in performance
- Character and education
- Fun and joy
- Teamwork
- Dedication and commitment
- Respect for rules and laws
- Respect for self and other participants
- Courage
- Community and solidarity

Doping is fundamentally contrary to the spirit of sport.

### Anti-Doping Policy

**Reviewed:** February 9, 2020, by AOA Board of Directors

AOA has adopted the Orienteering Canada Anti-Doping program which can be found here:

<https://orienteering.ca/learn/about-us/policies>

Drug-free sport is a matter of public interest and reflects the common interest and consensus of athletes, coaches, sport governing bodies and governments in Canada. Drug free sport creates a fair and healthy playing field for all competitors.<sup>1</sup>

The [Canadian Centre for Ethics in Sport](#) is responsible for implementing the World Anti-Doping Agency's (WADA), World Anti-Doping Code through the [Canadian Anti-Doping Program](#) (CADP). The CADP is governed by the Canadian Policy Against Doping in Sport (CPADS).

To be eligible for Sport Canada funding national sport organizations and other stakeholders in the Canadian sport community must adopt the CADP.

## Anti-Doping and Substance Abuse Educational Materials

The [Canadian Centre for Ethics in Sport](#) – programs, educational resources and services for communities, sport administrators, coaches, and athletes.

[Succeed Clean](#) – CCES resource for athletes and schools.

[Substance Use: Youth and Sport](#) – The Canadian Centre on Substance use and Addiction.

[World Anti-Doping Agency](#)

## AOA Grant Policy

Revised and approved: December 7,  
2020

### Objectives

**To maintain an annual financial granting plan to optimize the development of Alberta orienteers as athletes and leaders in the sport and to raise the profile of orienteering.**

### AOA Grants for Members:

- **Leadership Grant:** To encourage AOA members to attend or present courses, clinics, workshops, training camps and conferences (either in Alberta or outside Alberta) that develop better orienteers, officials, coaches, mappers and/or club leaders. **Appendix 1.**
  - **High Performance Grant:** Supports HPP athletes (AOA members) who are named by Orienteering Canada to the WOC, JWOC, WUOC, World Cup(s) and World Games National Teams in all orienteering disciplines. Also supports coaches and team leaders of National Teams who are AOA members. **Appendix 2.**
- Important general information (about both grants)**
- Grant application deadline is Dec 1 every year.
  - Grant amounts: The AOA will be responsible for determining budget amounts available for all grants every year. Funds available for grants are dependent on available funds in any given year. Funds distributed through the AOA shall not exceed the budget amounts. Therefore, pro-rating may be required.
  - The AOA Board reserves the right to accept or reject applications for any of the grants.
  - The decision of the AOA Board is final.

### AOA Grants for Clubs:

New program grants were introduced in 2019. The AOA clubs can apply for the following grants:

- **Junior Program Development Grant** - Appendix 3
  - **Underrepresented Group Program Grant** - Appendix 4
  - **Major Event Hosting Grant** - Appendix 5
- Definition of Eligibility:**
- Applicant club must be an AOA affiliated club in the current year and in good standing.
  - Grant amounts: The AOA board will be responsible for determining budget amounts available for all grants every year. Funds available for grants are dependent on available funds in any given year.
  - **Club program grant application deadline is September 1 every year.**

## APPENDIX 1

### Leadership Grant Policy

#### GUIDELINES

##### *Objectives:*

Provide financial support to help with the development of Alberta orienteers as leaders in the sport and to raise the profile of the sport.

**Leadership Grant (previously “Orienteering and Learning Development Grant”):** Encourage AOA members to attend or present courses, clinics, workshops, and conferences (either in Alberta or outside Alberta) that develop officials, coaches, mappers and/or club leaders.

##### *Definition of Eligibility*

- Applicant must be an AOA member in good standing for the current membership year.
- List evidence of active volunteering that supports Alberta orienteering (such as coaching, organizing or helping at events, writing article(s) for the newsletter, or presenting at the AOA Retreat or AGM, etc.) during the calendar year of the grant application.
- Leaders need to accumulate **10 points (within the year of the application)** from the following categories to qualify for the leadership grant:

##### 1. **Volunteering**

One point for every hour of volunteering for an Alberta-based orienteering club, the AOA or Orienteering Canada

Examples:

- 4 points for organising a Wednesday evening event
- 2 points for writing an article for the EEOC, FWOC or AOA newsletter
- 0.5 points for picking up controls

##### 2. **Paid work**

One point for every two hours of paid work for an Alberta-based orienteering club or the AOA.

##### *Important General Information*

1. Grant application deadline is Dec 1 every year.
2. Grant amounts: The AOA board will be responsible for determining budget amounts available for all grants every year. Funds available for grants are dependent on available funds in any given funding year. Funds distributed through the AOA shall not exceed the budget amounts. Therefore, pro-rating may be required, in which case applicants would not receive the full amount of their eligible funding.
3. **A maximum of \$250 will be awarded per applicant.** If the budget total is exceeded, the grant amounts will be pro-rated.

4. Applicant cannot apply for this grant if receiving funds from another source (e.g. an orienteering club) for the same course.
5. AOA Board reserves the right to accept or reject applications for any of the grants.
6. The decision of the AOA Board is final.

All applications are to be returned by email to: [info@orienteeringalberta.ca](mailto:info@orienteeringalberta.ca) or to the AOA Office by Dec 1<sup>st</sup>; all applications received after the deadline will not be considered.

**Alberta Orienteering  
Association  
PO Box 1576  
Cochrane, AB T4C 1B5**

**Alberta Orienteering Association  
Leadership Grant Application form  
20....**

To be completed **in full** by the member and returned to the Alberta Orienteering Association

*PERSONAL INFORMATION*

Last name:		Given name:			
Address:					
City:		Prov.:		Postal Code	
Telephone:		Email:			

**Have you been a member of an Alberta orienteering club for at least 5 consecutive years?**

No		Yes	
----	--	-----	--

**If the answer above is “no”, have you been residing in the province for at least 12 consecutive months at the time of the grant application?**

No		Yes	
----	--	-----	--

**Are you a member of an Alberta Orienteering Club for the current membership year?**

No		Yes	
----	--	-----	--

**Have you applied or received any other grant for the same event(s)**

No		Yes	
----	--	-----	--



## TRAINING INFORMATION

Name of your home club: (The club you represented during the competitive year)	
---	--

**List of Courses, clinics, workshops, conferences etc.**

Please fill out this form listing all courses, clinics, workshops, conferences, etc. you attended in 20...

Date (Month/Year )	Name of the course, clinic, workshop, conference etc.	Location	Expenses List (Registration, travel, mileage)	Cost of the expenses	Receipts provided

<b>Total:(max \$250)</b>	
--------------------------	--

*List evidence of active volunteering (such as coaching, organizing events, writing newsletter articles, presenting at AOA Retreat, etc.) within the year of the grant application.*

Date (Month/Year )	Active Volunteering	Location

\_\_\_\_\_  
Applicant's Signature (or type your name)

\_\_\_\_\_  
Date

## APPENDIX 2

### High Performance Grant Policy

**High Performance Grant:** Supports HPP athletes (AOA members) who are named by Orienteering Canada to the WOC, JWOC, WUOC, World Cup(s) and/or World Games National Teams in all orienteering disciplines. Also supports coaches and team leaders of National Teams who are also AOA members.

#### *Objective*

To provide assistance with expenses which are directly related to the competition(s) for which applicants have been selected; to recognize their efforts as elite athletes representing Canada on the National Team or a National Team coach or leader; and to encourage behaviors that transfer the skills, knowledge and experience of National Team athletes or coaches back to all levels of orienteering in Alberta.

#### *Eligibility Criteria*

##### For athletes

- Must be a member of Orienteering Canada's High-Performance Program and selected for the National Team to attend at least one of the following: WOC, JWOC, WUOC, World Cup(s), World Games.
- Must be a member in good standing of an Alberta-based orienteering club for at least 12 consecutive months prior to grant application.
- **Athletes not resident in Alberta** must have been resident in Alberta and a member of an Alberta-based orienteering club for at least five consecutive years prior to leaving.
- Must accumulate at least 10 points from the rubric described in Appendix A

##### For National Team coaches/leaders

- Must be resident in Alberta and a member in good standing of an Alberta-based orienteering club for at least 12 consecutive months prior to grant application.
- Must accumulate at least 9 points from the rubric described in Appendix B

##### **Important General Information**

- Grant application deadline is December 1. Applicant can submit only one application per year.
- Grant amounts: The AOA board will be responsible for determining budget amounts available for the grant every year. **A maximum of \$500 will be awarded per applicant.** If the budget total is exceeded, the grant amounts will be pro-rated.
- Applicant can receive a grant from another source for these competitions.
- Grants will be awarded only after the event(s) have been attended and the athlete's attendance has been confirmed.
- In the event of injury or illness: If injury/illness prevents an athlete from participating in an event while at the event itself, the athlete will be able to apply for the grant. If the injury/illness happens

before the event and the athlete cannot attend the event, the athlete will not be able to apply for the grant.

- Applicant must respect the application deadline. Any application received after the deadline will not be accepted. Information will be emailed to AOA members as a reminder and will also be posted on AOA's website.
- The decision of the AOA Board is final.

#### *High Performance Grant Policy: Appendix A – Points rubric for athletes*

Athletes need to accumulate 10 points from the following categories to qualify for the HPG:

1. **Volunteering**

One point for every hour of volunteering for an Alberta-based orienteering club, the AOA or Orienteering Canada. Examples:

- 4 points for organising a Wednesday evening event
- 3 points for writing an article for the EOOO, FWOC or AOA newsletter
- 0.5 points for picking up controls

**A minimum of two points must be accumulated in this category**

2. **Representation**

One point for each WRE race where they register to represent an Alberta-based orienteering club  
One point for each COC or NAOC race where they represent an Alberta-based club

**A minimum of one point must be accumulated in this category**

3. **Paid work**

One point for every two hours of paid work for an Alberta-based orienteering club or the AOA.

#### *High Performance Grant Policy: Appendix B – Points rubric for National Team coaches/leaders*

Coaches/leaders need to accumulate 9 points from the following categories to qualify for the HPG:

3. **Volunteering**

One point for every hour of volunteering for an Alberta-based orienteering club, the AOA or Orienteering Canada

Examples:

- 4 points for organising a Wednesday evening event
- 2 points for writing an article for the EOOO, FWOC or AOA newsletter
- 0.5 points for picking up controls

**A minimum of two points must be accumulated in this category**

4. **Paid work**

One point for every two hours of paid work for an Alberta-based orienteering club or the AOA.

**Note: APPLICATION FORMS will be distributed by the AOA office. All inquiries please email: [info@orienteeringalberta.ca](mailto:info@orienteeringalberta.ca) . Grant application deadline is December 1.**

## Junior Development Program Grant for Clubs

### *Objective:*

- to collaborate with the clubs to support athlete and coach development at a provincial level
- To provide learning and training opportunities for junior athletes to advance to Orienteering Canada's High-Performance Program.

### *Junior Development Program support*

- **AOA is offering an annual grant in form of financial support to AOA member clubs.**
- The goal is to support athlete development and help aspiring athletes to advance towards Orienteering Canada's – High Performance Program.
- Eligibility: funding must be spent on **Junior program development at the LTAD Learn to Train and Train to Train stages** to support the competitive experience.  
(Examples: coach training, travel to support athletes at competitions, coach salaries for preparing individualized plans for athletes, organizing extra competition/training opportunities etc.)
- **To apply** for the grant: write a short proposal and budget showing how your club would spend the requested amount and how it would help your program development.
- Send the request and proposal to the AOA Executive Director [info@orienteeringalberta.ca](mailto:info@orienteeringalberta.ca) by September 1<sup>st</sup>.

### *2021 Update*

This grant is budgeted for 2021 with a maximum of \$1000 overall budget within Alberta.

## **Underrepresented Groups Program Grant for Clubs**

### **Objective:**

To support clubs and programs which are tailored towards the objective of AOA's the Equity, Diversity, Inclusion and Accessibility policy. These programs are encouraged to focus on providing more recreational and sport activities to underrepresented groups in Alberta.

### **Underrepresented groups program grant:**

**AOA is offering an annual grant in the form of financial support to AOA affiliated clubs.**

The underrepresented groups can include women, Indigenous Peoples, members of visible minorities, newcomers, low-income households, people with disabilities and LGBTQ2+ individuals.

**To apply** for this grant, send a request to the AOA Executive Director and indicate the proposed spending of the Grant.

### **Expenses**

Eligible expenses for grant funds are expenses directly associated with the project and programs which will benefit underrepresented groups' involvement with Orienteering activities.

Examples of expenses for which grant funds may be used include, but are not limited to:

- staff salaries for work related to the project;
- travel costs associated with the project;
- development resources and training materials;
- costs associated with organization and administration
- Facility/mapping costs for events related to the project
- These funds cannot be used for meals or per diem

Send the request and proposal to the AOA Executive Director [info@orienteeringalberta.ca](mailto:info@orienteeringalberta.ca) by September 1<sup>st</sup>.

### **2021 Update**

This grant is budgeted for 2021 with a maximum of \$1000 overall budget within Alberta.

## Major Event Hosting Grant for Clubs

### **Objective:**

To support the AOA affiliated clubs to organize and run the annual Alberta Championships and Training Camps or similar provincial scope events.

**Rationale:** The AOA clubs have a big role in organising provincial scope events. AOA needs to support this to make sure the Clubs have the ability to operate a big event which benefits the whole orienteering community in Alberta.

**To apply** for this grant, send a request to the AOA Executive Director and indicate the proposed spending of the Major Event Hosting Grant. The Major Event Hosting Grant is intended to help clubs to host the annual AOA events like Spring Training camp, Alberta Championships or Western or Canadian Championships if they are held in the province.

**Examples of expenses** for which grant funds may be used include, but are not limited to:

- Equipment
- Event hosting expenses: printing, additional awards (besides AOA provided medals), draw prizes, travel/accommodation cost for officials and organizers.
- Facility rentals or mapping
- These funds cannot be used for honoraria, meals or per diem

Send the request and proposal to the AOA Executive Director [info@orienteeringalberta.ca](mailto:info@orienteeringalberta.ca) by September 1<sup>st</sup>.

### **2021 Update**

Due to the provincial funding decrease this grant is not budgeted for 2021.

# AOA CONCUSSION POLICY

**Revised:** February 9, 2020 by AOA Board of Directors

A concussion is a brain injury. All concussions should be regarded as potentially serious. Most people with concussions recover completely with correct management. However, incorrect management of a concussion can lead to further injury.

Concussions should be managed according to current **Canadian Harmonized Sport Concussion protocol** guidelines.

Concussions are to be diagnosed and managed by health care professionals working within their scope of practice and expertise.

Concussion symptoms must be completely resolved and medical clearance must be received before resuming any training. A progressive exercise program that re-introduces an individual to their full potential is recommended following concussion recovery.

## What is a Concussion

Concussion is an injury to the brain resulting in a disturbance of brain function involving thinking and behavior.

## What Causes a Concussion?

Concussion can be caused by a direct blow to the head or an impact to the body causing rapid movement of the head and subsequent movement of the brain within the skull.

## Onset of Symptoms

Symptoms of concussion typically appear immediately but may evolve within the first 24-48 hours. For symptoms refer to: [Concussion Recognition Tool 5](#)

## Who is at Risk?

Anyone.

- Children and adolescents (18 years and under) are more susceptible to brain injury, take longer to recover, and are susceptible to rare, dangerous brain complications, which may include death.
- Participants with previous concussion are at increased risk of further concussions.
- Awareness of the signs and symptoms of concussion and knowledge of how to properly manage a concussion is critical to recovery.



## Policy

**AOA is committed to maintaining the health of its participants and believes that a participant's health is more important than participating in sport events or activities. AOA recognizes the importance of increased awareness of concussions and their long-term effects and therefore enacts this policy as a tool to help manage concussed and possibly-concussed athletes.**

This policy applies to all AOA organized or sanctioned events.

## Procedure:

During all orienteering events, including competitions, training, or practice sanctioned by the AOA, all participants (including athletes, coaches, officials, or other members) will use their best efforts to be aware and take notice of incidents that may cause a concussion, and apply the AOA concussion protocol listed below.

## AOA CONCUSSION PROTOCOL

*Adapted from: Parachute. (2017). Canadian Guideline on Concussion in Sport.*

[www.parachute.ca/concussion](http://www.parachute.ca/concussion)

### Purpose

This protocol covers the recognition, medical diagnosis, and management of all participants who may sustain a suspected concussion during an Orienteering /sport activity. It aims to ensure that athletes with a suspected concussion receive timely and appropriate care and proper management to allow them to return back to their sport safely. This protocol may not address every possible clinical scenario that can occur during sport-related activities but includes critical elements based on the latest evidence and current expert consensus.

### Who should use this protocol?

This protocol is intended for use by all individuals who interact with athletes inside and outside the context of school and non-school based organized sports activity, including athletes, parents, coaches, officials, teachers, trainers, and licensed healthcare professionals.

**For a summary of the AOA Sport Concussion Pathway refer to the diagram at the end of this document.**



## 1. Education

Despite recent increased attention focusing on concussion there is a continued need to improve concussion education and awareness. Optimizing the prevention and management of concussion depends highly on annual education of all sport stakeholders (athletes, parents, coaches, officials, teachers, trainers, licensed healthcare professionals) on current evidence-informed approaches that can prevent concussion and more serious forms of head injury and help identify and manage an athlete with a suspected concussion.

AOA will provide resources in the form of online links and recommendations on its website, where its affiliated clubs and participants (which include coaches, athletes, officials, or other members) can learn more about concussion in sport. AOA will encourage its members to educate themselves about concussion in sport and will include information about the AOA concussion policy at coaching and official's courses. AOA recommends to its affiliated clubs to either adopt the AOA concussion policy or develop and implement their own concussion policy.

## 2. Head Injury Recognition

### ▶ Refer to: [Concussion Recognition Tool 5](#)

Although the formal diagnosis of concussion should be made following a medical assessment, all sport stakeholders including athletes, parents, teachers, coaches, teachers, officials, and licensed healthcare professionals are responsible for the recognition and reporting of athletes who may demonstrate visual signs of a head injury or who report concussion-related symptoms. This is particularly important because many sport and recreation venues will not have access to on-site licensed healthcare professionals.

A concussion should be suspected:

- in any athlete who sustains a significant impact to the head, face, neck, or body and demonstrates *ANY* of the visual signs of a suspected concussion or reports *ANY* symptoms of a suspected concussion as detailed in the *Concussion Recognition Tool 5*.
- if a player reports *ANY* concussion symptoms to one of their peers, parents, teachers, or coaches or if anyone witnesses an athlete exhibiting any of the visual signs of concussion.

If an athlete demonstrate signs or symptoms of a more severe head or spine injury including convulsions, worsening headaches, vomiting or neck pain. If an athlete demonstrates any of the 'Red Flags' indicated by the *Concussion Recognition Tool 5*, a more severe head or spine injury should be suspected, and Emergency Medical Assessment should be pursued.

- ▶ **Who:** Athletes, parents, coaches, officials, teachers, trainers, and licensed healthcare professionals
- ▶ **How:** [Concussion Recognition Tool 5](#)

### **3. Onsite Medical Assessment**

Depending on the suspected severity of the injury, an initial assessment may be completed by emergency medical professionals or by an on-site licensed healthcare professional where available. In cases where an athlete loses consciousness or it is suspected an athlete might have a more severe head or spine injury, Emergency Medical Assessment by emergency medical professionals should take place (see 3a below). If a more severe injury is not suspected, the athlete should undergo Sideline Medical Assessment or Medical Assessment, depending on if there is a licensed healthcare professional present (see 3b below).

#### **3a. Emergency Medical Assessment**

**If an athlete is suspected of sustaining a more severe head or spine injury during a game or practice, an ambulance should be called immediately to transfer the patient to the nearest emergency department for further Medical Assessment.**

Coaches, parents, teachers, trainers and officials should not make any effort to remove equipment or move the athlete until an ambulance has arrived and the athlete should not be left alone until the ambulance arrives. After the emergency medical services staff has completed the Emergency Medical Assessment, the athlete should be transferred to the nearest hospital for Medical Assessment. In the case of youth (under 18 years of age), the athlete's parents should be contacted immediately to inform them of the athlete's injury. For athletes over 18 years of age, their emergency contact person should be contacted if one has been provided

- ▶ **Who:** Emergency medical professionals

#### **3b. Sideline Medical Assessment**

If an athlete is suspected of sustaining a concussion and there is no concern for a more serious head or spine injury, the player should be immediately removed from the field of play.

