



Boxing Alberta

Policies and Procedures Manual

TABLE OF CONTENTS

Mission Statement	3
Procedures	4
Conflict of Interest Policy	19
Screening Policy	22
Concussion Protocol	24
Discipline Policy <i>Updated March 2023</i>	33
Appeal Policy <i>Updated March 2023</i>	37
Code of Conduct and Ethics <i>Updated June 2026</i>	41
Registered Club Policy <i>Updated June 2024</i>	58
Human Resources & Executive Director Employment Policy	59
Finance Management Policy	64
By-Laws	68

MISSION STATEMENT

It is the purpose of Boxing Alberta to promote and foster the growth development of the sport of Olympic Style Boxing throughout the province of Alberta. This shall be done through information, education, positive public relations, leadership and citizenship. It is also the intent of Boxing Alberta to develop its boxers to the height of their potential through self-discipline, confidence, fitness and sportsmanship. Boxing Alberta will develop all coaches and officials to ensure competence and quality throughout the boxing program. Boxing Alberta will strive to ensure continuity among all registered boxing clubs.

Procedures Index

Section I	By-Laws A. Attachment B. Interpretation C. Annual General Meeting D. Board of Directors' Meetings
Section II	Organizational Chart of Boxing Alberta
Section III	Committees A. Awards B. Discipline C. Nominating
Section IV	Membership Guidelines A. Registrar B. Renewals C. Club Membership D. Other Memberships E. Athletes
Section V	Sanctions A. Responsibility B. Sanction Form C. Fee D. Club Cards E. Regulations
Section VI	Tournaments A. Definition B. Bids C. Sanction D. Dates E. Criteria F. Boxer Awards G. Officials
Section VII	Designated Tournaments A. Sub-Novice B. Bronze Gloves C. Silver Gloves D. Golden Gloves E. Provincial Championships F. Diamond Belt

Section VIII	National Tournaments
	A. Coaches and Manager Section
	B. Expenses
	C. Provincial Team to Nationals
	D. Entries
	E. Discipline
Section IX	Provincial Teams
	Selection
Section X	Training Camps
	Attendance
Section XI	Travel Permits
Section XII	Annual Awards
	A. Chosen by Awards Committee
	B. Presentation
Section XIII	Pro/Am
Section XIV	Technical Clinics
Section XV	Officials
Section XVI	Combat Sports
Section XVII	Attachments
	A. By-Laws
	B. Conflict of Interest Policy
	C. Screening Policy
	D. Concussion Protocol
	E. Discipline Policy
	F. Appeal Policy
	G. Code of Conduct and Ethics
	H. Registered Club Policy

I. BY-LAWS

A. (attached)

B. Interpretation

1. In the event of any questions arising and not being provided for in these By-Laws or Policies and Procedures Manual, the Executive or the Board of Directors shall have the power to make a decision on such questions.
2. Board of Directors decisions affecting Policies and Procedures shall be ratified and added at the Annual General Meeting.

C. Annual General Meeting

The date and venue of the Annual General Meeting will be set by the Board of Directors.

D. Board of Directors' Meetings

1. There will be a minimum of four (4) board meetings per year.
2. Board members will be notified one (1) week prior to the meeting. The notice will include date, venue, and time.
3. A quorum will be majority of voting members present.
4. Board members will notify President or Secretary if they are unable to attend.

II. ORGANIZATIONAL CHART OF BOXING ALBERTA

President

Executive Director

Provincial Coaching Administrator

Executive

Past President

Vice President

Secretary-Treasurer

Board of Directors

Dir. Competitions and Officials

Dir. Athletes

Dir. Coaches

Dir. At Large

Medical Director

III COMMITTEE/GUIDELINES

A. Awards Committee

1. Appointed by the President to solicit names for consideration.
2. The President's Award recipient is to be selected by the President.
3. Awards to be presented at the Annual General Meeting.

B. Discipline Committee

1. Discipline Policy (attached)
2. Any member convicted of an indictable offense may be suspended from the association.
3. Any member initiating or involved in a lawsuit against the association will be temporarily suspended from the association pending the outcome of the litigation.
4. All submissions to the Discipline Committee must be made in writing.

C. Nominating Committee

1. A member of the Board of Directors will chair the Nominating committee.
2. The general membership shall be notified as to the name of the nominating Chairperson thirty (30) days prior to the Annual General Meeting.
3. The chairperson will select two (2) other registered members to sit on the committee.
4. The committee will present a slate of candidates at the AGM and call for nominations from the floor. All persons nominated must be registered members in good standing, of the association. Absentee candidates must notify the nominating committee, in writing, one (1) week prior to the AGM of their intention to stand for election of a specific position.

IV MEMBERSHIP GUIDELINES

A. Registrar

The Board of Directors will appoint a registrar.

B. Renewals

All club, coach, official and athlete renewal applications must be registered for the current boxing season with Boxing Canada.

C. Club Membership

1. Fees set annually by the Board of Directors
2. To carry voting privileges, a club:
 - i. Must consist of five members registered with Boxing Canada;
 - ii. Must have at least one member registered as a competitive member;
 - iii. Must be registered with the association at least ninety (90) days in advance of any Annual or Extra-Ordinary Meeting.

D. Other Memberships – fees set annually by the Board of Directors

1. Coach
Must be a registered member of Boxing Alberta to participate as a coach. In order to be in the field of play, you must be a registered coach with Boxing Alberta. As of September 8th 2018, in order to corner a boxer (in the ring), a coach must be Instruction Beginners certified (formerly level 1). For new coaches, they will have 12 months to become Instruction Beginners certified once registered with Boxing Alberta.
2. Official
Must be a registered member of CABA to participate as a referee or judge at any sanctioned card and the officials' levels will be upgraded at the discretion of the head official.
3. All athletes, coaches, and managers must be registered with Boxing Alberta to be eligible to participate at the National Championships.

E. Athlete Memberships

1. All boxers must be registered with registrar prior to competing on any card or tournament.
2. Registration of boxers will not be accepted at tournaments.
3. If a boxer is suspended from competition for a time period, that boxer is not permitted to spar for that time period. If found sparring, they are not in good standing with Boxing Alberta.

4. If a boxer provides false information for membership, that boxer's membership could be suspended or terminated by the Board of Directors. If a coach submits a membership on behalf of a boxer, and the coach knows the provided information is false, that coach's membership may be suspended or terminated by the Board of Directors.

V SANCTIONS

A. Responsibility

Sanctions are the responsibility of the Director of Competitions or designated Board member.

B. Sanction Form

Must be submitted to Director of Competitions of designated Board member thirty (30) days prior to card date.

C. Fees

1. Set annually by the Board of Directors prior to new season.
NOTE: Any competition lasting more than one (1) day is considered a tournament and tournament sanction fees must be paid.
2. Sanction fees must be paid when booking and are non-refundable.

D. Club Cards

1. The host will make arrangements for officials through the Director of Competitions. Local officials are to be utilized wherever possible. Sanctions to be submitted thirty (30) days prior to event.
2. Provincial tournaments take precedence over club card sanctions.
3. Every sanction must meet requirements of safety.
4. If the ring is over 2 feet, there must be two (2) sets of stairs, one (1) in each corner.
5. There must be a proper gloving table and have a person working the table.
6. An accurate scale must be provided.
7. Proper boxing attire must be worn at all times.
8. All head gear must be either AIBA or USA Boxing approved.

9. Clubs requesting a club show sanction must hold an active registration with Boxing Alberta. The club must have its own address, have a certified coach, and at least one registered athlete. Clubs must be active within the association which is defined as having participated minimally in one tournament and another club show within the previous 12 months from the date of the sanction.

E. General Guidelines for Sanctioned Events

1. Smoking is not permitted in venue
2. Consumption of alcohol will be governed by the AGLC rules and regulations.
3. Recorder sheets and results of the club cards must be submitted to the Director of Officials within fourteen (14) days of the conclusion of the card.
4. Host clubs are responsible for the attendance of a doctor at ringside and weigh-ins.
5. Any Board members in attendance at a club card shall have the authority to render a decision on any dispute until dealt with by the Board of Directors.
6. All Board and Life members in attendance receive free admittance to all Boxing Alberta sanctioned events.
7. Association entitled to sell souvenirs and distribute promotional pamphlets, etc. at all sanctioned events.

VI TOURNAMENTS

A. Definition

Any competition lasting more than one (1) day is considered a tournament.

B. Bids

1. All bids for designated provincial tournaments will be submitted in writing to the Board of Directors at the AGM (or emailed to the Executive Director prior to the AGM). If no submissions are received by the Board of Directors, the Association will host the tournament.

2. All bid submissions must attach a signed document stating that they have a venue already established for the tournament.
3. All bid submissions must provide a doctor's name and phone number for proof of supplying a doctor.
4. If a club is submitting a bid for multiple tournaments, a signed document for the venue and a doctor's name and phone number are required for each bid.

C. Sanctions

The sanction fee and the refundable guarantee deposit to be submitted by the successful applicant.

D. Dates

1. Dates for the designated provincial tournaments to be set by the Board of Directors and to be included in notice of AGM package and to be ratified by the general membership at the AGM.
2. Boxing Alberta will not sanction any competitions in or outside of the province the day of the AGM.

E. Criteria

1. Boxing Canada and Boxing Alberta rules govern.
2. All provincial tournaments to be two (2) days except the Provincial Championships, which could be a three (3) day tournament, unless the Board of Directors rule otherwise.
3. A tournament package will be supplied to the host detailing the financial obligations and support staff of the host and the association.
4. An athlete who has competed as an elite boxer in a provincial, national or international tournament is an open boxer and cannot compete in any tournament as a novice.
5. Entry forms and information package for tournament should be mailed to all Boxing Alberta registered clubs no later than thirty (30) days prior to the tournament. This information package must contain the date and time of weigh-ins and matches, categories of competitors, the venue accommodations available, and deadline for entries.
6. If there are more than four entries in a category, it will be divided into an A and B division. Exception is the Provincial Championships.

7. The association and the host club shall conduct weigh-ins and draws.
8. In all three (3) day tournaments when boxing does not commence before evening of the first day, the weigh-in cannot start before noon on the first day.
9. Unsportsmanlike behaviour and/or profanity during any Provincial tournament may result in automatic disciplinary action and any medals, etc. forfeited.
10. Tournament registration fees per tournament are at the discretion of the board of directors

F. Boxer Awards

1. Shall be determined by a committee appointed by the Director of Competitions and/or the Board of Directors. The committee will be appointed prior to the tournament. When possible, life members in attendance should be approached to serve on this committee
2. The perpetual trophies shall remain in the possession of the association. The association will provide the perpetual trophies for the following competitions: Sub-Novice, Bronze Gloves, Silver Gloves, Golden Gloves, and the Best Boxer at the Provincial tournament. The host club shall be responsible for the keeper trophies and trophies in all other categories.

G. Officials

Will be designated by the Director of Officials.

VII DESIGNATED PROVINCIAL TOURNAMENTS

A. Sub-Novice

1. Entries accepted for all Junior, Youth, and Elite boxers with zero to two (0-2) bouts.

B. Bronze Gloves

1. Entries accepted for all Junior, Youth and Elite boxers with two to seven (2-7) bouts. Females with zero to seven (0-7) bouts.
2. Bronze Boxer – provincial trophy for outstanding boxer of the tournament.
3. Under the discretion of the Board of Directors or Executive, boxers with

eight to ten (8-10) bouts may be eligible.

C. Silver Gloves

1. Entries accepted for all Junior, Youth or Elite novice boxers with ten (10) bouts or less. Entries for open boxers will at the discretion of the Board of Directors or Executive.
2. Silver Boxer – provincial trophy for outstanding boxer of the Tournament.

D. Golden Gloves

1. Entries will be accepted for all Open Junior, Youth, and Senior boxers, out of province by invitation from the host club. Novices may be accepted at the discretion of the organizing body.
2. Golden Boxer – provincial trophy for outstanding boxer of the tournament.

E. Provincial Championships

1. Entries accepted for all Junior, Youth and Elite novices and open boxers.
2. Make up bouts may be made at the discretion of the Board of Directors or Executive.
3. All competitors must have an up-to-date photograph of themselves in the passport.
4. Provincial Trophies given out shall be:
Best Junior A, Best Junior B and Best Junior C
Best Youth
Best Elite
Best Boxer Keeper trophy
5. All open boxers that will be competing need their representative(s) to notify the director of competitions within 30 days of the tournament. If it's concluded that any athletes have nobody in their weight category the director of competitions can assign a level 3 or higher official, before commencement of the tournament, to weigh the athlete in on Boxing Alberta's scale and confirm they made weight if they don't wish to travel to the tournament and still be confirmed the provincial champion.

Updated March 2023

F. Diamond Belt

To be hosted by the association or may be awarded to a boxing club to be determined by the Board of Directors or by vote from the Association's members.

VIII NATIONAL TOURNAMENTS

A. Manager Selection

1. The Director of Coaches must advise the Board of Directors of anyone interested in the position and the Board of Directors will ratify the selections.
2. In all cases, the Board of Directors shall appoint the manager.

B. National Tournament Expense

1. The Board of Directors will determine a budget for all teams attending the national tournaments.
2. The provincial team attending national tournaments must follow the criteria as set by the host club regarding accommodation, meals and transportation. Any departure from said criteria must receive prior approval from the President of Boxing Alberta.

C. Provincial Team to Nationals and FTS

1. Consists of a team of athletes selected from Provincial Championship. The Board of Directors will ratify the boxers who qualify.
2. An alternate can be selected but must be ratified by the Board of Directors.
3. Additional (personal) coaches may be accredited to coach the corner of their boxers but attend National Championships at their own expense. The 2nd coach in the corner must be one of the designated team coaches.
4. Team uniforms will be provided by Boxing Alberta. The wearing of team uniforms while competing at Nationals is mandatory. Failure to comply may result in disciplinary action.
5. Team Coaches/Manager
 - i. Coaches must be fully certified Competition Introduction (formerly Level II) or higher.

- ii. Manager Eligibility – any registered Boxing Alberta member in good standing for three consecutive years may submit their name for this position.

D. Entries

1. The Executive Director will submit tournament entries for Nationals.
2. The Provincial Coaching Administrator will prepare a national package.

E. Discipline

1. All members of the Alberta provincial team must abide by the Alberta Boxing Code of Ethics as outlined in this manual. Failure to do so may, with approval of the President, result in that member being immediately suspended from the team and sent home.
2. All Alberta boxers and coaches attending a final team selection are governed by Boxing Alberta rules and regulations and code of ethics and are subject to Boxing Alberta disciplinary actions.

IX PROVINCIAL TEAMS

Selection

1. Provincial teams will be selected by the Board of Directors
2. Competitors unable to attend provincials due to certified medical reason will be considered. Medical evidence must have been presented prior to the provincial weigh-in.

X TRAINING CAMPS

Attendance

1. Team members will be notified as to arrangements (NATIONAL PACKAGE).
2. Compulsory attendance to five (5) day training camp or shorter duration decided by the Executive. The Board of Directors must ratify any exceptions.

XI TRAVEL PERMITS

Travel permits must be obtained prior to travel outside the country as per Boxing Canada Rulebook. The President of the association must approve all permits.