#### **Scenario 1: If a licensed healthcare professional is present**

The athlete should be taken to a quiet area and undergo Sideline Medical Assessment using the Sport Concussion Assessment Tool 5 (SCAT5) or the Child SCAT5. The SCAT5 and Child SCAT5 are clinical tools that should only be used by a licensed healthcare professional that has experience using these tools. It is important to note that the results of SCAT5 and Child SCAT5 testing can be normal in the setting of acute concussion. As such, these tools can be used by licensed healthcare professionals to document initial neurological status but should not be used

to make sideline return-to-sport decisions in youth athletes. **Any youth athlete who is suspected of having sustained a concussion must not return to the game or practice and must be referred for Medical Assessment.**

If a youth athlete is removed from play following a significant impact and has undergone assessment by a licensed healthcare professional, but there are NO visual signs of a concussion and the athlete reports NO concussion symptoms then the athlete can be returned to play but should be monitored for delayed symptoms.

In the case of national team-affiliated athletes (age 18 years and older), an experienced certified athletic therapist, physiotherapist or medical doctor providing medical coverage for the sporting event may make the determination that a concussion has not occurred based on the results of the Sideline Medical Assessment. In these cases, the athlete may be returned to the practice or **game without a *Medical Clearance Letter*** but this should be clearly communicated to the coaching staff. Players that have been cleared to return to games or practices should be monitored for delayed symptoms. If the athlete develops any delayed symptoms the athlete should be removed from play and undergo medical assessment by a medical doctor or nurse practitioner.

#### **Scenario 2: If there is no licensed healthcare professional present**

The athlete should be referred immediately for medical assessment by a medical doctor or nurse practitioner, and the athlete must not return to play until receiving medical clearance.

- ▶ **Who:** Athletic therapists, physiotherapists, medical doctor
- ▶ **How:** [\*Sport Concussion Assessment Tool 5 \(SCAT5\), Child Sport Concussion Assessment Tool 5 \(Child SCAT5\)\*](#)

#### **4. Medical Assessment**

In order to provide comprehensive evaluation of athletes with a suspected concussion, the medical assessment must rule out more serious forms of traumatic brain and spine injuries, must rule out medical and neurological conditions that can present with concussion-like symptoms, and must make the diagnosis of concussion based on findings of the clinical history and physical examination and the evidence-based use of adjunctive tests as indicated (i.e CT scan). In addition to nurse practitioners, medical doctors<sup>1</sup> that are qualified to evaluate patients with a suspected concussion include: pediatricians; family medicine, sports medicine,

---

<sup>1</sup> Medical doctors and nurse practitioners are the only healthcare professionals in Canada with licensed training and expertise to meet these needs; therefore all athletes with a suspected concussion should undergo evaluation by one of these professionals.

emergency department, internal medicine, and rehabilitation (physiatrists) physicians; neurologists; and neurosurgeons.

In geographic regions of Canada with limited access to medical doctors (i.e. rural or northern communities), a licensed healthcare professional (i.e. nurse) with pre-arranged access to a medical doctor or nurse practitioner can facilitate this role. The medical assessment is responsible for determining whether the athlete has been diagnosed with a concussion or not. Athletes with a diagnosed concussion should be provided with a *Medical Assessment Letter* indicating a concussion has been diagnosed.

Athletes that are determined to have not sustained a concussion must be provided with a *Medical Assessment Letter* indicating a concussion has not been diagnosed and the athlete can return to school, work and sports activities without restriction.

- ▶ **Who:** Medical doctor, nurse practitioner, nurse
- ▶ **How:** *Medical Assessment Letter*

## 5. Concussion Management

When an athlete has been diagnosed with a concussion, it is important that the athlete's parent/legal guardian is informed. All athletes diagnosed with a concussion must be provided with a standardized *Medical Assessment Letter* that notifies the athlete and their parents/legal guardians/spouse that they have been diagnosed with a concussion and may not return to any activities with a risk of concussion until medically cleared to do so by a medical doctor or nurse practitioner. Because the *Medical Assessment Letter* contains personal health information, it is the responsibility of the **athlete or their parent/legal guardian to provide** this documentation to the athlete's coaches, teachers, or employers. It is also important for the athlete to provide this information to sport organization officials that are responsible for injury reporting and concussion surveillance where applicable.

Athletes diagnosed with a concussion should be provided with education about the signs and symptoms of concussion, strategies about how to manage their symptoms, the risks of returning to sport without medical clearance and recommendations regarding a gradual return to school and sport activities. Athletes diagnosed with a concussion are to be managed according to their *Return-to-School and Sport-Specific Return-to-Sport Strategy* under the supervision of a medical doctor or nurse practitioner. When available, athletes should be encouraged to work with the team athletic therapist or physiotherapist to optimize progression through their *Sport-Specific Return-to-Sport Strategy*. **Once the athlete has completed their *Return-to-School and Sport-Specific Return-to-Sport Strategy* and are deemed to be clinically recovered from their concussion, the medical doctor or nurse practitioner can consider the athlete for a return to full sports activities and issue a *Medical Clearance Letter*.**

### *Return-to-School Strategy*

The following is an outline of the *Return-to-School Strategy* that should be used to help student-athletes, parents, and teachers to collaborate in allowing the athlete to make a gradual return to school activities. Depending on the severity and type of the symptoms present student-athletes will progress through the following stages at different rates. If the student-athlete experiences new symptoms or worsening symptoms at any stage, they should go back to the previous stage. Athletes should also be encouraged to ask their school if they have a school-specific Return-to-Learn Program in place to help student-athletes make a gradual return to school.

Stage	Aim	Activity	Goal of each step
1	Daily activities at home that do not give the student-athlete symptoms	Typical activities during the day as long as they do not increase symptoms (i.e. reading, texting, screen time). Start at 5-15 minutes at a time and gradually build up.	Gradual return to typical activities
2	School activities	Homework, reading or other cognitive activities outside of the classroom.	Increase tolerance to cognitive work
3	Return to school part-time	Gradual introduction of schoolwork. May need to start with a partial school day or with increased breaks during the day.	Increase academic activities
4	Return to school full-time	Gradually progress	Return to full academic activities and catch up on missed school work

McCrory et al. (2017). Consensus statement on concussion in sport – the 5<sup>th</sup> international conference on concussion in sport held in Berlin, October 2016. *British Journal of Sports Medicine*, 51(11), 838-847.

### ***AOA Return-to-Orienteering Strategy***

The following is an outline of the Return-to-Sport Strategy that should be used to help athletes, coaches, trainers, and medical professionals to partner in allowing the athlete to make a gradual return to sport activities. An initial period of 24-48 hours of rest is recommended before starting the - ***AOA Return-to-Orienteering Strategy***. The athlete should spend a minimum duration of 24 hours without symptom increases at each stage before progressing to the next one. If the athlete experiences new symptoms or worsening symptoms at any stage, they should go back to the previous stage. It is important that youth and adult student-athletes return to full-time school activities before progressing to stage 5 and 6 of the ***AOA Return-to-Orienteering Strategy***. It is also important that all athletes provide their coach with a *Medical Clearance Letter* prior to returning to full contact sport activities.

### AOA Return-to-Orienteering Strategy

Stage	Aim	Activity	Goal of each step
1	Symptom-limiting activity	Daily activities that do not provoke symptoms	Gradual re-introduction of work/school activities
2	Light aerobic activity	Walking or stationary cycling at slow to medium pace. No resistance training <i>-Light intensity jogging or stationary cycling for 15-20 minutes at sub-symptom threshold intensity</i> <i>-No map reading/navigational activities.</i>	Increase heart rate
3	Sport-specific exercise (map reading) at slow pace	Running drills. No head impact activities <i>- Moderate intensity jogging for 30-60 minutes at sub-symptom threshold intensity</i> <i>-Moderate difficulty of map reading/navigational activities with walking only</i>	Add movement
4	Full range of training with speed moderation of map reading activities	Harder training drills. May start progressive resistance training <i>- Participation in high intensity running and drills</i> <i>- Participation in resistance training work-outs</i> <i>-Moderate difficulty of map reading/navigational activities with slow pace running</i>	Exercise, coordination and increased thinking
5	Full range of practice	Following medical clearance <i>- Participation in full practice without activity restriction</i>	Restore confidence and assess functional skills by coaching staff
6	Return to sport	Normal competition participation	

McCrory et al. (2017). Consensus statement on concussion in sport – the 5<sup>th</sup> international conference on concussion in sport held in Berlin, October 2016. *British Journal of Sports Medicine*, 51(11), 838-847.

## 6. Multidisciplinary Concussion Care

Most athletes who sustain a concussion while participating in sport will make a complete recovery and be able to return to full school and sport activities within 1-4 weeks of injury. However, approximately 15-30% of individuals will experience symptoms that persist beyond this time frame. If available, individuals who experience persistent post-concussion symptoms (>4 weeks for youth athletes, >2 weeks for adult athletes) may benefit from referral to a medically supervised multidisciplinary concussion clinic that has access to professionals with licensed training in traumatic brain injury that may include experts in sport medicine, neuropsychology, physiotherapy, occupational therapy, neurology, neurosurgery, and rehabilitation medicine.

Referral to a multidisciplinary clinic for assessment should be made on an individualized basis at the discretion of an athlete’s medical doctor or nurse practitioner. If access to a

multidisciplinary concussion clinic is not available, a referral to a medical doctor with clinical training and experience in concussion (e.g. a sport medicine physician, neurologist, or rehabilitation medicine physician) should be considered for the purposes of developing an individualized treatment plan. Depending on the clinical presentation of the individual, this treatment plan may involve a variety of health care professionals with areas of expertise that address the specific needs of the athlete based on the assessment findings.

- ▶ **Who:** Multidisciplinary medical team, medical doctor with clinical training and experience in concussion (e.g. a sports medicine physician, neurologist, or rehabilitation medicine physician), licensed healthcare professionals.

## 7. Return to Sport

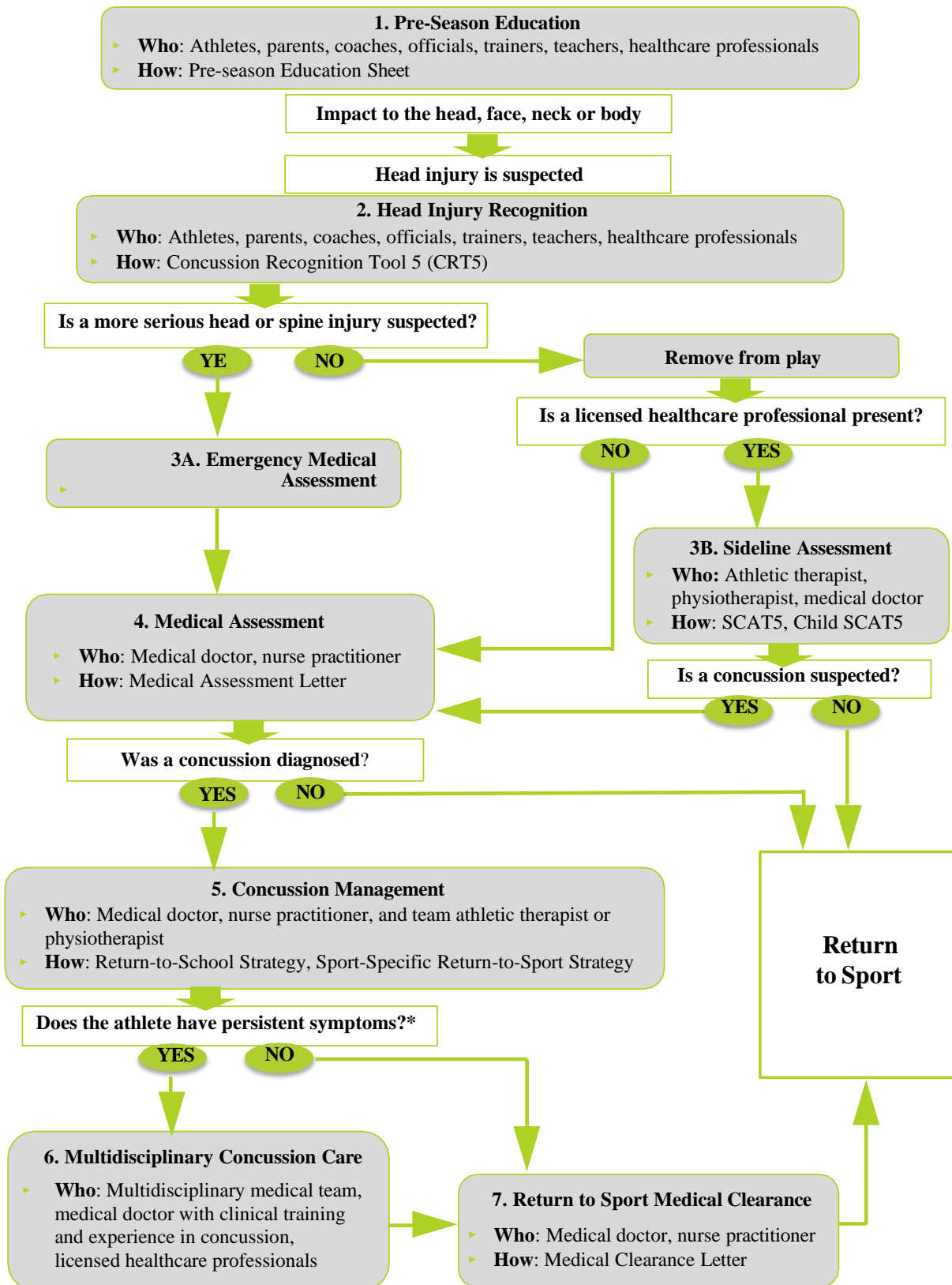
Athletes who have been determined to have not sustained a concussion and those that have been diagnosed with a concussion and have successfully completed their *Return-to-School and AOA-Specific Return-to-Sport Strategy* can be considered for return to full sports activities. The final decision to medically clear an athlete to return to full game activity should be based on the clinical judgment of the medical doctor or nurse practitioner taking into account the athlete's past medical history, clinical history, physical examination findings and the results of other tests and clinical consultations where indicated (i.e. neuropsychological testing, diagnostic imaging). Prior to returning to full contact practice and competition, each athlete that has been diagnosed with a concussion **must provide their coach with a standardized Medical Clearance Letter** that specifies that a medical doctor or nurse practitioner has personally evaluated the patient and has cleared the athlete to return to sports. In geographic regions of Canada with limited access to medical doctors (i.e. rural or northern communities), a licensed healthcare professional (such as a nurse) with pre-arranged access to a medical doctor or nurse practitioner can provide this documentation. A copy of the *Medical Clearance Letter* should also be submitted to sports organization officials that have injury reporting and surveillance programs where applicable.

Athletes who have been provided with a *Medical Clearance Letter* may return to full sport activities as tolerated. If the athlete experiences any new concussion-like symptoms while returning to play, they should be instructed to stop playing immediately, notify their parents, coaches, trainer or teachers, and undergo follow-up *Medical Assessment*. In the event that the athlete sustains a new suspected concussion, the **AOA Concussion Protocol** should be followed as outlined here..

- ▶ **Who:** Medical doctor, nurse practitioner
- ▶ **Document:** *Medical Clearance Letter*



## AOA Concussion Pathway





# AOA Conflict of Interest Policy

AOA adopted Orienteering Canada's (OC) conflict of interest policy in 2019.

The standard of behavior at the Alberta Orienteering Association (AOA) is that all staff, volunteers and board members scrupulously avoid conflicts of interest between the interests of the AOA on one hand, and personal, professional and business interests on the other. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest. Conflicts of interest include both financial and non-financial interests.

This policy is to protect the integrity of the AOA's decision-making process and to protect the integrity and reputations of volunteers, staff and board members.

## Definitions

1. The following terms have these meanings in this Policy:
  - a. "*Conflict of Interest*" – Any situation in which a Representative's decision-making, which should always be in the best interests of AOA, is influenced or could be influenced by personal, family, financial, business, or other private interests
  - b. "*Pecuniary Interest*" - An interest that an individual may have in a matter because of the reasonable likelihood or expectation of financial gain or loss for that individual, or another person with whom that individual is associated
  - c. "*Non-Pecuniary Interest*" - An interest that an individual may have in a matter which may involve family relationships, friendships, volunteer positions or other interests that do not involve the potential for financial gain or loss
  - d. "*Representatives*" – Individuals employed by, or engaged in activities on behalf of, AOA

## Background

2. Individuals who act on behalf of an organization have a duty first to that organization and second to any personal stake they have in the operations of the organization. For example, in not-for-profit organizations, board members are required, by law, to act as a trustee (in good faith, or in trust) of the organization. Board members, and other Representatives, must not put themselves in positions where making a decision on behalf of the organization is connected to their own personal interests. That would be a conflict of interest situation.

## Purpose

3. AOA strives to reduce and eliminate nearly all instances of conflict of interest at AOA – by being aware, prudent, and forthcoming about the potential conflicts. This Policy describes how Representatives will conduct themselves in matters relating to conflict of interest, and will clarify how Representatives shall make decisions in situations where conflict of interest may exist.
4. This Policy applies to all Representatives.

## **Obligations**

5. Any real or perceived conflict of interest, whether pecuniary or non-pecuniary, between a Representative's personal interest and the interests of AOA, shall always be resolved in favour of AOA
6. Representatives will not:
  - a. Engage in any business or transaction, or have a financial or other personal interest, that is incompatible with their official duties with AOA, unless such business, transaction, or other interest is properly disclosed to AOA and approved by AOA
  - b. Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration or who might seek preferential treatment
  - c. In the performance of their official duties, give preferential treatment to family members, friends, colleagues, or organizations in which their family members, friends, or colleagues have an interest, financial or otherwise
  - d. Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with AOA, if such information is confidential or not generally available to the public
  - e. Engage in any outside work, activity, or business or professional undertaking that conflicts or appears to conflict with their official duties as a representative of AOA, or in which they have an advantage or appear to have an advantage on the basis of their association with AOA
  - f. Without the permission of AOA, use AOA property, equipment, supplies, or services for activities not associated with the performance of their official duties with AOA
  - g. Place themselves in positions where they could, by virtue of being a AOA Representative, influence decisions or contracts from which they could derive any direct or indirect benefit
  - h. Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being an AOA Representative

## **Disclosure of Conflict of Interest**

7. Representatives shall disclose real or perceived conflicts of interest to AOA Board of Directors immediately upon becoming aware that a conflict of interest may exist.

## **Minimizing Conflicts of Interest in Decision-Making**

8. Decisions or transactions that involve a conflict of interest that has been proactively disclosed by a AOA Representative will be considered and decided with the following additional provisions:
  - a. The nature and extent of the Representative's interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded or noted
  - b. The Representative does not participate in discussion on the matter
  - c. The Representative abstains from voting on the decision
  - d. For board-level decisions, the Representative does not count toward quorum
  - e. The decision is confirmed to be in the best interests of AOA

9. For potential conflicts of interest involving employees, the AOA Board of Directors will determine whether there is there a conflict and, if one exists, the employee will resolve the conflict by ceasing the activity giving rise to the conflict. AOA will not restrict employees from accepting other employment contracts or volunteer appointments provided these activities do not diminish the employee's ability to perform the work described in the employee's job agreement with AOA or give rise to a conflict of interest.

### **Conflict of Interest Complaints**

10. Any person who believes that a Representative may be in a conflict of interest situation should report the matter, in writing (or verbally if during a meeting of the Board of Directors or any AOA committee), to AOA Board of Directors which will decide appropriate measures to eliminate the conflict. The Board of Directors may apply the following actions singly or in combination for real or perceived conflicts of interest:
  - a. Removal or temporary suspension of certain responsibilities or decision-making authority
  - b. Removal or temporary suspension from a designated position
  - c. Removal or temporary suspension from certain AOA affairs, events and/or activities
  - d. Expulsion from AOA
  - e. Other actions as may be considered appropriate for the real or perceived conflict of interest
11. Any person who believes that a Representative has made a decision that was influenced by real or perceived conflict of interest may submit a complaint, in writing, to AOA to be addressed under AOA's *Dispute Resolution Policy*.
12. Failure to comply with an action as determined by the Board of Directors will result in automatic suspension from AOA until compliance occurs.
13. The Board of Directors may determine that an alleged real or perceived conflict of interest is of such seriousness as to warrant suspension of designated activities pending a meeting and a decision of the Board of Directors.

### Conflict Resolution

All real or perceived conflict of interest will be disclosed to the AOA board of directors for resolution.