XII ANNUAL AWARDS

A. Boxer Recognition

1. Outstanding Junior
2. Outstanding Youth
3. Outstanding Elite
4. Outstanding Alberta Boxer

B. Individual Awards – to be presented at the Annual Meeting

1. Life Memberships - (a) Coach
(b) Official
(c) Administrator
2. Alex Horvath Award – outstanding contribution to Boxing Alberta
3. Paul Hortie Memorial Award – Coach of the Year
4. Joe McGowan Memorial – Official of the Year
5. Dale Brown Award of Excellence – National/International distinction
6. Dennis Belair Memorial - Volunteer of the Year
7. Appreciation Awards
8. President's Award
9. Gordon Russell Award
10. Laurence Duperron Award

XIII PRO/AM

1. For the purpose of these rules and policies professional will be referred to as Pro, and amateur will be referred to as Am.
2. The Am part of a Pro-Am card must be completed before the Pro side, with no competitive combat be held for at least fifteen (15) minutes.

3. The Am side of the card must be sanctioned by Boxing Alberta.
4. All rules and regulations as set down by Boxing Alberta and Boxing Canada governing the host club, officials, timekeepers, and medical personnel will apply.
5. The Pro promoter will have the option to employ the event announcer for the Pro and Am side of the card.
6. The same doctor may be used for the Pro and Am side of the card.
7. The ring must meet the criteria of Boxing Alberta and Boxing Canada.
8. Pro combatants and Am combatants should, where possible, be kept separate by using different dressing rooms.
9. There will be absolutely no expenses paid directly to the host club, or any of the Am participants by the Pro promoter. This will include officials, timekeepers, attending clubs or host club, along with coaches, and personnel.
10. At no time may an amateur boxer enter the ring with a Pro boxer for the purpose of exhibition or sparing at the same event.

XIV TECHNICAL CLINICS

Boxing Alberta under the guidance of the Directors of Coaches and Officials will provide technical clinics for officials and coaches. Upgrading clinics as required will be held in addition to the technical clinics.

XV OFFICIALS

Must be registered with A.I.B.A. or registered with Boxing Canada as an official to be able to officiate at any sanctioned event in Alberta. Officials from out of the province must have approval of Chief Official of Alberta to officiate at any event in Alberta. EXCEPTION – Boxing Canada organized tournaments.

XVI COMBAT SPORTS

1. A person registering as a competitor who comes from another combat sport must provide a medical dated no later than seven (7) days from the date of submission of registration.
2. If a registered Boxing Alberta athlete competes in a different combat

sport, their Boxing Alberta membership is immediately terminated.

XVII ATTACHMENTS

- A. By-Laws
- B. Conflict of Interest Policy
- C. Screening Policy
- D. Concussion Protocol
- E. Discipline Policy
- F. Appeal Policy
- G. Code of Conduct and Ethics
- H. Registered Club Policy

B. Conflict of Interest Policy

Definitions

1. The following terms will have these meanings in this Policy:
 - a. Conflict of Interest - Any situation in which an individual or the organization they represent in any capacity is influenced or could be influenced by business, financial, personal, family, or other interests which override the best interests of Boxing Alberta.
 - b. Stakeholder – Individuals employed by, or engaged in activities on behalf of Boxing Alberta including; coaches, staff members, contract personnel, volunteers, managers, administrators, committee members, directors, officers, and other individuals who are decision makers with Boxing Alberta
 - c. Person – Any athlete, parent, staff, family member, friend, customer, client, sponsor, colleague, legal person, or organization

Purpose

2. The purpose of this Policy is to provide a standard of behaviour that prevents any exploitation and how members of Boxing Alberta will conduct themselves in matters relating to conflicts of interest.

Application

3. This policy applies to all stakeholders as defined in the definitions section.

Obligations

4. Boxing Alberta and its stakeholders will fulfill the additional requirements of this Policy. Stakeholders of Boxing Alberta WILL NOT:
 - a. Engage in any business, transaction, or have a financial or other personal interest that is incompatible with their official duties with Boxing Alberta, unless such business, transaction, or other interest is properly disclosed in accordance with this Policy;
 - 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, in any way, preferential treatment;
 - c. In the performance of their official duties, give preferential treatment to any Person;
 - d. Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with Boxing Alberta, 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 stakeholder of Boxing Alberta, or in which they have an advantage or appear to have an advantage on the basis of their association with Boxing Alberta

- f. Place themselves in positions where they could, by virtue of being a Stakeholder of Boxing Alberta, influence decisions or contracts from they could derive any direct or indirect benefit or interest;
- g. Accept any gift or favour that could be construed as being given in anticipation of, or in a recognition for, any special consideration granted by virtue of being a Stakeholder of Boxing Alberta
- h. Use Boxing Alberta property, equipment, supplies or services for activated not associated with the performance of official duties with Boxing Alberta.

Disclosure of Conflict of Interest

- 5. At any time that a Stakeholder of Boxing Alberta becomes aware that there may exist a real, potential, or perceived conflict of interest, they will disclose this conflict to the Board of Directors immediately.
- 6. Any person who is of the view that a Stakeholder of Boxing Alberta may be in a position of conflict of interest may report this matter to the Board of Directors.

Conflicts Involving Employees

- 7. Subject to the terms and conditions of any employment agreement, Boxing Alberta will not restrict employees from accepting other employment, contract, or volunteer appointments during the term of their employment with Boxing Alberta, provided that the employment, contract, or volunteer appointment does not diminish the employee's ability to perform the work contemplated in their employment agreement with Boxing Alberta. Any determination as to whether there is a conflict of interest will rest solely with Boxing Alberta, and where a conflict of interest is deemed to exist, the employee will resolve the conflict of interest by ceasing the activity giving rise to the conflict of interest.

Resolving Conflicts in Decision Making

- 8. Upon receipt of a complaint in writing, Boxing Alberta will determine whether or not a conflict of interest exists provided the alleged Stakeholder has been given notice of and the opportunity to submit evidence and to be heard at such meeting.
- 9. After hearing the matter, Boxing Alberta will determine whether a conflict of interest exists and if so, what appropriate actions will be imposed.
- 10. The decision or transaction will be in the best interest of Boxing Alberta
- 11. Failure to comply with an action as determined by Boxing Alberta will result in an automatic suspension from Boxing Alberta until such time as compliance occurs.

Documentation

12. Documentation relating to conflict of interest situations will be recorded in the Minutes of the Board of Directors, when relevant.

Decision Final and Binding

13. Any decision of Boxing Alberta in accordance with this Policy may be appealed in accordance with the Boxing Alberta's Appeal Policy.

C. Screening Policy

Definitions

1. The following terms have these meaning in this Policy:
 - a. Police Information Check (PIC) – A search of the RCMP criminal records database to determine whether the individual has a criminal record
 - b. Vulnerable Sector Check (VSC) – A secondary part of the Police Information Check for individuals who are volunteering in a vulnerable sector (ex. persons with a disability or minor athletes), which also searches for the existence of any pardoned sex offense and/or charges
 - c. Person – any non-athlete individual that is a member of Boxing Alberta (including athlete-coaches)

Purpose

2. Providing a safe sporting environment for athletes is extremely important to Boxing Alberta and screening members is a vital action in accomplishing this.

Application of this Policy

3. Every Person applying for membership will need to include their police information check and vulnerable sector check with their application form (unless Boxing Alberta already has valid documents for both checks from previous membership applications)

Policy

4. It is Boxing Alberta's policy that:
 - a. Failure to participate in the screening process as outlined in this Policy will result in the ineligibility of the individual
 - b. The screening committee is responsible for receiving and reviewing all PICs and VSCs and will make any decision regarding eligibility of a Person with positive checks.
 - c. If a Person is charged with or subsequently receives a conviction for, or is found guilty of, a relevant offense, they will report this situation immediately to Boxing Alberta
 - d. If a Person provides falsified or misleading information, that Person will have their Boxing Alberta membership immediately nullified.

How to Obtain a Police Information Check with Vulnerable Sector Check

5. A Person may get their PIC and VSC by visiting an RCMP office or their police of jurisdiction providing the appropriate identification and completing any required paperwork. Fees may also be required.
6. Fingerprinting may be required.

7. Usually within 30 days, the RCMP or local police will issue the individual a document identifying one of the following:
 - a. Negative (a criminal record does not exist)
 - b. Records match (a criminal record exists)
 - c. Incomplete (there is a match with the gender and birthdate, and fingerprinting is required)

Procedure

8. Both the Police Information Check and Vulnerable Sector Check will be submitted to Boxing Alberta with the registration form (only the people making the decision will view the checks)
9. A Boxing Alberta membership will not be issued without both the PIC and VSC accompanying the application or without a valid PIC and VSC already in the Boxing Alberta records.
10. The screening Committee will review all PICs and VSCs
11. If an individual's PIC and/or VSC are "records match", then the screening committee will determine if the individual's offense will cause Boxing Alberta not to issue a membership
 - a. The screening committee may determine that the incidents on an individual's screening documents may allow the individual to pass the screening process and then receive a Boxing Alberta membership
12. If an individual's PIC and VSC are "negative", then a Boxing Alberta membership will be issued
13. The police information check and vulnerable sector check are each valid for 5 years

Records

14. All records will be maintained in a confidential manner and will not be disclosed to others except as required by law, or for use in legal, quasi-legal, or disciplinary proceedings.

Club Obligations

15. This Policy does not prevent any Boxing Alberta club from conducting their own additional screening mechanism for their coaches, staff, volunteers, etc. and Boxing Alberta supports any additional club screening measures to ensure a safe and positive sporting environment

D. Boxing Alberta Concussion Protocol

Boxing Alberta has developed this Concussion Protocol to help guide the management of athletes who may have a suspected concussion as a result of participation in Boxing Alberta activities.

Purpose

This protocol covers the recognition, medical diagnosis, and management of athletes and sport participants who may sustain a suspected concussion during a 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 Boxing Alberta Concussion Protocol please refer to the Boxing Alberta Sport Concussion Pathway figure at the end of this document.

1. Pre-Season 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.

Concussion education should include information on:

- the definition of concussion,
 - possible mechanisms of injury,
 - common signs and symptoms,
 - steps that can be taken to prevent concussions and other injuries from occurring in sport.
 - what to do when an athlete has suffered a suspected concussion or more serious head injury,
 - what measures should be taken to ensure proper medical assessment,
 - *Return-to-School* and *Return-to-Sport Strategies*, and
 - Return to sport medical clearance requirements
- ▶ **Who:** Athletes, parents, coaches, officials, teachers, and trainers, licensed healthcare professionals

- **How:** Pre-season Concussion Education Sheet

All parents and athletes are required to review and submit a signed copy of the *Pre-season Concussion Education Sheet* to their coach prior to the first practice of the season. In addition to reviewing information on concussion, it is also important that all sport stakeholders have a clear understanding of the Boxing Alberta Concussion Protocol. For example, this can be accomplished through pre-season in-person orientation sessions for athletes, parents, coaches and other sport stakeholders.

2. Head Injury Recognition

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.

In some cases, an athlete may 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 doctors¹ that are qualified to evaluate patients with a suspected concussion include: pediatricians; family medicine, sports medicine, 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

¹ 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.

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*.

The stepwise progressions for *Return-to-School* and *Return-to-Sport Strategies* are outlined below. As indicated in stage 1 of the *Return-to-Sport Strategy*, reintroduction of daily, school, and work activities using the *Return-to-School Strategy* must precede return to sport participation.

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

Boxing-Specific Return-to-Sport 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 Boxing-Specific Return-to-Sport Strategy. 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 Boxing-Specific Return-to-Sport Strategy. It is also important that all athletes provide their coach with a *Medical Clearance Letter* prior to returning to full contact sport activities.

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>	Increase heart rate
3	Sport-specific exercise	Running or skating drills. No head impact activities <i>- Moderate intensity jogging for 30-60 minutes at sub-symptom threshold intensity</i> <i>- Low to moderate impact passing, dribbling, shooting, and agility drills</i>	Add movement
4	Non-contact training drills	Harder training drills, i.e. passing drills. May start progressive resistance training <i>- Participation in high intensity running and drills</i> <i>- Non-contact practice without heading</i> <i>- Participation in resistance training work-outs</i>	Exercise, coordination and increased thinking
5	Full contact 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 game play	

- ▶ **Who:** Medical doctor, nurse practitioner and team athletic therapist or physiotherapist (where available)
- ▶ **How:** *Return-to-Learn Strategy, Sport-Specific Return-to Sport Strategy, Medical Assessment Letter*

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

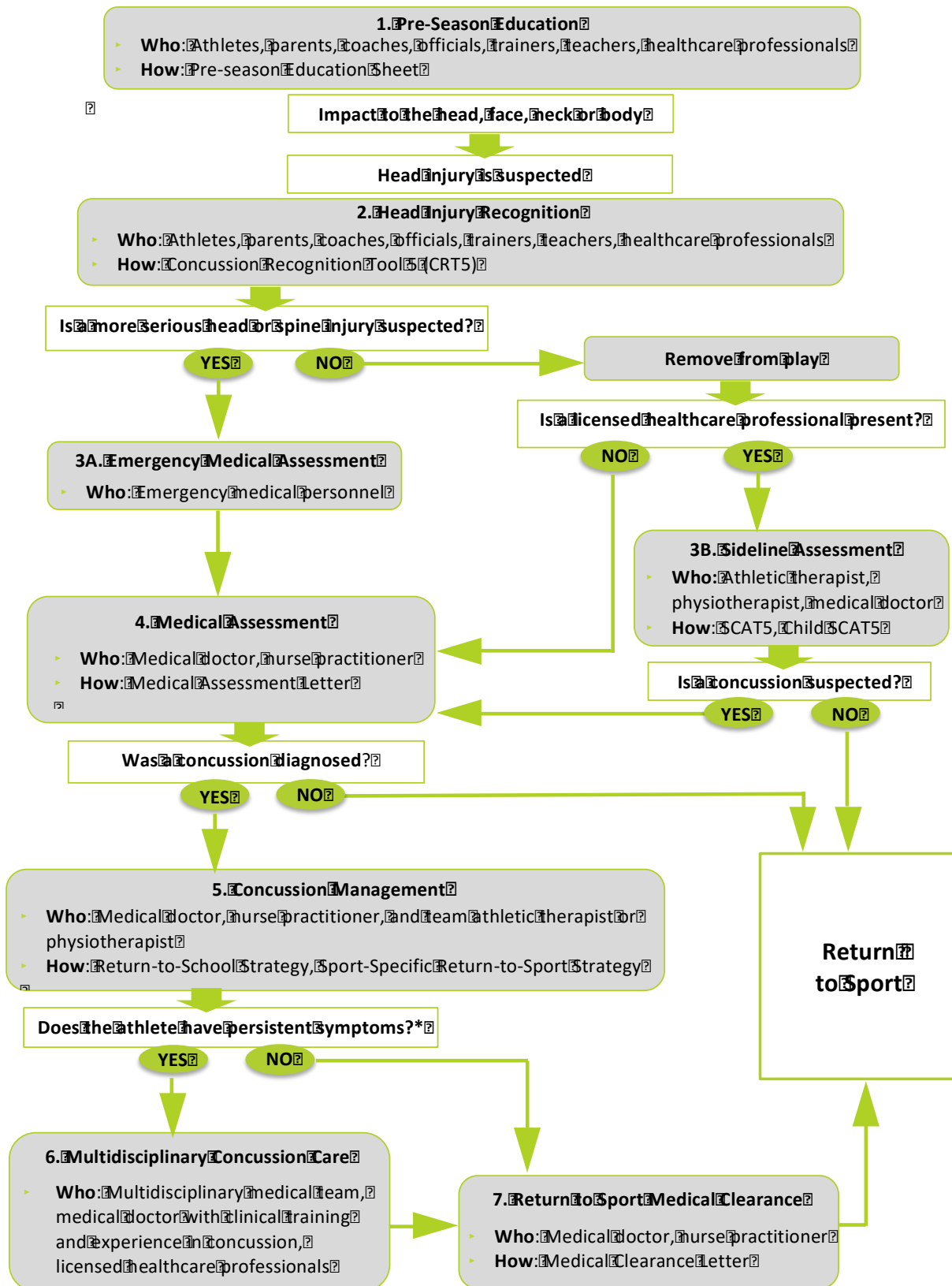
7. Return to Sport

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 [Name of Sport]-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 game play, 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 Boxing Alberta Concussion Protocol should be followed as outlined here.