## Conflict Resolution

Conflict can be a part of human interaction and if managed well, can be productive and, depending on its nature, may be resolved without formal complaint filing. AOA is committed to treating all members fairly and with respect and has policies and procedures that provide internal and external alternatives to support appropriately transparent and timely resolution of conflicts.

**AOA Dispute Resolution and Appeal Policy** encompasses a process that provides internal options before external alternatives to ensure that issues can be resolved with appropriate transparency and timeliness, and in accordance with the principles of natural justice and procedural fairness.

### **Resources for understanding and resolving conflict:**

[5 Approaches to Conflict Management](#) – Coaching Association of Canada

[Main Causes of Disputes and Prevention Strategies: A Must for Sport Administrators](#) – Sport Dispute Resolution Centre of Canada (CRDSC)

## Reporting Services

Instances of abuse, harassment, bullying or discrimination can be reported by following the process outlined in the [Harassment Policy](#).

### **Concerned about a potential incident of abuse, harassment, bullying or discrimination?**

#### **Contact: Independent investigations of major issues contact:**

**Canadian Sport Helpline: 1-888-83-SPORT (77678), [info@abuse-free-sport.ca](mailto:info@abuse-free-sport.ca), <http://abuse-free-sport.ca/en/>.**

**Medium and minor issue investigations** and outcome decisions will be led by (an) individual(s) appointed by AOA as outlined in the Harassment policy.

# AOA Dispute Resolution and Appeal Policy

Reviewed: February 2020

Conflict can be a part of human interaction and if managed well, can be productive and, depending on its nature, may be resolved without formal complaint filing.

**AOA is committed to treating all members fairly and with respect and has policies and procedures that provide internal and external alternatives to support appropriately transparent and timely resolution of conflicts.**

AOA Dispute Resolution and Appeal Policy encompasses a process that provides internal options before external alternatives to ensure that issues can be resolved with appropriate transparency and timeliness, and in accordance with the principles of natural justice and procedural fairness.

Good decision making is served by transparency – the reasons for making the decision are accessible and assessable.

## **Process:**

When disputes occur, the member, athlete, coach, volunteer or employee may bring the issue to the AOA board of directors for their consideration. Depending on the issue, an executive committee of 3 or more members of the board, who have no conflict of interest, may be formed to address the request at the next board meeting and report back the duly recorded issue and decision.

To provide for an effective alternative dispute resolution between AOA and its members, athletes, volunteers, coaches and employees, and to avoid the harm of litigation, the AOA supports the principles of ‘alternative dispute resolution’ and is committed to techniques of mediation and arbitration as effective ways to resolve disputes with its members. Accordingly, opportunities for mediation may be pursued at any point in a dispute where it is appropriate and where such a course of action would be mutually beneficial.

In the event a dispute persists after internal avenues of decision-making and appeals have been exhausted, a special general meeting may be called either by the AOA executive or by written request of one third of the Voting members (see Bylaws Article 4.2.1). If needed, disputes can then be taken to the Orienteering Canada Board.

In the event a dispute still persists after these avenues of decision-making and appeals have been exhausted (AOA Board, AGM or SGM, and the OC Board), opportunities for arbitration may be pursued through the Sport Dispute Resolution Centre of Canada.

As a guideline to those mediating a dispute, the following “TV Test” may help:

“The reasonable person test is the touchstone of accountability. Would the reasonable



person agree that this decision – made by these people in this way, with this information – is a good decision? Would the decision-makers be comfortable being interviewed on the six o'clock news and defending their actions and decisions or deny the request?"

## Response & Reporting

### Resources for understanding and resolving conflict:

[5 Approaches to Conflict Management](#) – Coaching Association of Canada

[Main Causes of Disputes and Prevention Strategies: A Must for Sport Administrators](#) – Sport Dispute Resolution Centre of Canada (CRDSC)

## Reporting Services

Instances of abuse, harassment, bullying or discrimination can be reported by following the process outlined in the Harassment Policy.

### Concerned about a potential incident of abuse, harassment, bullying or discrimination?

#### Contact: Independent investigations of major issues contact:

Canadian Sport Helpline: 1-888-83-SPORT (77678), [info@abuse-free-sport.ca](mailto:info@abuse-free-sport.ca), <http://abuse-free-sport.ca/en/>.

Medium and minor issue investigations and outcome decisions will be led by (an) individual(s) appointed by AOA as outlined in the Harassment policy.

## Harassment, Abuse and Anti-Bullying

AOA is working with Orienteering Canada to update the current Harassment Policy.

AOA is committed to providing opportunities for every individual involved in the sport of orienteering to enjoy the benefits of participation – be they related to recreation, social interaction, physical fitness, competition, volunteerism or employment. AOA is committed to providing an environment in which every individual is treated with respect and dignity.

# Harassment Policy

Harassment may be one incident or a series of incidents and may be intentional or unintentional. Harassment is a form of discrimination and a violation of the law when it is on the basis of a prohibited ground of discrimination as protected by Human Rights legislation (i.e.: race, national or ethnic origin, color, religion, family status, sex (including pregnancy), sexual orientation, age, marital status, physical or mental disability, pardoned conviction). Some examples are:

- Placing a condition of a sexual nature on maintaining employment, team position or opportunity for advancement;
- Unwelcome remarks or innuendo about a person's age, national or ethnic origin, religion or sexual orientation.

Harassment may also include inappropriate behavior that is not related to a protected ground under Human Rights legislation, such as:

- Conduct that creates an intimidating, hostile or offensive competition, training or work environment;
- Condescending or patronizing comments that have the effect of undermining respect in the playing field or workplace.

If a member, volunteer or employee (individual) believes that they are being harassed, the following action should be taken:

- **Tell the alleged harasser to stop, even if the person holds a position of authority in AOA or at the event. The individual should immediately state that the behavior is offensive, unwelcome and that it must stop.**

If the alleged harassment continues, or if the individual doesn't feel comfortable telling the alleged harasser to stop, the individual should immediately report the alleged harassment to one of the following:

- His/her immediate supervising orienteering member, meet director, or program director,
- Member of the AOA board responsible for the program,
- AOA President
- Contact the Canadian Sport Helpline

## Reporting & Investigation

The reporting, investigation process for concerns of abuse, harassment, bullying and discrimination is outlined in the Orienteering Canada [Discipline and Complaints Policy](#)

### Independent investigations of major issues contact:

Canadian Sport Helpline: 1-888-83-SPORT (77678),  
[info@abuse-free-sport.ca](mailto:info@abuse-free-sport.ca), <http://abuse-free-sport.ca/en/>

Medium and minor issue investigations and outcome decisions will be led by (an) individual(s) appointed by AOA as outlined in the Orienteering Canada [Discipline and Complaints Policy](#)

### **Educational Resources:**

What is harassment and abuse in sport? <https://www.youtube.com/watch?v=ZW1D9SVTOJE>

[Harassment in Sport - Blog Series](#) – CCES Blog

[Bullying has no place in sport](#) – CCES Blog

[Harassment in Sport Blog Series \(Coach Resources\)](#) – Coaching Association of

Canada [Respect in Sport](#) – Respect Group

[Canadian Centre for Child Protection](#) – Resources and Education

[Abuse and Bullying](#)

Prevention resources and help for victims of bullying, family violence, sexual abuse and exploitation and child and elder abuse.

[Family violence prevention - Resources](#)

Get information in many languages to help identify, prevent and deal with abuse and family violence. [Fact Sheet - Sexual Harassment in Sport and Recreation](#)





## AOA INCLUSION, EQUITY AND ACCESSIBILITY POLICY

**Approved:** February 9, 2020 by AOA Board of Directors

### Background:

Inclusion, equity and accessibility are fundamental values of the [True Sport principles](#). Sport must not exclude participants based on differences, whether this is gender identity or expression, sexual orientation, race, national or ethnic origin, colour, religion, age, sex, marital status, family status or disability. The Alberta Orienteering Association (AOA) believes that all individuals deserve respectful and inclusive environments for participation that value the individual's gender identity and gender expression. The AOA wants to ensure that all participants have access to programming in which they feel comfortable and safe.

### Policy:

**The AOA will ensure** that all individuals who wish to be involved in the sport of Orienteering in Alberta regardless of age, sexual characteristics, sexual orientation, gender identity or expression, disability, race, ethnicity, family or marital status or religion **have access to a complete range of opportunities within all aspects of the sport**. The principles of access, equity and inclusion are key considerations when developing, delivering or updating programming and projects and are intended to facilitate the participation of all interested persons.

### Specifically AOA:

1. will ensure that all participants at provincial levels have the opportunity to participate, compete, coach, officiate, administer, organize and lead in a fair, and **unbiased environment**.
2. will ensure that all of its publications and promotional materials use gender-neutral language.
3. shall strive to have diversity and gender balance on its board of directors and committees.
4. will actively promote orienteering as a sport for all people.
5. due to many orienteering events occurring on rough terrain, the AOA will ensure that people with disabilities (physical or intellectual) will have access to safe and appropriate range of opportunities within the sport.
6. will provide categories at most competitions which are non-gender based.
7. since more and more Canadian children, youth and adults are choosing to live their lives in the gender that is more congruent to their sense of self, rather than their assigned sex, the AOA will ensure that any participant may take part in **any AOA sanctioned event** in whatever gender they identify. At the provincial level (both recreational and competitive levels), **an individual may participate in their expressed and identified gender category. Individuals are not required to disclose their trans identity or history.**



**Reference:**

[https://orienteering-canada.cdn.prismic.io/orienteering-canada/b8564909-db55-47ba-a529-da07549e14cd\\_Policy\\_EquityAndAccess.pdf](https://orienteering-canada.cdn.prismic.io/orienteering-canada/b8564909-db55-47ba-a529-da07549e14cd_Policy_EquityAndAccess.pdf)

[https://www.caaws.ca/e/wp-content/uploads/2018/08/CAAWS\\_Position\\_Statement\\_Trans\\_Inclusion\\_in\\_Sport.pdf](https://www.caaws.ca/e/wp-content/uploads/2018/08/CAAWS_Position_Statement_Trans_Inclusion_in_Sport.pdf)

<https://www.canadagames.ca/safe-and-inclusive-sport-canada-games-open-their-arms-every-participant>

## AOA Code of Conduct

[Orienteering Canada Code of Ethics](#) applies for all AOA members.

### Universal Code of Conduct

AOA is waiting for direction of the adaptation and implementation of the [Universal Code of Conduct to Prevent and Address Maltreatment in Sport \(UCCMS\)](#) from the sport community - Sport Canada, SPAR or Orienteering Canada. Once available, and review by Orienteering Canada, AOA will take steps to implement the universal code as required.

In the interim, the [Orienteering Canada Code of Ethics](#) applies for AOA members.

The document can be found here:

<https://orienteering.ca/learn/about-us/policies>

Information about the **Universal Code of Conduct** to be reviewed and adapted by AOA can be found below:

**The Office of the Sport Integrity Commissioner (OSIC) is responsible to administer the [Universal Code of Conduct to Prevent and Address Maltreatment in Sport \(UCCMS\)](#) using trauma-informed processes that are compassionate, efficient and provide fairness, respect and equity to all parties involved.**

### Educational Resources:

What is harassment and abuse in sport? <https://www.youtube.com/watch?v=ZW1D9SVTOJE>

[Harassment in Sport - Blog Series](#) – CCES Blog

[Bullying has no place in sport](#) – CCES Blog

[Harassment in Sport Blog Series \(Coach Resources\)](#) – Coaching Association of

Canada [Respect in Sport](#) – Respect Group

[Canadian Centre for Child Protection](#) – Resources and

Education [Abuse and Bullying](#)

Prevention resources and help for victims of bullying, family violence, sexual abuse and exploitation and child and elder abuse.

[Family violence prevention - Resources](#)

Get information in many languages to help identify, prevent and deal with abuse and family violence. [Fact Sheet - Sexual Harassment in Sport and Recreation](#)

## AOA Privacy Policy & Canada's Anti-Spam Legislation (CASL) Policy and Procedures

Approved: on April 6, 2020 by the AOA Board of Directors

### Privacy/Confidentiality

AOA is subject to the *Personal Information Protection Act (PIPA)* and the *Canada's Anti-Spam legislation (CASL)* which sets out principles of fair information practices that in turn form ground rules for the collection, use and disclosure of personal information. AOA's Privacy Policy and CASL policy can be found below:

### Privacy Policy

The AOA, as a non-profit organization registered under the *Societies Act*, is regulated by the [Personal Information Protection Act](#) (PIPA) of Alberta.

However, being a non-profit society, the AOA is only subject to the Act when it collects information as part of commercial activity. Although the collection of membership fees, organizing club activities, or mailing out a newsletter are not considered commercial activities, given the potential for grey areas (e.g. selling of O-gear, fees for training camps), the AOA will follow the rules as outlined in PIPA.

**Anyone who has access to personal information data is required to sign the Memorandum of Understanding for the AOA Privacy Policy which outlines the advised Security Processes.**

This policy is to fulfill the obligation under this act to:

- **develop and follow policies and practices that are reasonable for the organization to meet its obligations under this Act**
- **make information about the policies and practices available on request.**

AOA Privacy Policy Guidelines:

- All personal information will be collected and securely stored by the Executive Director.
- Only personal information necessary for providing membership or competitor services shall be collected. (For members, this includes first and last names, address or e-mail address, gender, and age or year of birth. At the site of competition, for safety reasons, the event director may request additional information e.g plate number of the vehicle the person arrived in, a cell phone number if available, or any self-disclosed medical conditions for emergency services).
- By the fact that the member or competitor provides this information, consent to collect this information is considered to be implied.
- This information will only be provided to others as necessary for the provision of member or competitor services, for safety purposes, to canvass for volunteers to help with the running of the association, to advertise association events or meetings, or to meet federal, provincial, or funding-agency reporting requirements.
- Member or competitor information will never be sold or given to anyone else.
- A member's name will be removed from mailing lists if they so request.
- Competitors must be informed that their names and results may be publicized (e.g. posting results on a website) unless they request otherwise.

- AOA will take reasonable security measures against unauthorized access, collection, use, disclosure, copying, modification, disposal or destruction of information.
- For members of the board, volunteers or employees, other information may be collected to perform background checks. Consent to perform background checks must be given by the applicant. This information will only be reviewed by the committee involved in the hiring or selection process.
- If any member or competitor submits a written request to see their information, the AOA will provide this information within 45 days if this information was acquired as the result of a commercial transaction (such as paying fees for a training camp).
- However, personal information collected as part of the membership process is not subject to PIPA and so the AOA is under no obligation to provide membership information collected.

Further information can be found at: <http://servicealberta.ca/pipa-overview.cfm>

Information regarding Non-profit organizations: [https://www.priv.gc.ca/en/privacy-topics/privacy-laws-in-canada/the-personal-information-protection-and-electronic-documents-act-pipeda/r\\_o\\_p/02\\_05\\_d\\_19/](https://www.priv.gc.ca/en/privacy-topics/privacy-laws-in-canada/the-personal-information-protection-and-electronic-documents-act-pipeda/r_o_p/02_05_d_19/)

## Canada's Anti-Spam Legislation (CASL) Policy

Canada's Anti-Spam legislation came into effect July 1, 2014 and applies to non-profits like AOA and its clubs. These new laws apply to commercial conduct. [Canada's anti-spam legislation](#) (CASL) protects consumers and businesses from the misuse of digital technology, including spam and other electronic threats.

1. **Consent:** AOA will have expressed or implied consent from all its contacts to receive a commercial electronic message from AOA. *Implied consent* is valid within 2 years of membership purchase or within 6 months of an inquiry. After these time periods, implied consent is no longer valid and express consent is required. *Express consent* means the contact has given you explicit oral or written permission to send them commercial electronic messages, and it must come from an opt-in mechanism as opposed to silence or inaction.
2. **Identification:** AOA will clearly identify itself as the organization sending the commercial electronic message, in the message.
3. **Unsubscribe:** AOA will include an unsubscribe mechanism on every commercial electronic message sent.

**Note that AOA will only contact people with commercial electronic messages regarding AOA, its affiliated clubs and orienteering related activities (e.g. event or service promotion) if consent (implied or expressed) has been received.**

For more information about complying with this legislation, go to [www.crtc.gc.ca/antispam](http://www.crtc.gc.ca/antispam)

For guidance on Implied Consent (from Canada's Anti-Spam Legislation): **AOA may rely on implied consent for sending CEMs (Commercial Electronic Messages) if it is done under certain conditions, as set out in section 10(9) of CASL. This may include having an existing business relationship (EBR) based on a previous commercial transaction with the recipient; or having an existing non-business relationship based on, for example, membership in your club,** or if the recipient participated as a volunteer for your organization; or where a person makes their email address publicly available by publishing it on a website. In the latter case, this conspicuous publication of their email address must not be accompanied by a statement indicating they do not want to receive CEMs at that address. If the statement is not present, in order to send a CEM, the message must relate to the recipient's business role,



functions or duties in an official or business capacity. <http://www.crtc.gc.ca/eng/com500/guide.htm>

Continued on the next page.

## Memorandum of Understanding for the AOA Privacy Policy

### **Between**

Alberta Orienteering Association (AOA),

### **and**

\_\_\_\_\_ (name), \_\_\_\_\_ (title  
e.g. director, volunteer coordinator, program staff etc.) collectively known as “the parties”

The objective of this Memorandum of Understanding is to clarify the roles and responsibilities of the parties in protecting personal information collected for the purpose of carrying out AOA business. AOA is subject to the *Personal Information Protection Act (PIPA)* and *Canada’s Anti-Spam legislation (CASL)* which sets out principles of fair information practices that in turn form ground rules for the collection, use and disclosure of personal information.

### **Understanding of roles and expectations:**

**AOA ensures** that best practices regarding personal information, collection and protection are followed as stated in the Privacy Policy and CASL Policy.

- AOA will ensure that access to personal information is limited to only those who need it.
- AOA will ensure that everyone who has access to personal information is aware of the Privacy Policy and **Security Practices** listed below.

**Staff, volunteers and directors ensure that they are aware** of the AOA Privacy Policy and CASL Policy and are required to **follow the AOA Security Practices** listed below.



## Protecting Personal Information for Non-Profit Organizations AOA Security Practices

**We only collect personal data which is absolutely necessary!**

- IF we keep records in paper files**
    - Locked file cabinets and desk drawers protect information in paper files.
    - Keys are only provided to staff who need access to the files to perform their work.
    - Paper files are cross-cut shredded (or otherwise destroyed) before being disposed of.
  - If we keep records in electronic form**
    - Computers are password protected.
    - Staff must log in to access personal information.
    - Personal information is accessible only to those who need it and are allowed.
    - Computers are physically secured, e.g. doors are locked when left alone.
    - Firewalls and anti-virus software are kept up-to-date, to protect against invasive malware.
    - Only secured Networks are used which have adequate encryption according to current encryption standards (this will protect personal information, along with any other confidential information of your organization). (Don't use public networks when working with personal data.)
  - We don't send or receive personal information by email**
    - We don't share email addresses unless consent is given by the person.
    - We only use secure email accounts which can be accessed by the user who owns it (no shared email accounts).
    - Any email which contains personal information data should be deleted as soon as possible when information is no longer needed.
    - We will only contact people with **commercial electronic messages** regarding AOA, its clubs and orienteering related activities if consent (implied or expressed) has been received, the sender is identified and has an "unsubscribe" mechanism.
-

- 
- Personal information stored on portable media devices (e.g. laptops or flash drives)**
- Personal information is stored on portable devices, external drives, flash drives, only when necessary and only as much as is necessary for the task.
  - Portable media devices must be password protected.
- Our volunteers/employees sometimes take files containing personal information home to work on**
- Our policy is to only take home records if necessary and with approval.
  - Staff must make sure the records are kept separate and are not accessible to other household members.
- Staff must return or destroy the data after use at home (shredder for paper records or permanently delete files).
- Our staff members are aware of their obligation to protect privacy**
- Our board members, employees and volunteers (who have access to personal information data) receive information about their obligation to protect personal information.
- If we accept credit or debit cards for payment**
- Point of sale is done by a secure third-party provider and we do not have access to credit card information.
- We post membership, team lists, team schedules, etc. on our website**
- Consent is obtained to post names, photographs, and other personal information on our website.
- We do not give out any information to third parties.** (The only exception is to provide necessary information to government agencies and Orienteering Canada for the provision of member or participant services, for safety purposes, or to meet federal, provincial, or funding agency reporting requirements.)
- We securely dispose of all personal information once it is no longer required** (shredder for paper records or permanent deletion of files from electronic devices and cloud storages.) AOA staff (Executive Director) is responsible to do a monthly scan and delete non-essential personal information data from devices.
- 

Name:

(Signature)

Position:

E-mail:

Date:

\_\_\_\_\_  
(Signature)

**Government of Alberta** ■

<https://www.alberta.ca/personal-information-for-non-profits-and-other-organizations.aspx>

AOA representative:

Position:

E-mail:

Date:



## Responsible Coaching Movement

The [Coaching Association of Canada's, Responsible Coaching Movement](#) includes the [Rule of Two](#), which refers to open and observable environments. AOA is committed to creating such environments for all provincially-sanctioned events, activities and programs and supports member organizations in adopting relevant policies.