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



*Persistent symptoms: Lasting >4 weeks in children & youth or >2 weeks in adults

E. Discipline Policy

Purpose

1. Membership and participation in the activities of Boxing Alberta offer many benefits and privileges. At the same time members and participants are expected to fulfill certain responsibilities and obligations, including complying with the Code of Conduct of Boxing Canada. This Code of Conduct identifies the standard of behaviour that is expected of members and participants, and those who fail to meet this standard may be subject to the disciplinary procedures set out in this policy.

Application

2. This policy applies to all categories of members of Boxing Alberta and to all individuals participating in activities with Boxing Alberta. These include, but are not limited to, athletes, coaches and officials.
3. This policy applies to all discipline matters that arise during the course of Boxing Alberta's business, activities and events, including but not limited to, competitions, practices, training camps, travel associated with competitive activities.
4. The Chair of the Discipline Committee (hereafter referred to as Chair) is responsible for overseeing the procedures set out in this policy and will, at all times, ensure that such procedures are carried out in a timely manner. In the event the Chair is unable to fulfill such responsibilities, the executive director will contact a separate not for profit sporting association and designate them to do so and Boxing Alberta will cover any expenses required for them to do so.

Reporting an Infraction

5. Any individual may report to the executive director, in writing, a disciplinary infraction. A committee will then be formed under Boxing Alberta's guidelines. It will be at the sole discretion of the Chair to determine if the infraction is best dealt with as a minor or major infraction.

Minor Infraction

6. Minor infractions are single incidents of misconduct that breach the Code of Conduct but generally do not result in harm to others. Disciplinary situations involving minor infractions may be dealt with by the Chair, or another appropriate person having authority over the individual involved: this person may include, but is not restricted to a Board member, Committee, staff person, coach, organizer or manager.
7. Procedures for dealing with minor infractions are informal as compared to those for major infractions and will be determined at the discretion of the Chair, or the person having authority, provided the individual being disciplined is told the nature of the infraction. This policy will not

prevent an appropriate person having authority from taking immediate, informal, corrective disciplinary action in response to behaviour that constitutes a minor infraction.

8. Disciplinary sanctions for minor infractions may include the following:
 - a. Verbal or written reprimand;
 - b. Verbal or written apology;
 - c. Service or other voluntary contribution to Boxing Alberta;
 - d. Suspension from the current activity or competition;
 - e. Any other similar sanction considered appropriate for the offence

Major Infraction

9. Major infractions are instances of misconduct that violates the Code of Conduct and that result, or have the potential to result, in harm to other persons, to Boxing Alberta or the sport of boxing.
10. Where the Chair determines that an infraction is to be dealt with as a major infraction, the Chair will notify the individual alleged to have committed the infraction as soon as possible, and will provide the individual with a copy of the written report and a copy of this policy.
11. Major infractions occurring within a competition may be dealt with immediately, if necessary, by the appropriate person having authority (i.e., the chief official at a club show, or the director of competitions at all other tournaments). The individual being disciplined will be told the nature of the infraction and will have an opportunity to provide information concerning the incident. In such situations, disciplinary sanctions will be for the duration of the competition only. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this policy for major infractions. (Note that referees control infractions/penalties during actual bouts, and are responsible for dealing with athlete misconduct during games).

Procedures to Responding to an Infraction

12. Depending on the nature and severity of the infraction, the Chair may appoint an independent individual to conduct an investigation. If this is the case, the investigator will carry out the investigation in a timely manner and at the conclusion of the investigation will submit a written report to the Chair.
13. Upon receiving the written report of the investigator if an investigation was carried out the Chair will decide if the complaint should be dealt with informally, in which case the Chair will direct the appropriate response and the matter will then be concluded.
14. The chair may determine that the alleged infraction is of such seriousness as to warrant suspension of the individuals from activities with Boxing Alberta pending a review of the complaint.

Hearing

15. If the Chair determines that the complaint should be dealt with more formally by means of a hearing, the Chair will refer the complaint to the Discipline Committee as outlined in Boxing Alberta's procedures. The role of the Chair will be to coordinate the administrative work of the Committee and ensure that the procedures of this policy are properly carried out.
16. Having regard to the nature of the discipline matter and the potential consequences of any resulting sanctions, the Committee will decide whether to conduct the hearing by way of review of documentary evidence, by way of oral hearing or by way of a combination of these two methods. If the Committee decides to conduct an oral hearing, it may decide to do so in-person or by any means of video conferencing.
17. The committee may determine that the circumstances of the infraction warrant a preliminary meeting. The Committee may delegate to one of its members the authority to deal with these preliminary matters, which may include but are not limited to:
 - a. Date and location of the hearing;
 - b. Timelines for the exchange of documents
 - c. Clarification of issues in the infraction;
 - d. Order and procedures of the hearing;
 - e. Evidence to be brought before the hearing;
 - f. Identification of any witnesses; or
 - g. Any other procedural matter that may assist in expediting the hearing
18. The committee will govern the hearing as its sees fit, provided that:
 - a. The individual being disciplined will be given 10 days written notice of the day, time and place of the hearing;
 - b. The individual being disciplined will receive a copy of the Investigator's report, if any investigation was carried out;
 - c. A quorum will be with all discipline Committee members, and decisions will be by majority vote.
 - d. In the case of an oral hearing, the individual being disciplined may be accompanied by a representative;
 - e. In the case of an oral hearing, the individual being disciplined will have the right to present evidence and argument;
 - f. The committee may request that any witness or any other person be present at the hearing or submit written evidence in advance of the hearing;
 - g. If the individual being disciplined chooses not to participate in the hearing, the hearing will none the less proceed;
 - h. The hearing will be held in private;

- i. Once appointed, the Committee will have the authority to abridge or extend timelines associated with any aspect of the hearing.
- 19. After hearing, the Committee will determine whether or not the individual has breached the Code of Conduct and if so, the appropriate penalty to be imposed and any measures to mitigate the harm suffered by others as a result. The Committee's written decision, with reasons, will be distributed to all parties and to the Executive Director and the President within 7 days of the conclusion of the hearing.
- 20. Where the individual acknowledges the facts of the incident, he or she may waive the hearing, in which case the Committee will determine the appropriate disciplinary sanction. The Committee may hold a hearing for the purpose of determining an appropriate sanction.
- 21. Where the incident relates to harassment and where the Committee determines that the allegations of harassment are false, vexatious, retaliatory or frivolous the Committee may direct that there be disciplinary action against the complaint.
- 22. The decision of the Committee will be final and binding upon the individual being disciplined and Boxing Alberta, subject only to an appeal pursuant to the policies of Boxing Alberta.