## OPEN & OBSERVABLE ENVIRONMENTS POLICY

**Approved:** February 9, 2020 by AOA Board of Directors

**Open and observable environments are in reference to the Coaching Association of Canada's [Rule of Two](#).**

This reference has been created by [Swim Canada](#) and adopted by AOA to assist individuals in understanding and creating open and observable environments. Thank you for the generous offer from Swim Canada to share their resources.

**At the provincial level, AOA is committed to creating open and observable environments at all AOA sanctioned events, including training, meetings, camps and competitions.**

For the purpose of this page, the following terms have these meanings:

- *“Representative”* – All individuals employed by or engaged in activities on behalf of their Organization/Club. Representatives include, but are not limited to, coaches, staff, administrators, officials, club directors and officers, committee members, and volunteers.
  - *“Open and observable environments”* - means **making meaningful and concerted efforts to avoid situations where a coach, official or other representative might be alone with an athlete and/or vulnerable individual. All interactions between an athlete and an individual who is in a position of trust should normally, wherever possible, be in an environment or space that is both “open” and “observable” to others.**

**What is an ‘open’ environment?**

- An open environment is an environment that is not closed or concealed from others.
- Interactions should not take place behind closed doors or in secluded locations.
- Others should be aware of the interaction that is taking place.

### What is an ‘observable’ environment?

- An observable environment is a space where others can see or take note of the interaction.

### Before interacting with an athlete, ask yourself:

- Is this an open interaction?
  - Are we in a closed or secluded place?
  - Who knows this meeting/interaction is taking place?
  - Does the athlete (or individual in a position of lesser power) have an easy and accessible exit path?
- Is this interaction observable?
  - Is anyone else with us?
  - Can anyone see us?
  - Can anyone hear us?

**Note: To ensure the open and observable environment, special considerations must be applied for shadowing practices.**

## Shadowing Minors - Best practices

- A shadower is a mentor who accompanies a young or novice participant on a course or training activity. Shadowing can provide a safe environment and prevent a negative experience of getting disoriented or lost. It can help educate a beginner and provide a basis for conversation later on.

### Recommendations:

- If possible, a parent/guardian should be assigned to shadow their own children.
- **If a coach or program volunteer shadows minors**, they should perform the activity at a minimum ratio of two minors to one adult, or in small groups. If an adult shadower is following a single athlete, they must have a current PIC (Police Information Check) on file and the parent/guardian of the minor must be aware of the activity and give permission to do it.
- Shadowing happens in an **open environment** and the participant must give verbal consent before each activity to more than one witness (e.g. Group, coaches, parents) and must be fully comfortable to be shadowed.
- Verbal consent can be obtained before each practice e.g. with a team recap, stating that there will be shadowing activity and asking permission from parent(s) and participant(s).

**Consideration for shadowing at events:**

- If shadowing happens at a competition it must be approved by the event director.
- Shadowing at a competition is usually allowed for small children, total beginners and special needs participants. The event sanctioning body must outline the rules regarding results.

**For the shadower:**

- Stay several paces behind the competitor.
- Do not communicate with the competitor about his or her course, except as a matter of safety.
- If the competitor makes a major mistake, we suggest two levels of assistance:
  - Ask the competitor "Where do you think we are on the map?", or
  - "Would you like to know which way I would go?"
- If the competitor is new to the sport, the entire course may consist of a conversation with the shadower regarding techniques.

**References:**

<https://www.swimming.ca/en/safe-sport/prevention/responsible-coaches-movement/open-observable-environments/>

<http://baoc.org/wiki/Juniors/Cool/Shadowing>

---

# ALBERTA ORIENTEERING ASSOCIATION

---



## Contents

AOA RISK MANAGEMENT POLICY & PROCEDURES.....	3
Background: .....	3
Introduction .....	3
Purpose .....	4
Definitions.....	4
Policy 4	
Responsibilities .....	4
Procedures .....	4
<b>AOA PARTICIPANTS RISK MANAGEMENT POLICIES AND RECOMMENDATIONS.....</b>	<b>5</b>
<b>1. Safety Rules and Recommendations for Orienteering Activities .....</b>	<b>5</b>
<b>2. AOA Bear Spray Policy .....</b>	<b>5</b>
<b>3. AOA Wild Smart Policy.....</b>	<b>6</b>
<b>4. Mappers Risk Management Policy .....</b>	<b>7</b>
Safety tips and recommendations for all mappers .....	7

## AOA RISK MANAGEMENT POLICY & PROCEDURES

**Approved:** February 9, 2020 by the AOA Board of Directors

### **Background:**

#### **About risk management**

Risk management seeks to address potential problems before they occur. Risk management aims to be pro-active rather than reactive, creating a safer environment and legally safer operational procedures.

A common mistake organizations make is to view risk management as a document in isolation. It is really an ongoing process that should be applied to all your organization's policies and procedures.

#### **Benefits of risk management**

Ultimately, successful risk management has the following benefits for the organization:

- Prevents or limits injury or losses to participants, volunteers and staff;
- Helps to protect AOA, its affiliated clubs and individual members against litigation;
- Ensures that AOA is compliant with all applicable laws, regulations and standards;
- Improves the quality and relevance of the programs and services to its members, participants, partners and sponsors;
- Promotes better business management and human resource management practices;
- Enhances AOA's brand, reputation and image in the community;
- Overall, enhances AOA's ability to achieve its strategic objectives

#### **Risks facing sport and recreation organisations**

The inherent nature of sport and recreation means that risk areas are broad. Some general risks that could apply to sports organizations include:

- Not being incorporated
- Not having sound Governance practices and procedures
- Not having a member protection policy
- Not requiring participants to sign a waiver or release form prior to participating
- Providing equipment and facilities that are not safe for intended use.
- Not complying with laws and regulations
- Not complying with Child Protection legislation

### **Introduction**

AOA will endeavor to minimize the risk any particular operation poses to our organisation, our staff, our volunteers, our clients, or the general public.

AOA has developed a Risk Management Program to capture its approach to managing risk. This plan articulates the approach AOA takes to managing risks with a goal of reducing, transferring or avoiding risks.

The following is a useful acronym\*. AOA believes following these steps will help to foster a safe

environment for our sport organizations:

**Reflect** on our values, mission, vision, strategic objectives and activities

**Integrate** risk thinking into all decisions

**Scan** continuously for new or evolving risks

**Keep** it simple and understandable

## Purpose

The purpose of this document is to identify applicable risks and to enable risk management procedures to be satisfactorily identified, organised and maintained.

## Definitions

**“Risk”** is the probability that an occasion will arise that presents a danger to our organisation, our staff, our volunteers, our clients, or the general public. It includes, but is not limited to,

- Physical hazards
- Financial hazards
- Legal hazards
- Reputational hazards/communication

## Policy

**AOA has a duty to provide a safe workplace for its staff and volunteers, a safe environment for its members and all participants, and a reliable development path for the organisation. AOA will put procedures in place that will as far as possible ensure that risks are minimised and their consequences averted.**

## Responsibilities

It is the responsibility of the Board, with the assistance of the ED to carry out risk management analyses of the organisation, and to take appropriate measures.

It is the responsibility of all employees and volunteers to ensure that:

- they are familiar with the organisation’s risk management procedures applicable to their section;
- they observe those risk management procedures; and
- they inform the organization if they become aware of any risk not covered by existing procedures.

## Procedures

### Managing risk by AOA

1. **Identifying the risks** attached to every element of their operation and the likelihood of that risk eventuating

2. **Identifying practices to avert and mitigate or transfer the risk** and the effects of those risks
3. **Recording the risks, the precautions and the remedies** and communicate it to the appropriate parties

### **1. Identifying Risk - Maintenance of a Risk Register**

Risk Assessment is the process of evaluating and comparing the level of risk against predetermined acceptable levels of risk. It is required to have a Risk Registry that assesses the potential hazards and it is reviewed regularly. As new hazards or risks are identified the risk registry should be updated.

AOA Risk Analysis is based on two criteria:

- Likelihood - How likely is it the risk will occur?
- Severity (or Consequence) - How bad is it if the risk is realized?

#### **Likelihood**

- NA=negligible
- Low= unlikely to happen
- Medium= probability is higher
- High= most likely

#### **Severity /Impact:**

- NA=negligible
- Low
- Medium
- High

#### **Categories:**

- Physical hazards
- Financial hazards
- Legal hazards/ Professional risks
- Reputational hazards/communication

**Physical Hazard:** Severity - How bad is it if the risk is realized? NA=negligible; Low = Marginal- minor injuries or problems; Medium = may cause severe injury, illness; High= Catastrophic - may result in death or loss of bodily functions

**All other organization hazard:** Severity/Impact: Low= minor impact on AOA's financial health (impacts are reversible). Medium=higher severity (impacts could be reversible with lots of effort and \$). High= possibility AOA may go bankrupt, or "collapse"



## ASSESSMENT AND RISK REGISTRY:

Completed by AOA Board of Directors and additional club leadership, 2020 January. <https://forms.gle/qyivZAPMNWZvAkBz5>

<b>Risk:</b> <b>Physical Hazard</b>	<b>Likelihood</b>	<b>Impact/ Severity</b>	<b>Prevention and Mitigation</b>
Participant injury due to orienteering activities for first timers (due to lack of experience).	Low	Low	Safety Rules and Recommendation of Orienteering Participants Information about risks and recommendations Signing Waivers
Participant injury due to equipment, clothing.	N/A to Low	Low	Safety Rules of Orienteering Participants Information about risks and recommendations Signing Waivers
Participant injury due to extreme weather (heat, cold, dehydration, etc.)	Low to medium	Medium to High	Safety Rules and Recommendation of Orienteering Participants Information about risks and recommendations Cancelling events in case of extreme weather Providing water on course Signing Waivers
Participants injury due to other activities (hunters, motorcyclists, etc.)	Low	Medium to High	Use event planning precautions, obtain permits Inform all parties and participants and give recommendations.
Participant injury due to getting lost/disoriented.	Low to Medium	Low to Medium	Safety Rules and Recommendation of Orienteering Participants Information about risks and recommendations. Best practices at course planning and course recommendations Signing Waivers
Participant injury due to natural disasters.	Low	Medium to High	Pre-event planning and event cancellation due to unforeseen disasters (e.g. forest fire, storm warning) Participants Information about risk and recommendations.
Participant injury due to wildlife encounters.	Low to Medium at some places	Medium to High	Implementation of WildSmart and Bear spray policy Pre-event and annual education campaign. Signing Waiver
Participant injury due to concussion (falls or collision)	Low	Low to Medium	Concussion policy and education
Participant injury due to lack of safety processes (No organizers' safety plan /or emergency action plan, no coaches certification etc.)	Low-Medium	Medium - High	Policies and procedures for safety processes Safety plan and emergency action plan Certification requirements for coaches/officials Permits
<b>Risk:</b> <b>Financial hazards</b>	<b>Likelihood</b>	<b>Impact/ Severity</b>	<b>Prevention and Mitigation</b>

Lack of adequate processes in place for protecting the assets of the organization (lack of governance, monitoring financials, audits etc.)	NA to Low	Medium	Board governance in place. Continuous monitoring of financial activities. Sound decision making is applied with full board engagement. Annual AGM report and audit
Fraud, non-authorized financial transactions	Low	Low to Medium	Financial procedures sufficient to prevent or expose fraud or unauthorised trading Signing authorities, Monthly financial reports, Financial audit
Lack of adequate budgeting/Planning	NA to Low	Low to Medium	Adequate budget planning, financial updates, and reporting systems are developed, and monthly updates are monitored by the treasurer and board.
Lack of reporting and accountability	NA to Low	Low to Medium	Adequate reporting systems are developed and monitored by ED and the AOA president and treasurer. Government accountability report is monitored annually.
Lack of Financial diversity (e.g. relying on funding)	Low - Medium	Medium to high	Making sure accountability requirements are met, applying for casino funds, looking for grants. Growing membership and programming.
<b>Risk: Legal hazards</b>	<b>Likelihood</b>	<b>Impact/severity</b>	<b>Prevention and Mitigation</b>
Employee/ Staff legal action risks (lack of hiring procedure, screening, orientation and performance review, liability insurance). Employee risk	Low	Low to Medium	Employee hiring procedure and performance review in place. Employee screening at hiring is in place. Employee job description and orientation is in place. Employee liability insurance is in place. Performance review process with yearly review in place.
Volunteers legal action risk (lack of volunteer management tools, insurance training etc)	L	Low to Medium	Volunteer Program Policy and procedure and education Volunteer liability insurance
Board of Directors legal action risk (lack of application - qualified board, screening, orientation and performance review, liability insurance)	Low	Low	Well established Board governance processes are in place New Board of Directors orientation Board of directors' liability insurance is in place
Youth participants legal actions risk (lack of Safe Sport and Child Protection policies and procedures)	Low	Medium	Comprehensive Safe Sport framework. Policies procedures and education to prevent harm to youth.
Whistleblowers legal actions (Code of Conduct, Conflict of Interest, conflict resolution problems)	L	Low to Medium	Policies are in place: Conflict of Interest Conflict resolution Policies
Legal actions escalate to lawsuits (lack of processes to report and resolve complaints)	Low	Medium	Waivers and Privacy Policy, Dispute resolution procedures are in place
Landowner/manager legal action risk (e.g. damage to their property)	Low	Low to Medium	Process to require permits Liability insurance

Risk: Operational hazards	Likelihood	Impact/ Severity	Prevention and Mitigation
Organization Strategic Plan (e.g. outdated, lack of specifics and accountability, not aligned with vision/mission statement)	Low	Low to Medium	Ensuring that the organisation activities are within the objectives, respectful of the bylaws and represent the membership. Regular communication and feedback from membership established.
Social media / Privacy protection / Communication risk	Low to Medium	Medium	CASL and Privacy Policy is in place Social Media Policy is in place
Club's or members complaints / Lack of Transparency, no collaboration or info sharing etc.)	Low	Low	Regular reports to membership and AGM process are both in place. Improved communication with clubs and leadership
Unresolved complaints and disputes	Low	Low	Dispute Resolution in place

“Participants” refers to staff, volunteers, organizers, coaches, members and non-members who participate in any orienteering activities.

## 2. Identifying practices to avert and mitigate or transfer the effects of those risks

### AOA policies and procedures in place to avert and mitigate risks

- AOA Policy Manual: including Board, Staff - HR, Financial policies
- Harassment Policy - Under development in 2020
- Conflict of Interest
- Dispute Resolution
- AOA members: Code of Conduct
- Inclusion, Equity and Accessibility Policy
- Privacy Policy
- Social Media Policy
- Insurance for participants, staff, volunteers and board members



- Screening of Volunteers or Employees
- AOA Participants Risk Management Policies and Recommendations:
  - *Participation Agreement and Waivers*
  - *Safety Rules and Recommendations for Orienteering Activities (AOA)*
  - *Bear Spray Policy*
  - *Wild Smart Policy*
  - *Mappers Risk Management Policy*
  - *Concussion Policy*
  - *Volunteer Program Policy and Screening*
  - *To be developed: Junior programs, Best practices, Supervision, Transportation Policy etc.*

### **AOA Insurance and Participant's Agreement to transfer the effects of risks:**

- AOA is included in Orienteering Canada's comprehensive insurance program that provides General Liability, Sports Accident and Directors and Officers Errors and Omissions coverage to the directors, officers, staff, members and volunteers of AOA. Not all risks are insurable. However, as part of its commitment to risk management, AOA will take all reasonable steps to ensure that insurance coverage is available for those activities that are essential to the mission of AOA and that pose significant risks.
- AOA provides and recommends all members and participants who take part in Orienteering activities to sign the Participation Agreement (for minors under 18 years old) OR Waiver (for adults 18 years and over).

### **3. Recording the risks, the precautions and the remedies and communicate them to the appropriate parties.**

- All identified Risks and mitigations are recorded in the Risk Management documents. The document is reviewed periodically by AOA (every 4 years and any additional time when a new risk is identified and addressed.)
- AOA recognizes that communication is an essential part of risk management. This Risk Management document will be communicated frequently to our staff, committees, Clubs, and members.
- AOA will encourage all members to communicate their risk management issues and concerns to their Clubs and AOA.

### **References:**

*Via sport – BC government : NSO risk management project*  
<http://www.viasport.ca/resource/nso-risk-management-project>

[http://cces.ca/sites/default/files/content/docs/pdf/cces-risk-management-program-2016-e\\_0.pdf](http://cces.ca/sites/default/files/content/docs/pdf/cces-risk-management-program-2016-e_0.pdf)

*Recommended NSO policies*

<https://www.communitydirectors.com.au/icda/policybank/>

## AOA PARTICIPANTS RISK MANAGEMENT POLICIES AND RECOMMENDATIONS

1. *Safety Rules and Recommendations for Orienteering Activities*
2. *Bear Spray Policy*
3. *Wild Smart Policy*
4. *Mappers Risk Management Policy*
5. [Concussion Policy](#)
6. [Volunteer Program Policy and Screening](#)

---

### 1. Safety Rules and Recommendations for Orienteering Activities

AOA and all affiliated clubs must encourage their members and participants to review the [Safety Rules and Recommendations](#) information yearly and have it available on their website and events where applicable.

Organizers must be familiar with and apply the Orienteering event management best practices as outlined in the Orienteering Canada [Officials courses](#) manuals. Organizers are recommended to use a Safety & Emergency Action Plan template and waivers (which can be obtained from AOA).

#### **General**

1. Orienteering is an outdoor activity that carries a risk of personal injury due to natural and man-made hazards, animal encounters and environmental conditions. While the participants acknowledge these risks, the organizers of orienteering events must have rules and recommendations that cover how to reasonably minimize these risks and what to do in case of injury or if a competitor is overdue.
2. There are general safety rules and recommendations which apply to all orienteering events and there are event-specific plans which should provide sufficient details for specific actions and responsibilities to deal with any situation. The key to this plan is to be able to rapidly contact emergency services in the area. Recommended to use the event AOA Safety & Emergency Action Plan template which can be obtained from AOA.
3. In the event of an incident where legal action is taken, our best defense is to demonstrate that we exercised “due diligence

### 2. AOA Bear Spray Policy

#### **General**

Orienteering carries a risk of encounters with large wild animals. Historically most encounters have been by organizers prior to the event, rather than at the event itself. One of the most effective strategies at avoiding a negative encounter is carrying bear spray while in the forest. Although this accepted practice has become commonplace among recreationalists in the Bow Valley, there has been some reluctance among race participants to carry bear spray while out on course despite the fact that every year, there are multiple



encounters with bears and other wildlife by the general public in bear country.

The AOA wants to ensure that:

- All orienteering event participants are safe.
- All events held in Canmore Nordic Centre Provincial Park are compliant with the CNCPP bear spray policy.

### **AOA Bear Spray Policy:**

**For all AOA sanctioned events and all AOA affiliated clubs' events which are held in bear country (designated by map location) and/or an area that has a bear warning in effect:**

- Organizers must inform the participants about the risks associated with wildlife and/or bears in the area and implement the recommendations below:
- Participants 18 years and older are recommended to carry bear spray at all times when participating in any orienteering activities alone.
- Youth between the ages of 12-18y are either recommended to carry bear spray or recommended to be accompanied by someone else who is carrying bear spray with them.
- Children under 12 years of age are recommended to be shadowed by an adult who is carrying bear spray with them.
- All participants who carry bear spray must acknowledge that they know how to use it.

Recommendations regarding bear encounters and how to use bear spray:

<http://www.albertaparks.ca/kananaskis-country/advisories-public-safety/wildlife/be-bear-smart/>

## **3. AOA Wild Smart Policy**

### **General**

Many orienteering events happen in wilderness areas where there are animals such as bears, cougars, wolves, elk and moose. Every year numerous interactions between people and wildlife occur. Although most interactions are harmless to both people and wildlife, some can become a serious public safety threat resulting in injury, property damage and/or dead or relocated wildlife.

The AOA wants to ensure that all orienteering participants are safe by knowing how to:

- reduce the risk of animal encounters;
- react in case of animal encounters.