Sanctions

- 23. The Committee may apply the following disciplinary sanctions singly or in combination, for major infractions:
 - a. Written reprimand;
 - b. Removal of certain privileges of membership;
 - c. Suspension from certain events which may include suspension from the current competition or from future teams or competitions;
 - d. Suspension from certain Boxing Alberta activities such as competing, coaching or judging for a designated period of time;
 - e. Suspension from all Boxing Alberta activities for a designated period of time;
 - f. Expulsion from membership;
 - g. Publication of the decision;
 - h. If the individual is a current board member and it was determined they didn't adhere to the bylaws or policies and procedures they will be removed from their respective position in accordance to Boxing Alberta's guidelines; and or
 - i. Other sanctions as may be considered appropriate for the offence.
- 24. Unless the Committee decides otherwise, any disciplinary sanctions will commence immediately. Failure to comply with a sanction as determined by the Committee will result in automatic suspension of membership or participation in Boxing Alberta until such time as the sanction is complied with.

25. In applying sanctions, the Committee may have regard to the following aggravating or mitigating circumstances:
- a. The nature and severity of the infraction;
 - b. The extent to which others have been harmed by the infraction;
 - c. The cooperation of the individual being disciplined in the proceedings under this policy;
 - d. Whether the incident is a first offence or has occurred repeatedly;
 - e. The individual's acknowledgement of responsibility;
 - f. The individual's remorse and post-infraction conduct;
 - g. The age, maturity or experience of the individual;
 - h. Whether the individual retaliated, where the incident involves harassment;
 - i. The individual's prospects for rehabilitation.

Confidentiality

26. Where the reported behaviour may constitute harassment, or is of a similar sensitive nature, Boxing Alberta will keep all proceedings under this policy confidential, except where disclosure is directed by the Committee as part of a sanction, is required by law or is in the best interests of the public.

Appeals Procedure

27. Except where otherwise provided, the decision of the Committee may be appealed in accordance with Boxing Alberta's Appeal Policy.

F. Appeal Policy

Purpose

1. The purpose of this policy is to enable disputes between individuals and Boxing Alberta to be dealt with fairly, expeditiously and affordably, without recourse to formal legal and court-like procedures.

Application

2. This policy applies to all members of Boxing Alberta, including athletes, coaches, officials, organizers, volunteers, employees and directors. It applies to decisions made by the Board of Directors of Boxing Canada, by any Boxing Canada Committee, by any Boxing Canada Discipline Committee or by anybody or individual who has been delegated authority to make decisions on behalf of Boxing Canada. Any member who is affected by such a decision may appeal the decision, provided there are sufficient grounds for the appeal as defined in this policy.
3. This policy does not apply to matters of employment.

Timing of Appeal

4. Any member who wishes to appeal a decision will have 10 days from the date on which they received notice of the decision, to submit written notice of their intention to appeal, along with detailed reasons for appeal, to the Executive Director of Boxing Alberta.
5. Any member who wishes to initiate an appeal beyond 10 days' period must provide a written request stating reasons for an exemption to the requirement of Section 4. The decision to allow, or not allow, an appeal outside the 10 days' period will be at the sole discretion of the Executive Director.

Grounds of Appeal

6. A decision cannot be appealed nor can an appeal be heard, on the merits of the decision. Decisions may only be appealed and appeals may only be heard, on procedural grounds. Procedural grounds are limited to Boxing Alberta:
 - a. Making a decision for which it did not have the authority or jurisdiction as set out in Boxing Alberta's governing documents;
 - b. Failing to follow procedures as laid out in the By-Laws or approved policies of Boxing Alberta;
 - c. Misinterpreting a rule of Boxing Alberta;
 - d. Making a decision which was influenced by bias.

Screening of Appeal

7. Within 3 days of receiving the notice of appeal, the Executive Director will decide whether or not the appeal is based on one or more of the grounds described in Section 6.
8. If the appeal is denied on the basis of insufficient grounds, the member will be notified of this decision in writing, giving reasons. This decision is at the sole discretion of the Executive Director and may not be appealed.

Appeals Panel

9. If the Executive Director is satisfied that there are sufficient grounds for an appeal, within 10 days of having received the original notice of appeal, the Executive Director will appoint three unbiased individuals, one with a legal background and one member of the public to serve on the Appeals Panel, one whom will serve as Chairman. A member of the board can be on the panel as long as it's not the president.

Preliminary Process

10. The Panel may determine that the circumstances of the dispute warrant a preliminary conference. The matters may be considered at a preliminary conference include:
 - a. Format for the appeal (hearing by documentary evidence, oral hearing in-person, oral hearing by video conference, or a combination of these methods);

- b. Date and location of hearing;
- c. Timelines for exchange of documents;
- d. Clarification of issues in dispute;
- e. Clarification of evidence to be presented to the Panel;
- f. Order and procedure of hearing;
- g. Remedies being sought;
- h. Identification of witness;
- i. Any other matter that may assist in expediting the appeal proceedings.

11. The panel may delegate to its Chairman or to one of its members the authority to deal with these preliminary matters.

Procedure of the Appeal

12. Where the Panel has determined that the appeal will be held by way of oral hearing, the Panel will govern the hearing by such procedures as it deems appropriate in the circumstances, provided that:
- a. The hearing will be held within 21 days of the Panel's appointment.
 - b. The quorum will consist of all three (3) Panel members.
 - c. Decisions will be by majority vote, where the Chairman carries a vote.
 - d. If the decision of the Panel may affect another party to the extent that the other party could have recourse to an appeal under this policy, that party will become a party to the appeal in question.
 - e. The appellant, respondent and any affected parties will be given 10 days written notice of the date, time and place of the appeal hearing.
 - f. The Panel may direct that any other individual participates in the appeal.
 - g. In the event that one of the Panel's members is unable or unwilling to continue with the appeal, the matter will be concluded by the remaining two (2) Panel members who will make their decision unanimously.
 - h. Unless otherwise agreed by the parties, there will be no communication between Panel members and the parties except in the presence of, or by copy to, the other parties.

Procedure for a Documentary Meeting

13. Where the Panel has determined that the appeal will be held by way of documentary evidence, it will govern the appeals by such procedures as it deems appropriate in the circumstances provided that:
- a. All parties are given an opportunity to provide written submissions to the Panel, to review written submissions of the other parties, and to provide written rebuttal.
 - b. The applicable principles and timelines of Section 12 are respected.

Evidence that may be Considered

14. As a general rule, the Panel will only consider evidence that was available to the original decision-maker. At its discretion, the Panel may hear new evidence that is material and that was not available at the time of the original decision.

Appeal Decision

15. Within 5 days of concluding the appeal, the Panel will issue its written decision, with reasons. In making its decision, the Panel will have no greater authority than that of the original decision-maker. The Panel may decide:
 - a. To void or confirm the decision being appealed;
 - b. To vary the decision where an error occurred and such an error cannot be corrected by the original decision-maker for reasons which include, but are not limited to, lack of clear procedure, lack of time or lack of neutrality;
 - c. To refer the matter back to the initial decision-maker for a new decision;
 - d. To determine how cost of the appeal will be allocated, if at all.
16. A copy of this decision will be provided to each of the parties and to the President and Executive Director.

Timelines

17. If the circumstances of the dispute are such that this policy will not allow a timely appeal, the Panel may direct that these timelines be abridged. If the circumstances of the dispute are such that the appeal cannot be concluded within the timelines dictated in this policy, the Panel may direct that these timelines be extended.
18. Where there is a need to render a decision quickly, the Panel may issue a summary decision with reasons to follow, provided the written decision with reasons is rendered within 5 days of concluding the appeal or such other timeline as may be agreed to by the parties.

Jurisdiction

19. The decision of the Panel will be final and binding upon the appellant, respondent and Boxing Alberta.
20. There is no further internal appeal procedure within Boxing Alberta. Once all aspects of Boxing Alberta internal appeal procedures are exhausted, any further action on the issue would have to be exhausted through other means.
21. No action or legal proceeding will be commenced against Boxing Alberta in respect to a dispute, unless Boxing Alberta has refused or failed to abide by the provisions of appeal of the dispute, as set out in this policy.

G. Code of Conduct and Ethics

** Indicates a section that has been adapted from the Universal Code to Prevent and Address Maltreatment in Sport (“UCCMS”)*

Boxing Alberta accepts all language contained in the Boxing Alberta Universal Code of Conduct (BA UCC).

UCCMS Definitions

1. *The following terms are defined in the UCCMS and also provided in **Appendix A:**

- a) Consent
- b) Disclosure
- c) Duty to Report
- d) Grooming
- e) Maltreatment
- f) Minor
- g) Neglect
- h) Physical Maltreatment
- i) Power Imbalance
- j) Psychological Maltreatment
- k) Reporting (or Report)
- l) Sexual Maltreatment

Definitions

2. The following terms have these meanings in this Code:

a) ***Athlete** – An individual who is an Athlete Participant in Boxing Alberta who is subject to the UCCMS and the policies of Boxing Alberta

b) **Abuse** – Includes Psychological Maltreatment, Physical Maltreatment, Neglect, and/or Grooming of Vulnerable Participants by Persons in Authority. Abuse may present through one or more warning signs or indicators, but are not limited to (it is important to note that warning signs are indicators, not proof, and should prompt reporting rather than investigation, with the decision for an investigation being decided on these and other relevant factors):

- i. Recurrent unexplained injuries
- ii. Alert behaviour; vulnerable participant always seems to be expecting something bad to happen
- iii. Often wears clothing that covers the body inappropriately for the weather or activity, ie: heavy sweatshirts in hot summer weather
- iv. Vulnerable participant startles easily, avoids physical contact or displays skittish behaviour
- v. Constantly seems fearful, anxious or is excessively concerned about doing something wrong
- vi. Withdrawn from peers, teammates and adults

- vii. Behaviour that fluctuates between extremes (e.g., extremely compliant, cooperative or extremely demanding)
- viii. Acting either inappropriately beyond their age (like an adult; taking care of other vulnerable participants) or inappropriately younger than their age (like an infant; throwing tantrums)
- ix. Sexualized behaviour, play, or language that is not age appropriate
- x. Use of sexualized or adult terminology for body parts without an obvious source
- xi. Self-harm or self injurious behaviour (e.g., cutting, burning or other harmful activities)
- xii. Avoidance or reluctance to be alone with a particular person

The presence of one or more warning signs does not confirm that abuse has occurred. However, such indicators may signal risk of Maltreatment and must be reported in accordance with Boxing Alberta's policies and procedures and applicable law.

c) **Bullying** - is offensive behaviour and/or abusive treatment of a Participant that could include, but not always, involve an abuse of power. Examples of behaviour that may constitute Bullying include, but are not limited to:

- i. Spreading malicious rumours, gossip or innuendos with or without the intent of causing harm or suffering to a Participant;
- ii. Excluding or isolating a Participant socially with or without the intent of causing them harm or suffering;
- iii. Making offensive jokes or derogatory comments to a Participant or to others;
- iv. Yelling, verbally berating or using profanity;
- v. Assigning unreasonable duties or workload which are unfavourable to a Participant; or
- vi. Any form of cyber bullying which can include:
 - a. Sending mean or threatening emails or text/instant messages;
 - b. Posting embarrassing photos of someone online
 - c. Creating a website to make fun of others
 - d. Pretending to be someone else
 - e. Tricking someone into sending pictures or videos or revealing personal information
 - f. Sending personal information (including pictures and videos) about someone else to a third-party

d) **Discrimination** – Differential treatment of an individual based on one or more prohibited grounds which includes race, citizenship, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, or disability.

e) **Harassment** – A course of vexatious comment or conduct against a Participant or group, which is known or ought reasonably to be known to be unwelcome. Harassment may occur as a single serious incident or as a pattern of behaviours and may overlap with other forms of Maltreatment under the UCCMS. Types of behaviour that constitute Harassment include, but are not limited to:

- i. Written or verbal abuse, threats, or outbursts;
- ii. Persistent unwelcome remarks, jokes, comments, innuendo, or taunts;
- iii. Racial harassment, which is racial slurs, jokes, name calling, or insulting behaviour or terminology that reinforces stereotypes or discounts abilities because of racial or ethnic origin;
- iv. Leering or other suggestive or obscene gestures;
- v. Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions;
- vi. Practical jokes which endanger a person's safety, or may negatively affect performance;
- vii. Hazing – which is any form of conduct which exhibits any potentially humiliating, degrading, abusive, or dangerous activity expected of a junior-ranking individual by a more senior individual, which does not contribute to either individual's positive development, but is required to be accepted as part of a team or group, regardless of the junior-ranking individual's willingness to participate. This includes, but is not limited to, any activity, no matter how traditional or seemingly benign, that sets apart or alienates any teammate or group member based on class, number of years on the team or with the group, or ability;
- viii. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing;
- ix. Deliberately excluding or socially isolating a person from a group or team;
- x. Physical or sexual assault, including but not limited to persistent sexual flirtations, advances, requests, or invitations;
- xi. Contributing to a poisoned sport environment, which can include:
 - a. Locations where material that is discriminatory is displayed (e.g., sexually explicit posters and racial/racist cartoons)
 - b. Groups where harassing behaviour is part of the normal course of activities
 - c. Behaviour that causes embarrassment, awkwardness, endangers a person's safety or negatively affects performance.
- xii. Behaviours such as those described above that are not directed towards a specific person or group but have the same effect of creating a negative or hostile environment; and
- xiii. Retaliation or threats of retaliation against a person who reports harassment to Boxing Alberta

This is not an exhaustive list, and behaviour may constitute harassment even if not directed at a specific individual. Assessment of such will be based on impact not intent.

f) ***Participants** – Refers to all categories of individual members and/or registrants defined in the Bylaws of Boxing Alberta as well as all people engaged in activities with Boxing Alberta, including, but not limited to Athletes, coaches, instructors, officials, volunteers, managers, administrators, committee members, and Directors and Officers. Participants are subject to the UCCMS and the policies of Boxing Alberta.

g) **Person in Authority** – Any Participant who holds a position of authority within Boxing Alberta including, but not limited to, coaches, instructors, officials, managers, support personnel, chaperones, committee members, and Directors and Officers.

h) **Vulnerable Participants** – Includes Minors and vulnerable adults (people who, because of age, disability or other circumstance, are in a position of dependence on others or are otherwise at a greater risk than the general population of being harmed by people in positions of trust or authority)

i) **Workplace** – Any place where business or work-related activities are conducted. Workplaces include but are not limited to, the registered office(s), work-related social functions, work assignments outside the registered office(s), work-related travel, the training and competition environment, and work-related conferences or training sessions.

Purpose

3. The purpose of this Code is to ensure a safe and positive environment within the programs, activities, and events of Boxing Alberta by making Participants aware that there is an expectation, at all times, of appropriate behaviour consistent with the applicable organization's core values and policies. Boxing AB supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals can safely participate in sport and are treated with respect and fairness.

Application of this Code

4. This Code applies to any Participant's conduct during the business, activities, and events of Boxing Alberta including, but not limited to: competitions, practices, evaluations, treatment or consultations (e.g., massage therapy), training camps, travel associated with organizational activities, the office environment, and any meetings.

5. This Code also applies to Participants' conduct outside of the business, activities, and events of Boxing Alberta when such conduct is detrimental to the image and reputation of Boxing Alberta, including social media. The applicability of this Code will be determined solely by Boxing Alberta, at its discretion.

6. *This Code applies to Participants active in the sport or who have retired from the sport where any claim regarding a potential breach of this Code occurred when the Participant was active in the sport.

7. When a violation or concern related to Maltreatment is reported, the complaint shall be filed through Boxing Alberta's designated independent reporting pathway. Boxing Alberta has adopted the **Alberta Safe Sport Complaint Mechanism (ABSSCM)**, which is administered by an **Independent Third Party (ITP)** and operates independently from Boxing Alberta's management and Board.