### **AOA Wild Smart Policy:**

- **AOA and all affiliated clubs must encourage their members to review the WildSmart information yearly and have it available on their website where applicable.**
- **Organizers must inform the participants about the risks associated with wildlife in the area and provide safety recommendations.**

Recommended educational information about living with wildlife:

[http://www.albertaparks.ca/media/2777016/web\\_living\\_wildlife\\_pamphlet.pdf](http://www.albertaparks.ca/media/2777016/web_living_wildlife_pamphlet.pdf)

<http://www.wildsmart.ca/learn.htm>

About bear encounters and how to use bear spray:

<http://www.albertaparks.ca/kananaskis-country/advisories-public-safety/wildlife/be-bear-smart/>

## 4. Mappers Risk Management Policy

### General:

AOA and affiliated clubs often contract mappers to conduct mapping field work.

A very common requirement of working in Alberta is to complete a task hazard assessment of the work being performed. The requirement for this comes from the Alberta Occupational Health and Safety Code. Various aspects of the work are reviewed by people familiar with the tasks that are involved. The intent is that where practicable the risks associated with the individual tasks can be mitigated to an acceptable level.

### Mappers Risk Management Policy

- 1. All contracted mappers must be familiar with the risk management recommendations by reading the documents provided by AOA, and comply with the following policies:**
  - Safety rules and recommendations for orienteering
  - Bear spray policy
  - WildSmart policy
  - Mappers risk management policy
- 2. Mappers must carry bear spray and are advised to also carry an air horn where applicable**
- 3. Mappers are required to familiarize themselves with the WildSmart material. Brochure and/or online reference materials will be provided by AOA.**
- 4. Mappers working alone in remote areas must have an emergency plan and carry a first aid kit and are required to use the SPOT emergency device.**
- 5. Mappers under age 18 are not allowed to work alone in remote areas.**
- 6. Mappers under age 18 must work in a group of 2 at out-of-city-limit locations or have a supervising adult on site.**
- 7. Mappers under age 16 must always work in a group of 2 or have adult supervision in the area.**

### Safety tips and recommendations for all mappers

All mappers need to be familiar with the general [Safety Rules and Recommendation](#) for Orienteering.

#### **Additional information specific to mappers:**

- **Uneven terrain/tripping hazards**  
Mappers will be reminded of uneven terrain and would draw from previous expertise walking in similar environment.
- **Skin and eye injuries** – including abrasions, cuts from pointed branches/sharp objects as a result of being in a natural environment.  
The nature of the mapping process is that it involves relatively slow movement and careful observation of the local terrain. This greatly reduces the possibility of coming in contact in a manner to generate cuts or punctures. Mappers will be informed by general AOA safety recommendations for orienteering activities and how to reduce risk associated skin and eye injuries.
- **Contact with thorns, insect bites and sunburn**  
Contact with short thorns can be mitigated by wearing long sleeves and pants. Very long thorns are rare (Cypress Hills is one area) and a site-specific mitigation will be developed for any mapping in that type of terrain. Wearing gaiters, bringing bug repellent or proper bug resistant clothing and applying sunscreen are recommended.
- **Extreme weather: hypothermia, heat stroke, dehydration**  
Adjust to weather conditions by dressing according to the temperature; bring layers and hats. Drink plenty of water before, during and after to reduce the risk of dehydration. In case of overheating find shade and stop to rest, cool your body with wet



clothes. Being in these conditions for a long period could result in excessive build-up effects.

- **Animal Encounters**

There are a large number of animals that could be encountered in Alberta.

Unlike the competitive element of orienteering wherein the noise of the passing orienteer typically scares away the wildlife, mapping is done at a slow speed which increases the possibility and risk of an animal encounter. There are also increased risks associated with encounters with certain animals at specific times of the year – rut and calving seasons are examples.

**Mappers must carry bear spray and are advised to also carry an airhorn at the -out of city limit-areas. Mappers must familiarize themselves with the WildSmart material. Brochures and/or on-line reference materials will be provided by AOA.**

- **Hunting Season**

The risks are obvious. The primary way to reduce the risk is to require mappers to wear some brightly-coloured clothing – especially in the autumn during the main hunting seasons.

- **Working Alone**

Mapping is typically done by individuals working alone. The risks are multiple. In simple terms the mapper could be wounded or otherwise incapacitated and need assistance in a location far from where people who could provide assistance would be expected to be.

There are many possible situations for mapping projects. There is a similarity amongst them in that for the mitigation of the risks an acceptable means of having routine contact with the mapper must be established. A general comment is that technology for working alone in remote areas is evolving rapidly so specific recommendations on the communication can change from year to year. At a high level though, the situations can be split into two categories:

- (a) Mapper is working in or close to a city. One or more person(s) will be the designated contact. Routine communication with the mapper is to be done – and it needs to be tested from various parts of the map – to ensure that “dead” areas can be handled.
- (b) Mapper is working remote from a city or where orienteers would be available to provide assistance. For mappers working remotely it is strongly encouraged to use two mappers so that the two can act as primary communication for one another. In this situation it will still be necessary to have a designated non-mapping contact person. This is not only for working alone but for any other need that they might have. If the mappers do not have adequate communication between themselves – such as cell phones (potential dead zones) then a means will be provided to them so that they can maintain contact.
- (c) **AOA will require mappers who work in remote areas alone to wear the SPOT emergency device for safety. AOA will provide the device and train the mappers how to use it.**

- **Natural disasters: lightning, floods and wildfires**

- (a) Danger of electrocution. In the forest the approach of a strong storm with the potential for lightning may not be obvious so it may be necessary for a mapper to stay in the forest during such a storm. Caution must be practiced to avoid high places and avoid large open spaces. In particular, if lightning is observed to be close by it is best to find a low place and “sit it out”.

- (b) In case of heavy rain stay above river beds, dry rock beds and steep hills to stay safe from floods or mudslides.

- (c) In a wildfire situation: try to leave the area in a direction away from the fire. Choose a downhill route (but stay out of canyons) to avoid smoke and be aware of wind direction which blows the fire and smoke towards you. If fire is closing in it's best to find a wet marsh or lake if possible and stay in the water. If there's no water around, go to an area clear of vegetation (or already burnt down), a ditch or depression on level ground if possible. Lie face down and cover up your body with dirt.



## Screening

AOA is committed to providing safe environments for children, youth and other vulnerable persons. To demonstrate this commitment, AOA has a [Screening Policy](#) that all staff, volunteers, coaches and other individuals in paid or volunteer positions who are in direct contact with minors must abide by. The procedure and recommendations can be found in the Volunteer Program Policy.

## Policy for Screening of Volunteers or Employees

**Reviewed:** February 9, 2020 by the AOA Board of Directors

AOA reserves the right to screen paid staff, consultants or volunteers.

AOA shall screen staff, consultant, or volunteers if the position **involves the individual being alone and unsupervised with persons identified as vulnerable** (a vulnerable person is an individual who has difficulty protecting himself from harm temporarily or permanently and is at risk because of age, disability, handicap or situation).

**Also, AOA shall require screening for volunteers in leadership roles** who are in a position of trust. Position of trust *is a legal term that refers to a position of authority over another person or within an organisation.* Decision makers -Board members; Managers who supervise other volunteers or staff; Head coaches and coaches who are responsible supervising minors and other coaches.

Position postings and descriptions will clearly set out responsibilities of the positions and will indicate any screening requirements.

Applicants will provide needed contact information upon request (these may include reference checks, driver's record, Criminal Record Check and Vulnerable Sector Check) and give needed permission as a condition of application/consideration for the position.

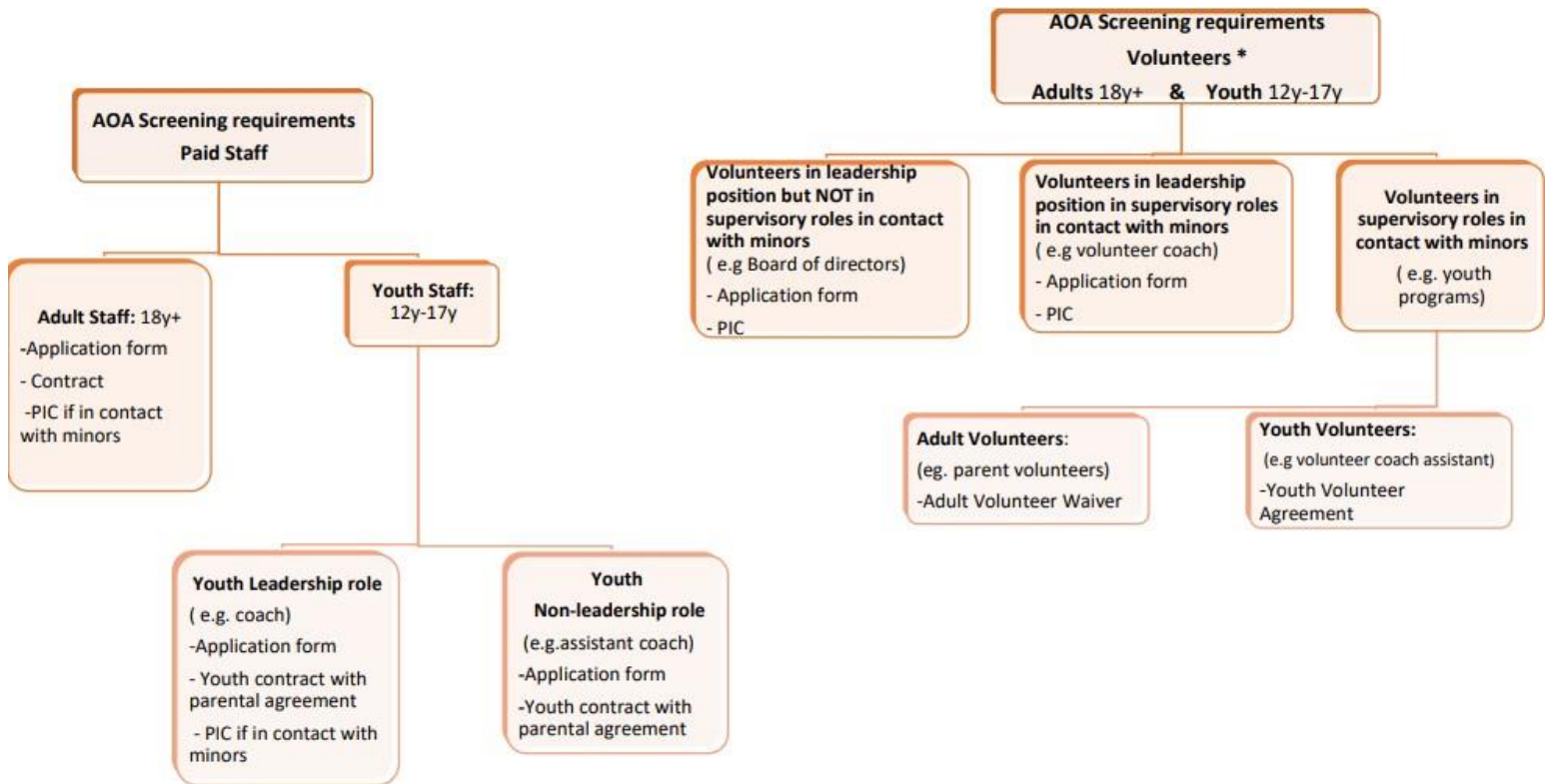
Screening process may include: interviews, reference checks, or Criminal Record Check and Vulnerable Sector Check.

Staff or volunteers will be supervised and evaluated by a member of the AOA board or delegated committee/committee member.

Staff or volunteers may be evaluated by program participants or supervisors during the program or as a follow-up activity.

## Screening recommendations

The below Table outlines the level of screening and process for staff and volunteers. The detailed description can be found in the [Volunteer Program Policy](#).



### Appendix D: AOA Screening Requirements Chart

\* If you are a volunteer (either adult or youth) who is NOT in a leadership role, NOR in a supervisory role in contact with minors, then you have NO screening requirements.

**PIC:** Police Information Check

**Supervisory role in contact with minors:** in registered youth programs/camps/ youth training events, the volunteers can work with minors in supervisory roles, meaning they are responsible for monitoring/supervising the children's activities without the parent's/guardian's presence.

**Leadership roles:** volunteers who are in a position of trust. Position of trust is a legal term that refers to a position of authority over another person or within an organisation. Decision makers -Board members; Managers who supervise other volunteers or staff; Head coaches and coaches who are responsible supervising minors and other coaches.

**Application Form:** must contain previous work/volunteer experience and two non-family member reference checks.

**Youth contract and youth volunteer agreement:** must be signed by both the applicant (youth) and the parent/guardian.



# Social Media Policy

## DEFINITIONS

1. The following terms have these meanings in this Policy:
  - a) “*Case Manager*” – The person or organization appointed by Orienteering Canada to oversee management and administration of complaints.
  - b) “*Social media*” – The catch-all term that is applied broadly to computer-mediated communication media such as blogs, YouTube, Facebook, Instagram, Tumblr, and Twitter, the Orienteering Canada Facebook page, the National Team Blog, Orienteering Canada Twitter Account, AttackPoint Training Log, AttackPoint Discussions, DOMA, etc.
  - c) “*Stakeholders*” – Stakeholders include:
    - i. All categories of membership and registrants defined in the Orienteering Canada Bylaws including, but not limited to, Provincial/Territorial Orienteering Associations, Member Clubs, and individuals affiliated with a Member Club, a Provincial/Territorial Orienteering Association or Orienteering Canada.
    - ii. All administrators, coaches, team managers, committee and sub-committee members, and directors and officers of Orienteering Canada

## PREAMBLE

2. Orienteering Canada actively encourages its stakeholders to take part in social media to share their experiences in the public realm. Orienteering Canada recognizes that social media can be used to increase communication between and among its stakeholders. Social media can also advance the promotion and positive profile of our sport and athletes to a larger audience. Orienteering Canada is committed to positively developing and promoting the sport of orienteering in a responsible and respectful environment. Orienteering Canada respects the right to freedom of speech. The intent of this *Social Media Policy* is not to limit the communication in the public realm of social media, rather its intent is to ensure this communication is done responsibly and respectfully. Conduct by stakeholders that falls short of the standards of behavior required by Orienteering Canada’s *Code of Conduct & Ethics* and its *Social Media Policy* may be subject to disciplinary sanctions identified in Orienteering Canada’s *Discipline and Complaints Policy*.

## APPLICATION

3. This Policy applies to all Stakeholders as defined in the Definitions.

## CONDUCT AND BEHAVIOUR

4. Per the Orienteering Canada *Discipline and Complaints Policy and Code of Conduct*, the following Social Media conduct may be considered minor or major infractions at the discretion of the Case Manager:
  - a) Posting a disrespectful, hateful, insulting, or otherwise negative comment on a personal blog, in a Facebook post or note, or as a Tweet on Twitter, that is directed at Stakeholders or at other persons connected with Orienteering Canada.
  - b) Posting a disparaging or harmful comment on a personal blog, in a Facebook post or note, or as a Tweet on Twitter, that is directed at Orienteering Canada.
  - c) Creating or contributing to a Facebook group, webpage, blog, or online forum devoted solely or in part to promoting negative or disparaging remarks or commentary about Orienteering Canada or its reputation.
  - d) Posting a picture, altered picture, or video on Facebook, Tumblr, Twitter, YouTube, or other social medium that is harmful, disrespectful, insulting, or otherwise offensive, and that is directed at Stakeholders or at other persons connected with Orienteering Canada.

Any instance of cyber-bullying or cyber-harassment between one Stakeholder and another Stakeholder (including a teammate, coach, opponent, volunteer, or official), where incidents of cyber-bullying and cyber-harassment can include but are not limited to the following conduct on any social medium, via text-message, or via email: regular insults, negative comments, vexatious behaviour, pranks or jokes, threats, posing as another person, spreading rumors or lies, or other harmful behaviour.

- e) Any instance of bring the sport of orienteering into disrepute.
  - f) Acting as any other person other than the Stakeholder.
5. In addition to Section 4, Stakeholders have a responsibility to:
- a) Use casual, respectful and friendly language, and never say anything online that a Stakeholder would not say in front of individuals to whom they respect
  - b) Be truthful and in the case of in inadvertent mistake, make every effort to correct the mistake as soon as possible
  - c) Refrain from the use of profanity and hateful language
  - d) Refrain from venting frustrations about a race, event or decisions or actions by other Stakeholders
  - e) Understand that what is posted on Social Media becomes a permanent public record
  - f) Understand that orienteering relies on volunteer efforts of organizers and will be respectful of this and show appreciation when appropriate and avoid public criticism at all times
  - g) Understand that Stakeholders are ambassadors for the sport of orienteering and will act in a manner that positively promotes orienteering

## STAKEHOLDER RESPONSIBILITIES

- 6. Stakeholders must be aware that their Social Media use may be monitored by Orienteering Canada or by the Stakeholder's provincial/territorial or local associations.
- 7. When using Social Media, a Stakeholder must model appropriate behaviour benefitting the Stakeholder's status as an athlete and a Stakeholder of Orienteering Canada.
- 8. Removing content from Social Media after it has been posted (either publicly or privately) does not excuse the Stakeholder from being subject to the Orienteering Canada Discipline and Complaints Policy.
- 9. Any individual who believes that the Social Media use by another Stakeholder is inappropriate or may violate of Orienteering Canada's policies and procedures should report the matter to Orienteering Canada in the manner outlined by the Orienteering Canada *Discipline and Complaints Policy*.

## SAFETY PROVISIONS

- 10. Orienteering Canada reminds all Stakeholders that:
  - a) **Privacy** – It is important to remember that anyone, anywhere, at any time can read information posted. There are now aggregate sites that will pull personal information from all over the internet into one place. Be protective of your personal information. Think twice about posting your whereabouts online (i.e. "checking in" to places), as this could be a safety issue.

---

**Adopted by the Orienteering Canada Board of Directors December 30, 2014**

Alberta Orienteering Association

# Volunteer Program Policy

Approved: March 4, 2019 by the AOA Board of Directors  
Reviewed June 8, 2020

## Contents

Background .....	3
Objectives of the policy.....	3
Current Volunteer Management Practices.....	3
Definition of a Volunteer .....	4
Philosophy of Volunteer Involvement.....	4
Training of Volunteers .....	4
Volunteer Recruitment .....	4
Volunteer Recognition .....	4
Volunteer Access to Policies.....	5
Volunteer Responsibilities.....	5
Police Information Checks.....	6
Volunteer Screening.....	6
Volunteer Waiver.....	8
AOA Volunteer Position General Descriptions.....	8
About the Police Information Check (PIC) and where to obtain it.....	12
Police Information Check fee reimbursement for volunteers.....	12
Volunteer Supervision and Evaluation.....	12
Volunteer Insurance .....	13
10 Steps of Screening.....	13
Appendixes:	
• Appendix A: AOA Adult Volunteer Waiver	
• Appendix B: AOA Youth Volunteer Agreement	
• Appendix C: AOA Volunteer Application Form	
• Appendix D: AOA Screening Requirements Chart	



## Background

The orienteering community in Alberta is comprised of many long-time members who are passionate about orienteering. These people include founding members, former national champions, club presidents, AOA board members, national board members and highly qualified orienteering officials. Over the past forty years, these individuals have each selflessly volunteered tens of thousands of hours. We have a core of very able and experienced volunteers in Alberta, but their average age is steadily increasing.

It is imperative that the knowledge and experience of these volunteers be passed onto others in the volunteer ‘workforce’.

As per the Canadian Code for Volunteer Involvement, an organization is most successful when all levels of an organization recognize the opportunity to engage volunteers. Through this proposed Volunteer Program Policy, a streamlined volunteer engagement strategy will allow an AOA member to be able to be involved at all levels of the organization by supporting capacity building, fundraising efforts, awareness, and program support.

## Objectives of the policy

1. To strengthen the operational capacity and the ability to fulfill the mission and purpose of the AOA by providing screened and suitable volunteers on an as-needed basis to key positions and programs.
2. To contribute to a well-managed, organized and enjoyable volunteer experience. High volunteer satisfaction levels contribute to high member retention.
3. To provide suitable opportunities for giving and volunteering that result in helping volunteers to reach their personal development goals.
4. To help guide the actions of all individuals involved in the Association by providing consistency in decision making amongst staff, board members and volunteers. The policy also clarifies responsibilities and defines lines of communication and accountability.

## Current Volunteer Management Practices

There are three major volunteer roles within the AOA.

1. AOA Board and committee members
2. AOA volunteer coaches and officials
3. AOA event and program volunteers-general support

Volunteers are currently being managed by the AOA Executive Director (staff) and members of the AOA volunteer board. The volunteer management policy exists to contribute to the strategic direction, organizational governance and running of key programs/events for the Association. Basic management includes screening, orientation, mentoring and check in.

The AOA affirms that volunteerism is an essential and highly regarded community value and strives to maintain and enhance volunteerism in the Association.

## Definition of a Volunteer

Orienteering is largely run by volunteers. The AOA acknowledges a “volunteer” as anyone who, without compensation or expectation of compensation beyond reimbursement, performs work at the direction of and on behalf of the Association.

A volunteer is an individual:

- who chooses to undertake a service or activity; someone who is not coerced or compelled to do this activity.
- who does this activity in service to an individual or an organization, or to assist the community-at-large.
- who does not receive a salary or wage for this service or activity.
- who works within the capacity of a board member, coach, official, event organizer or coordinator without compensation, except expense reimbursement.

## Philosophy of Volunteer Involvement

The AOA recognizes that volunteers are vital human resources and commits to the appropriate infrastructure to support volunteer involvement in the organization.

## Involvement of a Volunteer

The use of volunteers is preferred where available. The volunteer ethic is to be encouraged and respect should be paid to the feelings of volunteers in any action made on behalf of the sport of orienteering.

## Training of Volunteers

On-boarding, orientation, certification courses, workshops and mentoring will be offered to the AOA board of directors and volunteers to help train them in various volunteer skills.

## Volunteer Recruitment

When recruiting for a major volunteer task (with great responsibility of overseeing many others), an open selection process should be used with adequate advertising. This is to give an opportunity for all interested people to apply for the position.

The AOA Executive Director or board of directors shall bear primary responsibility for recruiting suitable volunteers, providing effective volunteer training, orientation and supervision, and for tracking and evaluating the contribution of volunteers to AOA.

## Volunteer Recognition

The AOA will recognize the efforts of volunteers through its newsletter and at the AGM and personal thank-you notes will also be sent as often as possible when appropriate.



## Volunteer Program Policy – Alberta Orienteering Association

---

Alberta Sport Connection recognizes outstanding coach developers, coaches, officials and sport volunteers biennially through their Sport Recognition Awards. Nominations open late in the even-numbered years. The AOA Executive Director should poll Alberta orienteering clubs for nominees, but the nomination should be made by AOA.

<https://albertasport.ca/programs/awards/recognition>

Honorary memberships (Bylaws, Article 3.1 (c)) can be awarded as recognition of exemplary service to the sport of orienteering in Alberta.

### Volunteer Access to Policies

All volunteers must be familiar with and have access to current and revised AOA policies and procedures. All employees and volunteers are required to review and understand the AOA Volunteer Program Policy.

The Volunteer Program Policy manual and information can be accessed online on the AOA website: <https://www.orienteeringalberta.ca/volunteers.html>

### Volunteer Responsibilities

The safety, welfare, and health of volunteers and members are of high priority in all of the AOA's operations.

All volunteers will adhere to a risk management process described in the general guidelines, "Safety Rules & Recommendations for Orienteering" document and will make their safety a top priority. This process will involve assessing and managing risk in the following areas:

- Volunteer positions
- Orientation and training of volunteers
- Volunteer support and management

Volunteers may refuse any assignment that they reasonably believe to be unsafe.

*All volunteers who are in event/program in leadership roles should be familiar with the policies and procedures listed below:*

- AOA Volunteer Program Policy (this document)
- Safety Rules & Recommendations for Orienteering
- AOA Concussion Policy

All the above information can be accessed online on the AOA website:

<https://www.orienteeringalberta.ca/volunteers.html>

**Leadership roles:** volunteers who are in position of trust. Position of trust is a legal term that refers to a position of authority over another person or within an organization.

## Volunteer Program Policy – Alberta Orienteering Association

---

E.g. Decision makers -Board members; Managers who supervise other volunteers or staff; Head coaches; Coaches who are responsible for any program with minors; key officials for events (e.g. event director, course planner, controller, safety chief).

### Police Information Checks (PIC)

All volunteers who are in a position of trust and have direct access to a vulnerable person in a supervisory role, or who have significant access to the Alberta Orienteering Association assets, will be required to complete a Police Information Check, and provide the results to the AOA. **Previous Police Information Checks that are no older than 12 months can be considered when beginning volunteering with the AOA.**

**Vulnerable Sector Searches (VSS)** are **only requested** as part of a Police Information Check when a volunteer is **solely responsible for the well-being of a vulnerable person including children under the age of 18.** A vulnerable person is defined as a person who, because of their age, disability or other circumstances, whether temporary or permanent, is in a position of dependence on others or who are at a higher than normal risk of being harmed by an authority figure. **Merely being in contact with a vulnerable person does not necessitate a Vulnerable Sector Search**, unless the volunteer is in a position with a significant degree of trust or authority and with unsupervised access to vulnerable persons.

AOA Executive Director will request the volunteer or staff to submit VSS if it deemed necessary.

Potential volunteers are required to disclose to the Executive Director any security concerns that may be listed in a completed Police Information Check. Existing volunteers who become aware of any changes to their security clearance status must inform the Executive Director.

*Police Information Checks will be valid within AOA for three (3) years from the date they are completed.*

### Volunteer Screening

The AOA will ensure the appropriate screening of volunteers to maximize member and volunteer safety. All Human Rights Legislation supersedes this policy.

**The AOA shall require screening if the volunteer position involves situations where the individual may be alone and unsupervised with persons identified as vulnerable** (a vulnerable person is an individual who has difficulty protecting himself from harm temporarily or permanently and is at risk because of age, disability, handicap or situation).

**Also, AOA shall require screening for volunteers in leadership roles** who are in a position of trust. Position of trust *is a legal term that refers to a position of authority over another person or within an organisation.* Decision makers -Board members; Managers who supervise other volunteers or staff; Head coaches and coaches who are responsible supervising minors and other coaches.

**Police Information Checks (PIC) may be reasonable if a volunteer works in a position of trust but is not solely responsible for the well-being of vulnerable persons.** A volunteer role like this does not necessitate a Vulnerable Sector Search, but for other risk considerations it may still be necessary to conduct one. Police Information Checks include existing criminal convictions, upcoming criminal court appearances, and a scan of the local police records in the jurisdiction in which the applicant resides. Keep in mind that they may include information on alleged crimes in which the person was not charged or convicted.

### **Recommended Levels of Screening:**

The chart provided at the last page (p.20) **Appendix D: AOA Screening Requirements Chart**, shows a variety of different screening requirements for certain roles.

- a. Paid staff roles differ from volunteer roles.
- b. Adult roles (age 18+) differ from youth roles (ages 12-17).
- c. Leadership roles differ from Non-leadership roles.
- d. For roles in contact with minors, Supervisory roles differ from Non-supervisory roles.

If your role fits into this chart, you are expected to comply with the relevant requirement(s) shown.

*Many volunteers, both adult and youth, will not have a leadership role, nor a supervisory role in contact with minors. These people have no screening requirements.*

**AOA Board members** will be required to complete a **Police Information Check**. If a Board member refuses to complete a Police Information Check, they will automatically not be allowed any access to AOA bank accounts, whether to view accounts on-line or to become a signing authority. They will also not be allowed access to any member personal information or have that information shared with them. It is up to the Board to decide if any further action is required.

**Coaches in leadership position with minors** will submit a **Volunteer Application form** with listed related experience qualifications, and references and will be **required to complete a Police Information Check**.

The results of Police Information Checks will be made available to the Executive Director who will report any issues to the AOA Board. It is up to the Board to decide what action to take if there are issues resulting from a Police Information Check for a new Board member. Depending on the PIC results, options may include not allowing the new Board member signing authority or access to AOA bank accounts. In an extreme situation, the Board may call for a Special General Meeting to have the new Board member removed through a majority vote (bylaw 5.1.5.2). Note that the details of the Board member's Police Information Check may not be disclosed to the membership.

*Volunteer screening for Youth Volunteers (12-17 years old):*

## Volunteer Program Policy – Alberta Orienteering Association

---

Youth volunteers in a leadership position and in supervisory role in contact with minors will submit a **Volunteer Application** form (Appendix C) and **PIC**.

Youth volunteers NOT in a leadership position, but in supervisory roles in contact with minors will submit a **Youth Volunteer Agreement** (Appendix B) including parental agreement.

Youth volunteers NOT in a leadership role, NOR in a supervisory role in contact with minors, will have NO screening requirements.

### **Adult Volunteer Waiver & Youth Volunteer Agreement**

There is an Adult Volunteer Waiver (Appendix A) and there is a Youth Volunteer Agreement (Appendix B) which requires parental agreement. These must be signed by the following volunteers prior to volunteering:

**All the volunteers whose positions do not require a Police Information Check (PIC) and who will be in supervisory roles in contact with minors but must never be alone with a child.** (e.g. volunteers in youth programs, camps, training events where no parental/guardian supervision is required).

### **AOA Volunteer Position General Descriptions**

Position postings and descriptions will clearly set out responsibilities of the positions and will indicate any screening requirements.

#### AOA Board Members Descriptions

(Details in Bylaws, Article 5.2.2.1)

##### **President**

The President is an Officer of AOA and as such has signing authority for legal AOA documents. Responsibilities include planning, organizing, directing and controlling the Association operational activities to ensure the best results for the members. The Executive Director (ED) reports to the President. The President conducts the annual performance review of the ED, and an exit interview when the ED leaves, usually with one other Board member.

*This position requires a Police Information Check.*

##### *Secretary*

The Secretary is an Officer of AOA and as such has signing authority for legal AOA documents. Responsibilities include recording minutes of all board meetings and making the minutes available to all board members. **This position requires a Police Information Check.**

##### *Treasurer*

The Treasurer is an Officer of AOA and as such has signing authority for legal AOA documents. Responsibilities include implementing financial policy as agreed by the AOA Board, monitoring banking activity and finances of the Association, preparing a budget in association with other members of the Board and preparing accounts for audit. **This position requires a Police Information Check.**

## Volunteer Program Policy – Alberta Orienteering Association

---

### *Skills Development*

The VP Skills Development is responsible for overseeing and coordinating AOA's responsibilities in the areas of coaching, team selections, training for adults and juniors; including the AOA's share of the organization of the annual training camp, and the development of Team Alberta. There is a [Terms of Reference for a Team Alberta Committee](#).

*This position requires a Police Information Check.*

### *Mapping*

The VP of Mapping is responsible for planning and coordinating mapping activities within the province of Alberta, but not including those areas under jurisdictions of local clubs (e.g. EOOC and FWOC). Try to include at least one EOOC rep and one FWOC rep on a mapping committee. **This position requires a Police Information Check.**

### *Past President (de facto member of the board)*

Chairs the nominating committee; Acts as an advisor to the President and Board; Carries out other duties assigned by the Board. **This position requires a Police Information Check.**

### *Member at Large*

No specific role – takes on tasks as needed.

*This position requires a Police Information Check.*

## **AOA Event and Program Volunteers**

### *Orienteering events:*

Generally, at orienteering events (Competitions, Wednesday night club events etc.) volunteers do not work with minors in a supervisory role. The parents/ guardians of the minors are responsible for supervising their own children.

**Youth programs:** At youth programs/camps/ youth training events that require participants to register, the volunteers **are in contact with minors in supervisory roles** meaning they are responsible for supervising the children's activities without the parent's/guardian's presence.

### *Volunteer Coaches*

Coaches are responsible for planning, organising and delivering an appropriate range of sports activities and programs for individuals and groups. Typical responsibilities include: developing training programs, undertaking administrative tasks, and teaching relevant skills, tactics and techniques. Generally the head coach is responsible for identifying strengths and weaknesses, monitoring and enhancing performance by periodization and training plan design, ongoing encouragement, constructive feedback and competition support. Assistant coaches are responsible for supporting the head coach with program supervision, organization and delivery. **Coaches in leadership roles** need to obtain training through the [NCCP Coaching Certification](#) system. Time commitment and the role's details vary for the different programs.

*This position requires a Police Information Check.*

**Assistant coaches** who are not in leadership roles and are supervised by other coaches **must complete the Adult Volunteer Waiver or the Youth Volunteer Agreement.**

## Volunteer Program Policy – Alberta Orienteering Association

---

### *Event Officials*

All volunteers who are event officials have leadership roles. Event officials give instructions to and oversee the work of other volunteers and may be charged with ensuring the safety of event participants. They require adequate training and certification to meet the requirements of their role. Detailed Event Official's responsibilities and requirements are outlined in the [Officials Certifications System](#). Time commitment and the role's details can vary for each event. **Must complete the Adult Volunteer Waiver if working in a supervisory role with minors.**

### *Event and program volunteer - General support*

Anyone who aides in the organization and delivery of an event or program in any capacity that doesn't require any certification or previous training is considered to provide general volunteer support. These volunteer roles may be event or program specific and will be explained at the event or program location, or in advance, by a volunteer supervisor/event official/coach (Examples: registration desk, hospitality, timing, group training / youth activities supervision, course marshals, or sport specific roles such as control hanging and collecting.) Time commitment and the role's details can vary for each event. **Must complete the Adult Volunteer Waiver or the Youth Volunteer Agreement if working in a supervisory role with minors.**

#### ***Parent Helpers- General support***

No orienteering experience necessary. You must be a parent of one of the kids in the group you are helping. Time commitment is the duration of the youth program from one to all sessions. Accompany your child's coaching group. With the help of brief instructions help the coach guide the kids through simple tasks and round up any stragglers and keep the group together. **Must complete the Adult Volunteer Waiver.**

#### ***Sport specific- General support***

Below are some specific job roles which require sport specific knowledge. **These roles only require screening (or Adult Volunteer Waiver or Youth Volunteer Agreement) if they are associated with a youth program where no parental supervision is required for the participants who are minors.**

#### ***Event Organiser***

Experience: A couple of years orienteering experience and qualified officials O100 or work with a mentor.

Time Commitment: Course planning needs to be completed in advance of the event as well as a few other tasks. Otherwise, need to be there for the event.

Summary: This is the chief. Plan the courses, bring the equipment, co-ordinate with the various helpers. Benefits: Course planning is a great way to improve your orienteering. You make the effort and get the credit.

## Volunteer Program Policy – Alberta Orienteering Association

---

### ***Control Hanging***

Experience: A good intermediate level orienteer

Time Commitment: About one hour before the event to be agreed with the head coach/event organiser.

Summary: Arrive early to help the head coach and/or organiser put out all the controls before the event starts. You must be able to place controls accurately.

Benefits: A perfect opportunity to practise detailed map reading

### ***Control Pickup***

Experience: A beginner orienteer – should have been on an orienteering course a few times and be familiar with an orienteering map (need to be able to find controls, but not necessarily the advanced ones)

Time Commitment: Approximately 30 minutes from the end of the event

Summary: Go out to pick up some of the controls as directed by the event organiser/head coach.

Can be easier or more difficult controls as the task is typically done by 2-4 people. Benefits:

This is an excellent way to get more orienteering practice or simply enjoy the park at a more leisurely pace. Can also go as a group or family.

### ***Registration Chief***

Experience: Should have worked on the registration desk a couple of times as an assistant

Time Commitment: About one hour or as agreed with the event organiser

Summary: Be in charge of the registration desk and help the registration assistants learn the ropes. Possibly arrive a bit earlier to set up the desk, if needed (pre-arrange with the organiser).

Stay to the end of the event to ensure there are no lost orienteers. You may arrange to go on a course once most people have registered if the organiser can manage the desk while you are out.

Benefits: A great way to meet other club members. The registration table is the main point of contact for newcomers and oldcomers alike. You will also get to know the people you are working with – it is a team role.

### ***Registration Assistant***

Experience: None

Time commitment: You will need to arrive ready to help half an hour before the event

Summary: Help run the registration desk under the supervision of the ‘registration chief’. You will be greeting participants, taking money, ensuring the appropriate forms are filled correctly.

Benefits: Get to know other club members old and new. No orienteering experience necessary.

Get a friend to sign up with you, and you can work together. This is a team task.

### ***Timing Assistant***

Experience: No orienteering experience necessary. You should be comfortable working with computers and with excited/tired participants. Specific instructions will be available on the night or shadow someone else the week before to see how it is done.



## Volunteer Program Policy – Alberta Orienteering Association

---

Time commitment: Be prepared to work at least for 1-2 hours. If you are happy to forego running a course helping for longer would be much appreciated

Summary: Help participants download their SI sticks to the splits printer and computer for results. Ensure that the download had been successful. Be prepared to listen to participants who often have much to say after their run. You are often the first point of contact; however, it is not your job to deal with any issues they may have had finding controls etc. direct them to a coach, parent, or organiser if they need to discuss anything in detail.

### Police Information Check (PIC) and where to obtain it

*AOA accepts previous Police Information Checks no older than 12 months.*

If a volunteer is required to apply for a Police Information Check and needs a **volunteer application support letter** it can be obtained from the AOA office. [email: info@orienteeringalberta.ca](mailto:info@orienteeringalberta.ca)

Police Information Checks can be obtained from your local Police Department or RCMP or, **for your convenience, you can try to use the online services provided by Sterling Solutions partnership with the Coaching Association of Canada. Follow the link for the on-line process** [https://www.sterlingtalentsolutions.ca/landing-pages/c/cac\\_ace/](https://www.sterlingtalentsolutions.ca/landing-pages/c/cac_ace/)

#### Locations to obtain PIC

Calgary: 2019 cost: Volunteer - \$15

<http://www.calgary.ca/cps/Pages/Public-services/Police-information-checks.aspx>

Edmonton: 2019 cost: Volunteer - \$15

<http://www.edmontonpolice.ca/CommunityPolicing/OperationalServices/PoliceInformationCheck> Cochrane:

2019 cost: Volunteer - \$10

<https://www.cochrane.ca/842/Criminal-Record-Checks>

Airdrie: 2019 cost: Volunteer - \$15

<https://www.airdrie.ca/index.cfm?serviceID=8422>

### Police Information Check fee reimbursement for volunteers

Volunteers whose position requires a PIC will have the fee reimbursed by AOA.

Contact the AOA Executive Director ([info@orienteeringalberta.ca](mailto:info@orienteeringalberta.ca)) to receive approval prior to applying for the PIC.

### Volunteer Supervision and Evaluation

Volunteers may be supervised and if so, are expected to follow instructions. Program participants or supervisors may evaluate volunteers during the program or as a follow-up activity.

### Volunteer Management Success Criteria

Volunteer management will be built on the values and best practices, as per the Canadian Code for Volunteer Involvement. The CCVI lists the following standards for volunteer involvement:



## Volunteer Program Policy – Alberta Orienteering Association

---

- Volunteers have rights. AOA recognize that volunteers are a vital human resource and will commit to the appropriate infrastructure to support volunteers.
- The organization's practices ensure effective volunteer involvement.
- The organization commits to providing a safe and supportive environment for volunteers.
- Volunteers have responsibilities. Volunteers make a commitment and are accountable to the organization.
- Volunteers will act with respect for beneficiaries and community and act responsibly and with integrity.

The success of volunteer management is reliant on the successful integration of these values and should be evaluated and enhanced on an ongoing basis.

### Volunteer Insurance

Insurance for AOA volunteers is provided through the Orienteering Canada insurance policy. More info about insurance:

<http://www.orienteering.ca/wordpress/wp-content/uploads/Insurance-Writeup-for-Website-2017.pdf>

### Note

This Volunteer Program Policy was developed in February 2019 and will be implemented moving forward in the 2019/20 season.

## Volunteer Management Processes

**AOA will utilize the 10 Steps to the Screening process to implement the volunteer policies as described below.**

1. *Determine policies & risks*
  - Policies are being updated in 2019 and have identified the potential risks to participants/organization.
2. *Write clear volunteer position/role descriptions*
  - Set guidelines and behavioural standards for volunteer positions and clarify roles and responsibilities.
  - Using the [VOLUNTEER POSITION DESCRIPTION - TEMPLATE](#) - provided by Volunteer Alberta - create specific role descriptions for each volunteer position.
3. *Establish a formal recruitment process*

## Volunteer Program Policy – Alberta Orienteering Association

---

- Recognizing that due to the small size of the orienteering community most of the volunteers will be recruited informally. For leadership roles before or after recruitment it's necessary to guide them through a formal screening process.
- Best to commit to a thorough recruitment process and make this commitment clear to potential volunteers by informing them up front.

### 4. *Use an application form*

- Suggest we use a standardized application form for the leadership role volunteer positions that collects basic information to process the application.
- Limit the collection of information to what is necessary and ask for permission to call references and seek permission for Police Information Check, with Vulnerable Sector Search if necessary for the role.
- Respect Human Rights legislation.
- Application Template: see [AOA volunteer website](#).

### 5. *Conduct interviews – get to know the volunteer*

- Communicate your organization's expectations and assess the suitability of the candidate for the role. Ask about past employment and volunteer positions. Remember to use your intuition.
- Example interview questions – [Volunteer Alberta Handbook page 27](#).

### 6. *Follow-up with references*

- Always do more than one reference check. Be sure to explain the position/role, the potential vulnerability of participants, and ask for open comments.
- Example reference check questions – [Volunteer Alberta Handbook page 28](#).

### 7. *When necessary, request the appropriate Police Information Check*

- If you have determined a Police Information Check is necessary for a volunteer role, contact your local police service to clarify which type of check you need. Be sure to include the volunteer role description for the benefit of the police service, your organization, and the volunteer during this process.
- To determine if Police Information Check is necessary follow the [Screening Template](#).

### 8. *Conduct orientation & training sessions*

- Ensure that the candidate is aware of organizational structures and policies, and assess their approach, work style, and skills. At this point, you may still decide if they are the right person for the volunteer role or not.

### 9. *Supervise & evaluate*

- For volunteers in leadership roles using the position description as a reference point, evaluate the volunteer at least once a year if possible. Evaluation can be as simple as following up about their season involvement and make sure they are comfortable with their role and check in to see if they need any kind of support.

## Volunteer Program Policy – Alberta Orienteering Association

---

### 10. *Participant/recipient follow-up & feedback*

- Listen to feedback about the service provided by the volunteers. If applicable arrange for participants to fill in a feedback form regarding services offered, organization and volunteer program delivery.

#### **References:**

Volunteer Alberta: [Volunteer screening program-Policies and procedures workbook](#)

[http://volunteeralberta.ab.ca/programs\\_services\\_resources/people/volunteer-screening/10-steps-to-screening/](http://volunteeralberta.ab.ca/programs_services_resources/people/volunteer-screening/10-steps-to-screening/)

Volunteer Canada: [The Screening handbook](#)

*Appendix A: ALBERTA ORIENTEERING ASSOCIATION ADULT VOLUNTEER WAIVER  
(for roles supervising minors)*

**WARNING!**

**By signing this document, you will waive certain legal rights, including the right to sue. Read**

**Orienteering Program/Event & Date** \_\_\_\_\_

This is a binding legal agreement. As a Volunteer in the above Orienteering Program/Event, I acknowledge and agree to the following terms:

1. **Disclaimer:** The Alberta Orienteering Association (AOA), its affiliated clubs, their respective directors, officers, committee members, members, employees, coaches, volunteers, officials, participants, agents, owners/operators of facilities, representatives, and any other person or organization participating in, or connected with, the Orienteering Program/Event (hereinafter collectively referred to as the “**RELEASEES**”) **are not responsible** for any injury, personal injury, damage, property damage, expense, loss of income or loss of any kind that I might suffer during, or as a result of, the activity, caused in any manner whatsoever including, but not limited to, the negligence of the **Releasees**.

**Description of Risks**

2. I acknowledge and fully understand that Orienteering is an activity, which includes, but is not limited to, travel by foot or other means in remote areas that may contain harsh terrain, aggressive wildlife and exposure to variable weather conditions.
3. I acknowledge that injuries sustained can be severe, even deadly, and can result in reduced mobility or loss of any kind.
4. I am aware that my risk of injury is reduced if I follow all rules established for participation, including the [Safety Rules and Recommendations](#) (see AOA’s Volunteer webpage: <https://www.orienteeingalberta.ca/volunteers.html> )

**Description of Volunteer Responsibilities**

5. **I will never be alone with a minor, unless** my volunteer position requires me to have completed a Police Information Check.
6. **I understand that my acceptance as a volunteer is with a clear criminal record** and I will notify the AOA if my status changes.
7. I will follow [AOA’s Volunteer policies](#) including all relevant procedures and all instructions given to me. (See AOA’s Volunteer webpage: <https://www.orienteeingalberta.ca/volunteers.html> )
8. I understand my position description and will execute my duties to the best of my abilities.
9. I acknowledge and fully understand that there may be periods of time during the Orienteering Event when I will be alone in the terrain and that I am ultimately responsible for my own safety.

**Release of Liability**

In consideration of the **Releasees** allowing me to volunteer, I agree:

10. To freely accept and fully assume all risks arising out of, associated with or related to my volunteering.
11. To be solely responsible for any injury, loss or damage that I might sustain while volunteering.
12. To **forever release, waive and discharge the Releasees** from liability for any and all claims, demands, actions, damages and costs that might arise out of my volunteering, even though such risks, injuries, loss, death, damage, claims, demands, actions or costs may have been caused by the negligence of the **Releasees**.

**Acknowledgement and Consent**

13. I acknowledge that I have read and understood this Waiver and Release of Liability Agreement prior to signing it, that I have executed this Agreement voluntarily, and that this Agreement is to be binding upon myself, my heirs, executors, administrators and representatives.
14. I acknowledge that my personal information (name, age, email and address - summary information only) may be given to the AOA and Orienteering Canada for use in their secure database for the sole purpose of keeping track of participation at provincial and national levels. This information will **not** be given to any other organization.
15. I consent to the non-commercial use of photographs, videos and recordings taken during the activity.
16. I acknowledge that by signing this Agreement, I agree to be bound by all that is contained in this Legal Agreement, even if I have not read the Agreement.

Volunteer’s Name: \_\_\_\_\_ Date: \_\_\_\_\_

Volunteer’s Signature: \_\_\_\_\_ Volunteer Role: \_\_\_\_\_

*Appendix B: ALBERTA ORIENTEERING ASSOCIATION  
YOUTH VOLUNTEER AGREEMENT*

**(For Those Under 18 Years Old, as of date of volunteering)**

**By signing this document, you will waive certain legal rights, PLEASE READ CAREFULLY.**

**IN CONSIDERATION** of allowing my minor child/ward to volunteer in the programs, activities and events of the Alberta Orienteering Association, including all of its affiliated Orienteering Clubs, **I ASSURE TO YOU THAT:**

1. I am the parent/guardian of the participant having full legal responsibility for decisions regarding the participant.
2. I believe that my minor child/ward is physically, emotionally and mentally able to participate in the programs, activities and events of the Alberta Orienteering Association (AOA) and/or its affiliated Clubs (hereinafter referred to as **the Association**) as a youth volunteer.
3. I hereby acknowledge that I am aware of the risks and hazards associated with or related to the orienteering programs, activities and events of **the Association**, which include without limitation, orienteering competitions, training sessions, camps, clinics of all kinds (hereinafter called **the Activities**).
4. I fully understand that orienteering is an activity where my minor child/ward will travel by foot or other means in areas that may contain harsh terrain, aggressive wildlife and exposure to variable weather conditions.
5. **Furthermore, I am aware that:**
  - a. Injuries sustained to my minor child/ward can be severe, even deadly, and result in reduced mobility and losses of any kind;
  - b. My minor child/ward may experience anxiety while challenging himself/herself during **the Activities**;
  - c. My minor child/ward's risk of injury is reduced if he/she follows all rules established for participation as described in the **Safety Rules and Recommendations** (see AOA's Volunteer webpage: <https://www.orienteeringalberta.ca/volunteers.html>).
  - d. My minor child/ward's risk of injury increases as he/she becomes fatigued.

**I UNDERSTAND AND AGREE**, on behalf of myself, my heirs, assigns, personal representatives and next of kin that my signing of this document constitutes that:

6. **I forever release, waive and discharge the Association and any other person or organization participating in, or connected with, the Activities** from responsibility and liability for any and all claims, demands, actions, damages and costs which might arise out of my minor child/ward's participation. I understand **the Association** to mean: the Alberta Orienteering Association (AOA) and its affiliated Clubs, including their respective directors, officers, committee members, members, employees, coaches, volunteers, officials, participants, agents, owners/operators of facilities and representatives.
7. I am allowing my minor child/ward willingly and my minor child/ward is participating voluntarily as a youth volunteer in **the Activities**.
8. I agree that there are risks as described above and my minor child/ward will be exposed to these risks and hazards.
9. I agree to **accept all these risks and hazards** and be responsible for any injury or other loss which my minor child/ward might receive while participating in **the Activities**.

**PARENT/GUARDIAN ACKNOWLEDGEMENT AND CONSENT**

10. I acknowledge that the personal information of name, age, email and address (summary information only) may be given to AOA and Orienteering Canada for use in their secure database for the sole purpose of keeping track of participation at the provincial and national levels. This information will **not** be given to any other organization.
11. I consent to the non-commercial use of photographs, videos and recordings taken during **the Activities**.
12. By printing and signing my name as parent/guardian below, I agree that I am the parent or legal guardian of the youth volunteer named below and I agree to be bound by this Legal Agreement even if I have not read the Agreement.

**Orienteering Event/Program:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Youth Volunteer Name\*:** \_\_\_\_\_ **Youth Volunteer age:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_ **Parent/Guardian Signature:** \_\_\_\_\_

**\*Youth to complete the YOUTH VOLUNTEER AGREEMENT on the next page.**

**ALBERTA ORIENTEERING ASSOCIATION  
YOUTH VOLUNTEER AGREEMENT  
(For Those Under 18 Years Old as of date of volunteering)**

---

**YOUTH VOLUNTEER ACKNOWLEDGEMENT:**

I, \_\_\_\_\_(youth volunteer name) **will never be alone with a minor unless** my volunteer position requires me to have completed a Police Information Check.

I understand that my acceptance as a volunteer with AOA is with a clear criminal record and I will notify the AOA if my status changes.

I have read the **Safety Rules and Recommendations**, [available on the AOA website](#). I understand these guidelines and agree to be bound by them. I understand these guidelines are generic and cannot be expected to cover all situations.

I understand my position description and will execute my duties to the best of my abilities.

**I will follow all instructions given to me so that my risk of injury is reduced.**

**Youth Volunteer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Volunteer Program Policy – Alberta Orienteering Association

## Appendix C

### Alberta Orienteering Association Volunteer Application form

Application Date: \_\_\_\_\_  
Volunteer Position Sought: \_\_\_\_\_  
Name: \_\_\_\_\_ Age: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

#### **EDUCATION**

Highest Level of Education, if applicable: \_\_\_\_\_

#### **EMPLOYMENT**

Current or previous employer, if applicable:  
Position/Title: \_\_\_\_\_  
Dates of Employment (starting, ending): \_\_\_\_\_  
Company/Employer: \_\_\_\_\_  
Address/contact: \_\_\_\_\_

#### **SKILLS & EXPERIENCE**

Special training, skills, hobbies, certifications: \_\_\_\_\_  
Groups, clubs, organizational memberships: \_\_\_\_\_  
Please describe your previous volunteer experience (include organization names, services):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### **REFERENCES**

Please list two people who know you well and can attest to your character, skills, and dependability. No family members please. Suitable references include your current or last employer or someone who knows you through a volunteer position, school etc.

Name	Relationship/ Organization	Length of relationship	Phone number or email

## Volunteer Program Policy – Alberta Orienteering Association

---

*(2<sup>nd</sup> page volunteer application form)*

### **POLICE INFORMATION CHECK**

If your volunteer role has direct contact with children in a supervisory role, you will be required to complete Police Information Checks.

Have you ever been convicted of a crime? [If yes, please explain the nature of the crime and the date of the conviction and disposition.] Conviction of a crime is not an automatic disqualification for volunteer work.

---

---

Are you able to either provide a Police Information Check result which is not older than 12 months, or apply for a Police Information Check and disclose the result to the AOA Executive Director?

(If not explain why).

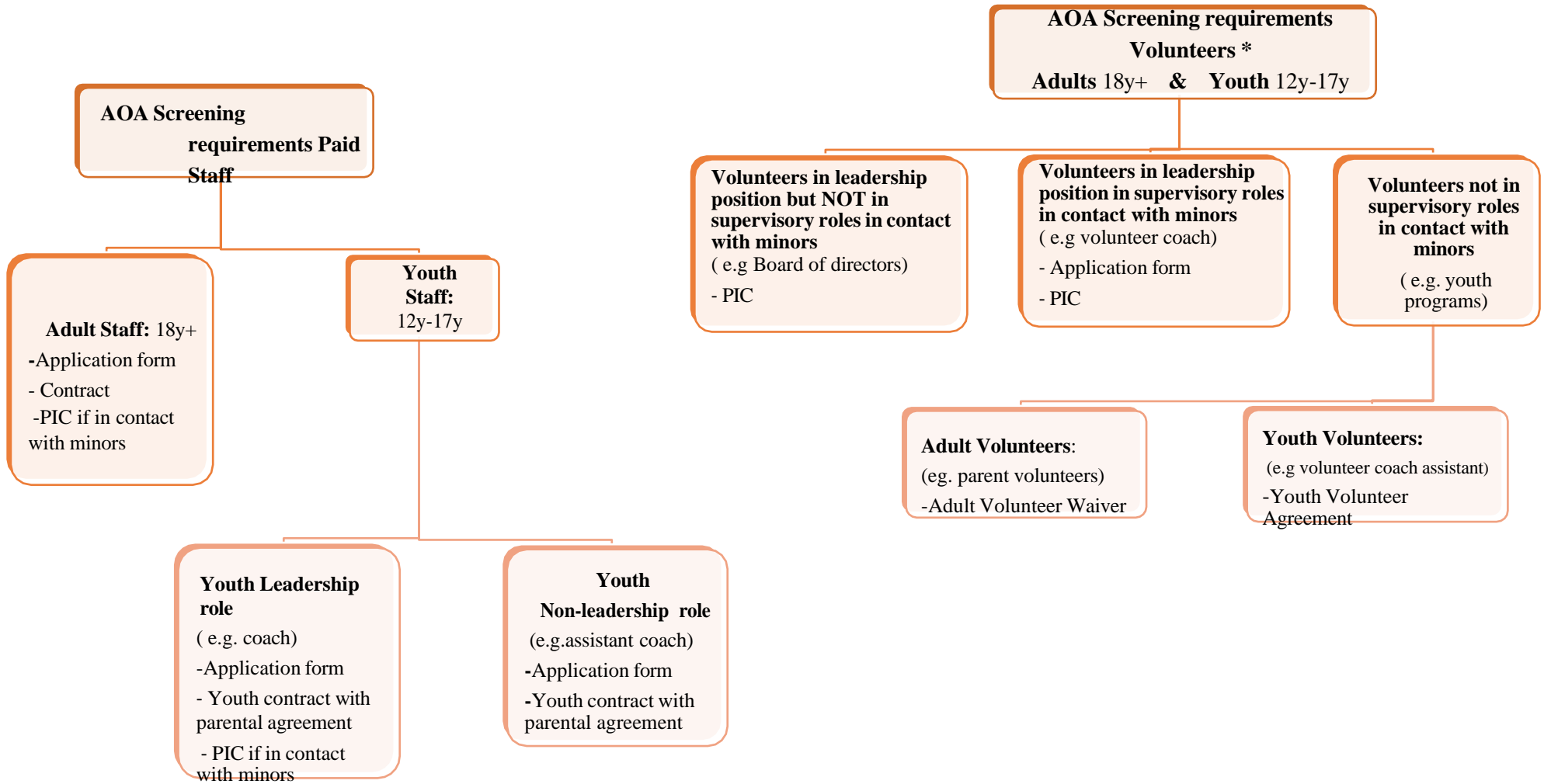
---

### ***Please read the following carefully before signing this application:***

I understand that this is an application for and not a commitment or promise of volunteer opportunity. I certify that I have and will provide information throughout the selection process, including on this application form and in interviews with Alberta Orienteering Association (AOA), that is correct and complete to the best of my knowledge. I understand the AOA is collecting, using and storing my personal information to establish and manage a volunteer relationship and that this information is protected by the AOA privacy policy. I understand that information contained on my application will be verified by AOA.

Signature of the applicant: \_\_\_\_\_ Date: \_\_\_\_\_







#### Appendix D: AOA Screening Requirements Chart

**\* If you are a volunteer (either adult or youth) who is NOT in a leadership role, NOR in a supervisory role in contact with minors, then you have NO screening requirements.**

**PIC:** Police Information Check

**Supervisory role in contact with minors:** in registered youth programs/camps/ youth training events, the volunteers can work with minors in supervisory roles, meaning they are responsible for monitoring/supervising the children's activities without the parent's/guardian's presence.

**Leadership roles:** volunteers who are in a position of trust. Position of trust *is a legal term that refers to a position of authority over another person or within an organisation.* Decision makers -Board members; Managers who supervise other volunteers or staff; Head coaches and coaches who are responsible supervising minors and other coaches.

**Application Form:** must contain previous work/volunteer experience and two non-family member reference checks.

**Youth contract and youth volunteer agreement:** must be signed by both the applicant (youth) and the parent/guardian.

# Orienteering Events Manual

Compiled February 2020 from old Policy Manual

The purpose of this manual is to collect existing policies and processes regarding orienteering events in Alberta which are sanctioned by AOA.

## Training Required

**AOA Coaches** are required to have NCCP training or equivalent coaching experience. **AOA Officials** are required to be O100-O300 certified as applicable for each event. **AOA Mappers** are required to follow the AOA Mappers Risk Management Policy.

**AOA Board of Directors** are encouraged to attend the Alberta Sport Connection- Sport Leadership Conference or similar events to keep up to date with sport industry trends.

**AOA staff** are required to take the [Canadian Centre for Child Protection's](#) online [Commit to Kids](#) training. This training assists administrator, employees, volunteers and coaches in understanding grooming, sexual abuse, roles in prevention, and the role that policy and procedure play in creating safe environments for children.

**Additional training courses** are encouraged for staff and volunteers as they become available and communicated by industry leaders:

<https://sportforlife.ca/>

<https://albertasport.ca/>

<https://www.sportcalgary.ca/>

<https://www.edmontonsport.com/>

## Certification of Event Officials

In order to provide technically sound, fair and safe orienteering events and to minimize risks to the organization, the key officials (event director, course planner, and controller) associated with any AOA- accredited event, must be certified OC officials. OC certification guidelines will be followed. Refer to OC's Officials certification program at <http://www.orienteering.ca/resources/officials/> .

After the requisite course, exam and practicum, as defined by OC, the following defines the level of event ( "Types of Competitions" under "Competitions" below, defining C, B, Canada Cup and WRE events) that can be handled by an official certified at the given level:

A level 100 official can act as an event director or course planner for a C event.



A level 200 official can act as event director or course planner for a forest B event, or as controller for either B or C events.

The level 300 certification consists of 3 modules: event director, course planner and controller. A level 300 official can act as an event director or course planner for all Canada Cup events, COC and NAOC, depending on the module they have passed. An official who qualifies in all three modules can act as controller at Canada Cup events, COCs and NAOCs.

A level 400 official can act as a world ranking event advisor after completing the IOF requirements for this role.

An official who makes a site visit solo is encouraged to carry a Tracking unit such as Spot, for communication in the event of need.

## Certification of Coaches

OC works with the Coaching Association of Canada (CAC) to create orienteering-specific courses that align with Canada's National Coaching Certification Program (NCCP). Details are on OC's website here: <http://www.orienteering.ca/resources/coaches/>

The **Community Sport Coach** program is for parents, teachers, group leaders and O-Club members who are not necessarily experienced orienteers, but wish to contribute towards the development of new athletes of all ages in orienteering.

The **Competition-Introduction** course is for experienced orienteers who wish to further develop their coaching skills. This curriculum is aligned with the Train to Train stages of the Long Term Athlete Development model.

OC's **Long Term Athlete Development** model and guide (LTAD) was released in 2012 and integrates into athlete programs, coaching certification, race guidelines and just about every other aspect of orienteering in Canada. [http://www.orienteering.ca/pdfs/LTAD\\_Orienteering.pdf](http://www.orienteering.ca/pdfs/LTAD_Orienteering.pdf)  
OC has been working on the Orienteering Canada's Skills and Development Database (SDD). A Skills matrix has been developed for Technical/Tactical Skills. Work will continue on Physical & Running Skills, and then Mental/Psychological Skills and Life Skills. Link is here: <https://skills.orienteering.ca/>

## Competitions

Types of Competitions

### *C event:*

A C event is a local, low-key city-park event usually held weekly during the orienteering season by a local club.



### *B event:*

A B event is a low-key, usually one-day forest event.

### *Canada Cup event (formerly “A event”):*

A Canada Cup event is a major competition such as provincial or national championships, often multi-day, with a full-suite of courses for age-categories. Canada Cup events must obtain sanction from the Technical Committee of OC, using OC’s sanctioning request form. Canada Cup event organizers may obtain advice and assistance from the Major Events Committee of OC for COC, NAOC or international events.

### *World Ranking Event (WRE):*

A WRE event awards ranking points to competitors in the elite M and F categories, which contribute to the World Ranking Lists. A WRE must have a WRE Advisor, who is appointed by the IOF, to control the M21E and F21E courses. WRE-aspiring events are approved by Orienteering Canada as Canada Cup events. Orienteering Canada will determine which events will use the WRE slots available to Canada and submit these to IOF. IOF requires six months advance notice from Orienteering Canada. This means that this sanction application must be submitted prior to **September 1 of the previous year** (or even earlier if the event is held early in the year, e.g. a spring event). IOF has a “Guidelines for World Ranking Events” document <http://orienteering.org/wp-content/uploads/2010/12/Guidelines-for-World-Ranking-Events-2016.pdf>

## Competition Rules and Guidelines

### *Rules:*

OC’s competition rules and IOF rules are found on OC’s website <http://www.orienteering.ca/resources/officials/>

### *Course and Category Guidelines for Championship Events:*

There are 2 sets of guidelines: one for championship events, and another for smaller Canada Cup events.

Both are found on OC’s website <http://www.orienteering.ca/resources/officials/>

### *International Specifications for Control Descriptions:*

A new version comes into effect Jan 1, 2018, which is available in OCAD (as of

OCAD 12.3.0). [http://orienteering.org/wp-content/uploads/2010/12/control-description-a5-pages\\_copy.pdf](http://orienteering.org/wp-content/uploads/2010/12/control-description-a5-pages_copy.pdf)

## Competitor Eligibility

AOA regular, honorary, or group members may compete at any level (provincial, national, international) in sanctioned orienteering events and be eligible for championship awards.

People affiliated with OC and the IOF through their membership fees may compete at Alberta events. Some awards will be based on residency.

## Alberta Orienteering Championships (AOC)

### *Hosting*

The AOC is held annually.

The host club is determined on a rotation basis. Clubs currently in the rotation may opt out if they feel



they are unable to meet their commitment for a given year. New clubs may be added to the rotation once they have established a proven ability to host larger events as approved by the executive.

### *Controller*

The AOA Technical Director or the AOA board will appoint a controller. The AOA may pay travel costs of one site visit by the controller. All other travel and accommodation costs of the controller are the responsibility of the host club.

### *Trophies and Awards*

Only Alberta residents who are AOA regular, honorary, or group members in good standing, are eligible to win competitive age-class category awards.

The AOA will provide awards/medals for the AOC. Prizes or awards for open categories are at the club's discretion.

Western Canadian Orienteering Championships (WCOC)

### *Hosting*

The AOA, and/or an affiliated club, will host the WCOC on a rotational basis, or as agreed by the other western Canadian provincial/territorial associations (BC, Manitoba and Yukon).

Events for physically challenged

The AOA will encourage (where volunteer resources permit) the organization of events, such as Trail-O, that are accessible by people who are physically challenged.

String Courses

Clubs are encouraged to offer string courses and babysitting services for young children at events.

Permanent Control Courses

AOA encourages clubs to develop and maintain permanent control courses.

## **Clinics and Training Camps**

Training Camps

The AOA, under the direction of the VP skills development, ensures that there is at least one training camp each year. The camp may be organized collaboratively with a club (ideally alternately between EIOC and FWOC), or by the ED, VP skills development or an AOA volunteer. The AOA generally ensures there is an advanced program included. Camp organizers may choose to include juniors and beginners.

Clinics for Officials, Coaches and Mappers

To keep orienteering thriving as a sport, three main skill sets are needed: orienteering officials who organize the events and set the courses, coaches who help improve the skills of their fellow orienteers, and mappers who produce or update orienteering maps. The AOA will hold or help affiliated clubs hold clinics to teach interested volunteers the skills for these three areas.

## Maps and Mappers

The mapping portfolio of the AOA and its affiliated clubs is one of the key assets of Alberta orienteering – without maps, there would be no events. It is advantageous for the VP Mapping to work with a committee that includes at least one EIOC member and one FWOC member.

The AOA will:

- Maintain the existing portfolio of digital maps where the copyright is owned by the AOA, and the maps are deemed to be of value to the AOA. Keep hard copies of old AOA maps that were not digitized.
- Keep a backup of all digital map files (at a different location)
- Create new orienteering maps within the province of Alberta
- Promote access to its portfolio of maps through events and training
- Provide guidance on mapping to the affiliated clubs

### Standards

All mapping contracted by the AOA, voluntarily or professionally, will be to IOF mapping standards. For foot orienteering, there are two applicable mapping standards: ISOM and ISSOM. Details are on OC's website <http://www.orienteering.ca/resources/mapping/> There is a new “final draft” of ISSOM in Feb 2018 (incorporated into the 2018 version of ocad).

### Copyright /Ownership

All maps produced for the AOA will be copyrighted to the AOA. Canadian copyright law states that: as soon as an original work has been written down, recorded or entered on a computer file, it is immediately copyright protected. If the work is created by a person hired for the purpose of creating the work, the copyright may be owned by the employer. Since copyright can be owned individually or jointly, a clear statement re: copyright ownership of the produced map, must be included in the mapping contract with any hired mapper. This being said, the AOA must be sensitive to the mapper's reputation which is based on the standard and the consistency of the interpretation of the mapping.

Map ownership equates to whoever has the copyright on the map (agreed by Don Riddle, Geraint Edmunds and Don Bayly and reported at AOA Board meeting April 5, 2016). Any map funded by the AOA or through a grant given to the AOA becomes property of the AOA. Club maps are those produced by the clubs and may include those produced using AOA mapping grants given to clubs. The original drawings, or ocad file, will be kept by the club if the map is a club map, or by the AOA if the map is an AOA or a shared map.

To promote more mapping within the province of Alberta the AOA may enter into agreements to share costs of mapping with affiliated clubs for specific mapping projects. The ownership of these maps is shared according to the agreement reached between the AOA and the club. E.g. Mt Laurie map is shared 50/50 with FWOC.



## Updating Maps/Version Control

All AOA maps will have a version number assigned to them. The AOA Mapping Director will supply affiliated clubs with the current OCAD version of the map file. The event officials may amend the OCAD file to suit discrepancies between the map and what it is supposed to represent, but they must be approved by the controller, if there is one or the AOA Mapping Director. If approved changes have been made, the Mapping Director receives the updated OCAD file, assigns the version number and maintains this file in the portfolio as the 'current' map. Older versions are kept for historic retrieval.

## Map Identification

All AOA maps will be identified with the AOA logo, a copyright statement and the AOA office contact information. The mapper's name/company and date of creation may also be included. Any updates to the map undertaken on behalf of the AOA can also be cited, including the mapper's name/company and dates of updates.

## Use of Maps

Event course planners should always check with the AOA mapping director for the latest version of a forest map. In the planning and running of orienteering events, event directors, course planners, and controllers may use digital versions of AOA maps, but may not forward any map to a third party without permission of the AOA mapping director, unless it is directly related to the running of the event.

## Map Cost Recovery Levy to be paid by clubs

As the AOA provides the funding for forest mapping in the province, a mapping cost recovery levy is charged annually to the member clubs.

In December of each year the AOA will invoice FWOC and EIOC an amount calculated as follows: 10% of the 3-year rolling average of AOA's mapping expenses (not including mapping clinics). There is a cap of \$3,000, to be reviewed annually.

## Volunteer Mapper Contract

A volunteer mapper will create a copyright map for the AOA without financial compensation for his/her time spent on the physical field work and the computer manipulation of the data. All other expenses incurred in the creation of the map will be paid by the AOA (i.e. mileage and out of pocket expenses). A mapper in a remote location must carry a Tracking device such as Spot for communication.

## Professional Mapper Contract

A professional mapper who is mapping for AOA must sign a contract with AOA. The mapper will create a copyright map for the AOA with financial compensation for his/her time spent on the physical fieldwork and the computer manipulation of the data. All expenses associated with the cost of creating the map will be stated in the employment contract. This can include airfare,





travel expenses while mapping, and



a per diem amount for food and accommodation. A mapper in a remote location must carry a Tracking device such as Spot for communication.

Any contract must be signed by an Officer of the AOA Board (president, secretary or treasurer).

### *Guidelines for Foreign Mapping contract*

- Included in Dec 9, 2014 AOA Board meeting minutes
- AOA will only hire mappers who are fluent in English, unless the Alberta contact person is fluent in the mapper's language so that there is no language barrier;
- The mapper's accommodation, food allowance and transportation costs will be stipulated in the contract. If a club is involved, all of these costs will be agreed to in advance between the AOA and the club;
- AOA and club responsibilities will be defined in advance- this includes supervision of the mapper's work, authorizing work hours/overtime/vacation days etc.;
- AOA and the club will agree in advance on the expectations for supervision, at a minimum being a weekly progress assessment;
- If AOA does the administration for a club's mapping project, there must be a local person supervising. This must be agreed in advance between the club and the AOA;
- The contract should include AOA's ability to terminate the contract if the mapper proves unsuitable.

### Mappers Risk Management Policy

#### **General:**

AOA and affiliated clubs often contract mappers to conduct mapping field work.

A very common requirement of working in Alberta is to complete a task hazard assessment of the work being performed. The requirement for this comes from the Alberta Occupational Health and Safety Code. Various aspects of the work are reviewed by people familiar with the tasks that are involved. The intent is that where practicable the risks associated with the individual tasks can be mitigated to an acceptable level.

#### **Mappers Risk Management Policy:**

- 1. All contracted mappers must be familiar with the risk management recommendations by reading the documents provided by AOA, and comply with the following policies:**
  - Safety rules and recommendations for orienteering
  - Bear spray policy
  - WildSmart policy
  - Mappers risk management policy
- 2. Mappers must carry bear spray and are advised to also carry an air horn where applicable**
- 3. Mappers are required to familiarize themselves with the WildSmart material. Brochure and/or online reference materials will be provided by AOA.**



4. Mappers working alone in remote areas must have an emergency plan and carry a first aid kit and are required to use the SPOT emergency device or equivalent.
5. Mappers under age 18 are not allowed to work alone in remote areas.
6. Mappers under age 18 must work in a group of 2 at out-of-city-limit locations or have a supervising adult on site.
7. Mappers under age 16 must always work in a group of 2 or have adult supervision in the area.

#### Safety tips and recommendations for all mappers

All mappers need to be familiar with the general [Safety Rules and Recommendation](#) for Orienteering.

#### **Additional information specific to mappers:**

- **Uneven terrain/tripping hazards**

Mappers will be reminded of uneven terrain and would draw from previous expertise walking in similar environment.

- **Skin and eye injuries** – including abrasions, cuts from pointed branches/sharp objects as a result of being in a natural environment.

The nature of the mapping process is that it involves relatively slow movement and careful observation of the local terrain. This greatly reduces the possibility of coming in contact in a manner to generate cuts or punctures. Mappers will be informed by general AOA safety recommendations for orienteering activities and how to reduce risk associated skin and eye injuries.

- **Contact with thorns, insect bites and sunburn**

Contact with short thorns can be mitigated by wearing long sleeves and pants. Very long thorns are rare (Cypress Hills is one area) and a site-specific mitigation will be developed for any mapping in that type of terrain. Wearing gaiters, bringing bug repellent or proper bug resistant clothing and applying sunscreen are recommended.

- **Extreme weather: hypothermia, heat stroke, dehydration**

Adjust to weather conditions by dressing according to the temperature; bring layers and hats. Drink plenty of water before, during and after to reduce the risk of dehydration. In case of overheating find shade and stop to rest, cool your body with wet clothes. Being in these conditions for a long period could result in excessive build-up effects.

- **Animal Encounters**

There are a large number of animals that could be encountered in Alberta.

Unlike the competitive element of orienteering wherein the noise of the passing orienteer typically scares away the wildlife, mapping is done at a slow speed which increases the possibility and risk of an animal encounter. There are also increased risks associated with encounters with certain animals at specific times of the year – rut and calving seasons are examples.



**Mappers must carry bear spray and are advised to also carry an airhorn at the -out of city limit-areas. Mappers must familiarize themselves with the WildSmart material. Brochures and/or on-line reference materials will be provided by AOA.**

- **Hunting Season**

The risks are obvious. The primary way to reduce the risk is to require mappers to wear some brightly- coloured clothing – especially in the autumn during the main hunting seasons.

- **Working Alone**

Mapping is typically done by individuals working alone. The risks are multiple. In simple terms the mapper could be wounded or otherwise incapacitated and need assistance in a location far from where people who could provide assistance would be expected to be.

There are many possible situations for mapping projects. There is a similarity amongst them in that for the mitigation of the risks an acceptable means of having routine contact with the mapper must be established. A general comment is that technology for working alone in remote areas is evolving rapidly so specific recommendations on the communication can change from year to year. At a high level though, the situations can be split into two categories:

- (a) Mapper is working in or close to a city. One or more person(s) will be the designated contact. Routine communication with the mapper is to be done – and it needs to be tested from various parts of the map – to ensure that “dead” areas can be handled.
- (b) Mapper is working remote from a city or where orienteers would be available to provide assistance. For mappers working remotely it is strongly encouraged to use two mappers so that the two can act as primary communication for one another. In this situation it will still be necessary to have a designated non-mapping contact person. This is not only for working alone but for any other need that they might have. If the mappers do not have adequate communication between themselves – such as cell phones (potential dead zones) then a means will be provided to them so that they can maintain contact.
- (c) **AOA will require mappers who work in remote areas alone to carry the SPOT emergency device (or equivalent) for safety. AOA will provide the device and train the mappers how to use it.**

- **Natural disasters: lightning, floods and wildfires**

- (a) Danger of electrocution. In the forest the approach of a strong storm with the potential for lightning may not be obvious so it may be necessary for a mapper to stay in the forest during such a storm. Caution must be practiced to avoid high places and avoid large open spaces. In particular, if lightning is observed to be close by it is best to find a low place and “sit it out”.
- (b) In case of heavy rain stay above river beds, dry rock beds and steep hills to stay safe from floods or mudslides.

In a wildfire situation: try to leave the area in a direction away from the fire. Choose a downhill route (but stay out of canyons) to avoid smoke and be aware of wind direction which blows the fire and smoke



towards you. If fire is closing in it's best to find a wet marsh or lake if possible and stay in the water. If there's no water around, go to an area clear of vegetation (or already burnt down), a ditch or depression on level ground if possible. Lie face down and cover up.

## Safety Plan and tools

**The following tools are recommended (“must have tools”) for all orienteering events:**

1. Site Safety Checklist
2. Safety Plan
3. First Aid Kit or First Aid Station
4. Participants (& emergency) contact
5. Accident reports
6. Waivers

**Templates and tools can be found on the AOA website here:**

[https://www.orienteeringalberta.ca/uploads/1/0/2/2/102233682/aoa\\_safety\\_plan\\_and\\_tools.pdf](https://www.orienteeringalberta.ca/uploads/1/0/2/2/102233682/aoa_safety_plan_and_tools.pdf) If you would like to receive a Word format please email the AOA office: [info@orienteeringalberta.ca](mailto:info@orienteeringalberta.ca)

## Waivers and Liability

All participants must sign an AOA approved waiver when signing up for the clubs membership in Alberta or to participate in an AOA sanctioned event. Event directors are advised to have all participants sign a special event waiver, as recommended by OC's insurer. A summary of OC insurance is here: <http://www.orienteering.ca/pdfs/policy/insurance.pdf>

Waivers and liability information can be found here:

[https://www.orienteeringalberta.ca/uploads/1/0/2/2/102233682/waivers\\_-\\_aoa\\_updated\\_1.pdf](https://www.orienteeringalberta.ca/uploads/1/0/2/2/102233682/waivers_-_aoa_updated_1.pdf)

## Insurance (Bylaws, Article 6.8)

The AOA and its affiliated clubs shall have third party liability insurance coverage.

OC buys third party liability insurance, which covers bodily injury and property damage for all AOA members, volunteers and employees. The premium is based on annual participation statistics. OC invoices AOA annually for its share of the insurance premium. AOA may share this cost with its affiliated clubs. Information about OC's insurance is here:

<http://www.orienteering.ca/resources/insurance/>

The cost of extra insurance for junior training programs (where the total participant days for the year is over 500) is split evenly between OC and the provincial body (AOA passes this cost on to the relevant club unless OC invoices the club directly).

The annual insurance certificate for Alberta is sent to AOA. The clubs are not named specifically on this document because the certificate states that it applies to all orienteering activities in Alberta, and nothing more needs to be justified.



In the event of a claim, an incident report must be sent to AOA's ED and OC's ED. Then OC's ED would notify the insurer, and an adjuster would be assigned to the claim right away.

## Participants Risk Management Policies and Recommendations

Safety Rules and Recommendations for Orienteering Activities

**AOA and all affiliated clubs must encourage their members and participants to review the [Safety Rules and Recommendations](#) information yearly and have it available on their website and events where applicable.**

**Organizers must be familiar with and apply the Orienteering event management best practices as outlined in the Orienteering Canada [Officials courses](#) manuals. Organizers are recommended to use a Safety & Emergency Action Plan template and waivers (which can be obtained from AOA).**

### General

1. Orienteering is an outdoor activity that carries a risk of personal injury due to natural and man-made hazards, animal encounters and environmental conditions. While the participants acknowledge these risks, the organizers of orienteering events must have rules and recommendations that cover how to reasonably minimize these risks and what to do in case of injury or if a competitor is overdue.
2. There are general safety rules and recommendations which apply to all orienteering events and there are event-specific plans which should provide sufficient details for specific actions and responsibilities to deal with any situation. The key to this plan is to be able to rapidly contact emergency services in the area. Recommended to use the event AOA Safety & Emergency Action Plan template which can be obtained from AOA.
3. In the event of an incident where legal action is taken, our best defense is to demonstrate that we exercised "due diligence"

## AOA Bear Spray Policy

### General

Orienteering carries a risk of encounters with large wild animals. Historically most encounters have been by organizers prior to the event, rather than at the event itself. One of the most effective strategies at avoiding a negative encounter is carrying bear spray while in the forest. Although this accepted practice has become commonplace among recreationalists in the Bow Valley, there has been some reluctance among race participants to carry bear spray while out on course despite the fact that every year, there are multiple encounters with bears and other wildlife by the general public in bear country.

The AOA wants to ensure that:



- All orienteering event participants are safe.
- All events held in Canmore Nordic Centre Provincial Park are compliant with the CNCPP bear spray policy.

### AOA Bear Spray Policy:

**For all AOA sanctioned events and all AOA affiliated clubs' events which are held in bear country (designated by map location) and/or an area that has a bear warning in effect:**

- Organizers must inform the participants about the risks associated with wildlife and/or bears in the area and implement the recommendations below:
- Participants 18 years and older are recommended to carry bear spray at all times when participating in any orienteering activities alone.
- Youth between the ages of 12-18y are either recommended to carry bear spray or recommended to be accompanied by someone else who is carrying bear spray with them.
- Children under 12 years of age are recommended to be shadowed by an adult who is carrying bear spray with them.
- All participants who carry bear spray must acknowledge that they know how to use it.

Recommendations regarding bear encounters and how to use bear spray:

<http://www.albertaparks.ca/kananaskis-country/advisories-public-safety/wildlife/be-bear-smart/>

## **AOA Wild Smart Policy**

### **General**

Many orienteering events happen in wilderness areas where there are animals such as bears, cougars, wolves, elk and moose. Every year numerous interactions between people and wildlife occur. Although most interactions are harmless to both people and wildlife, some can become a serious public safety threat resulting in injury, property damage and/or dead or relocated wildlife.

The AOA wants to ensure that all orienteering participants are safe by knowing how to:

- reduce the risk of animal encounters;
- react in case of animal encounters.

### AOA Wild Smart Policy:

- **AOA and all affiliated clubs must encourage their members to review the WildSmart information yearly and have it available on their website where applicable.**
- **Organizers must inform the participants about the risks associated with wildlife in the area and provide safety recommendations.**



Recommended educational information about living with wildlife:

[http://www.albertaparks.ca/media/2777016/web\\_living\\_wildlife\\_pamphlet.pdf](http://www.albertaparks.ca/media/2777016/web_living_wildlife_pamphlet.pdf)

<http://www.wildsmart.ca/learn.htm>

About bear encounters and how to use bear spray:

<http://www.albertaparks.ca/kananaskis-country/advisories-public-safety/wildlife/be-bear-smart/>