All reports of Maltreatment that fall within the jurisdiction of the ABSSCM will be received, assessed, and managed by the Independent Third Party in accordance with the **Alberta Universal Code of Conduct (AB UCC)** and applicable ABSSCM policies and procedures. The Independent Third Party is responsible for determining jurisdiction, assessing safety concerns, directing the complaint through the appropriate resolution process, and determining whether an investigation is required.

Boxing Alberta's Executive Director, Board of Directors, and staff shall not conduct or direct investigations of Maltreatment complaints that fall under the ABSSCM. Where a complaint falls outside the jurisdiction of the ABSSCM, it will be addressed in accordance with Boxing Alberta's internal policies and procedures.

8. Following an investigation by the agreed upon authority, such as but not limited to, Boxing Alberta Executive Director, any Participant who violates this Code may be subject to sanctions pursuant to Boxing Alberta's *Discipline Policy as found in Boxing Alberta's Policies and Procedures Manual*, once the Investigation has been completed and the findings have been presented to the Disciplinary committee. In addition to facing possible sanctions pursuant to Boxing Alberta's *Discipline Policy*, a Participant who violates this Code during a competition may be removed from the competition or training area, and the Participant may be subject to further sanctions.

Persons in Authority and Maltreatment

9. **When acting as a Person in Authority, Participants are responsible for knowing what constitutes Maltreatment.* The categories of Maltreatment are not mutually exclusive, and the examples provided in each category are not exhaustive. The assessment of Maltreatment is based on whether the conduct falls within one or more prohibited categories, rather than on how the conduct is labeled. Abuse, assault, harassment, bullying, hazing, and related behaviours may overlap and be experienced across multiple categories of Maltreatment.

10. **Maltreatment may consist of any prohibited behaviour or conduct* and may occur in one or more of the following circumstances. The physical location where the alleged Maltreatment occurred is not determinative:

- a) Within a sport environment;
- b) When the Participant alleged to have committed Maltreatment was engaged in sport-related activities;
- c) When Participants interacted due to their mutual involvement in sport; or
- d) Outside of the sport environment, where the conduct has a serious and detrimental impact on another Participant or on the sport environment.

11. **It is a violation of this Code for sport administrators or other Persons in Authority to place Participants in situations that create or increase vulnerability to Maltreatment.* This includes, but is not limited to:

Instructing an Athlete and a Person in Authority to share a hotel room during travel;

Hiring, retaining, or assigning a Person in Authority who has a known or recorded history of Maltreatment;

Assigning support personnel to an Athlete when the support personnel has a known history of Maltreatment;

Assigning a guide or support person to an Athlete with a disability without appropriate consultation with the Athlete.

Concerns or reports related to Maltreatment involving Persons in Authority shall be addressed through Boxing Alberta's designated independent reporting pathway, in accordance with the Alberta Safe Sport Complaint Mechanism and the Alberta Universal Code of Conduct.

Responsibilities

12. During the course of any business, activities, and events of Boxing Alberta, Participants have a responsibility to:

a) *Refrain from any behaviour that constitutes Maltreatment, Discrimination, or Harassment

b) Maintain and enhance the dignity and self-esteem of other Participants by:

i. Treating each other with fairness, honesty, respect and integrity;

ii. Focusing comments or criticism appropriately and avoiding public criticism of Athletes, coaches, officials, organizers, volunteers, employees, or other Participants;

iii. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct; and

iv. Ensuring adherence to the rules of the sport and the spirit of those rules.

c) Abstain from the non-medical use of medications or drugs or the use of Prohibited Substances or Prohibited Methods as listed on the version of the World Anti-Doping Agency's Prohibited List currently in force, as it relates to participation in any competitive events or activities of Boxing Alberta. More specifically, Boxing Alberta adopts and adheres to the Canadian Anti-Doping Program. Boxing Alberta will respect any sanction imposed on a Participant as a result of a breach of the Canadian Anti-Doping Program or any other applicable Anti-Doping Rules

d) Refrain from coaching, training, instructing, administrating, managing, or being involved in the athletic development of any person who has been found to have committed an anti-doping rule violation and is serving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program or any other applicable Anti-Doping Rules

e) Reasonably cooperate with the CCES or another anti-doping organization that is investigating anti-doping rule violations

f) Not harass, intimidate or otherwise conduct themselves offensively towards a doping control official or other individual involved in doping control

g) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities

- h) Refrain from consuming recreational drugs while participating in the programs, activities, competitions, or events of Boxing
- i) In the case of Minors, not consume alcohol, tobacco, or cannabis at any competition or event
- j) In the case of adults, not consume recreational drugs in the Workplace or in any situation associated with the events of Boxing Alberta (subject to any requirements for accommodation), not consume alcohol during training, competitions, or in situations where Minors are present, and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations
- k) When driving a vehicle:
 - i. Have a valid driver's license;
 - ii. Not be under the influence of alcohol or illegal drugs or substances;
 - iii. Have valid car insurance; and
 - iv. Refrain from holding a mobile device.
- l) Respect the property of others and not wilfully cause damage
- m) Promote sport in the most constructive and positive manner possible
- n) Refrain from engaging in deliberate cheating which is intended to manipulate the outcome of a classification or competition, and not offer or receive any bribe which is intended to manipulate the outcome of a competition
- o) Adhere to all applicable federal, provincial/territorial, municipal and host country laws
- p) Comply, at all times, with the bylaws, policies, procedures, and rules and regulations of Boxing Alberta, as applicable and as adopted and amended from time to time
- q) Report any ongoing criminal or anti-doping investigation, conviction, or existing bail conditions involving a Participant to Boxing Alberta, including, but not limited to, those for violence, child pornography, or possession, use, or sale of any illegal or prohibited substance or method

Directors, Committee Members, and Staff

13. In addition to section 12 (above), Directors, committee members, and staff of Boxing Alberta will have additional responsibilities to:

- a) Function primarily as a Director, committee member or staff member of Boxing Alberta (as applicable) and ensure to prioritize their loyalty to Boxing Alberta (and not to any other organization or group) while acting in this role
- b) Ensure that financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities
- c) Conduct themselves openly, professionally, lawfully and in good faith
- d) Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism

- e) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to applicable laws
- f) Maintain confidentiality of private organizational information
- h) Respect the decisions of the majority and resign if unable to do so
- i) Commit the time to attend the mandatory meetings per year as set out in *Boxing Alberta's bylaws* and be diligent in preparation for, and participation in, discussions at such meetings
- j) Have a thorough knowledge and understanding of all governance documents

Coaches, Instructors, Trainers, and Athlete Support Personnel

14. In addition to section 12 (above), coaches, instructors, trainers, and athlete support personnel have additional responsibilities. The Coach–Athlete relationship is a privileged one and plays a critical role in the personal, sport, and athletic development of the Athlete. Coaches must understand and respect the inherent power imbalance that exists in this relationship, regardless of age difference, and must not abuse this power, either consciously or subconsciously.

Coaches, instructors, trainers, and athlete support personnel shall:

- a) *Avoid any behaviour that abuses the Power Imbalance inherent in their position*, including: i. Establishing or maintaining a sexual or intimate relationship with an Athlete they are coaching; or ii. Encouraging or engaging in inappropriate physical or emotional intimacy with an Athlete, regardless of the Athlete's age.
- b) Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the Athletes.
- c) Prepare Athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments, while refraining from training methods or techniques that may cause harm.
- d) Avoid compromising the present or future health of Athletes by communicating and cooperating with qualified sport medicine and health-care professionals in the diagnosis, treatment, and management of Athletes' physical and psychological health.
- e) Support the coaching staff of a training camp, provincial/territorial team, or national team should an Athlete qualify for participation in such programs.
- f) Accept and promote Athletes' personal goals and refer Athletes to other coaches or sport specialists as appropriate.
- g) Provide Athletes, and the parents or guardians of Minor Athletes, with the information necessary to enable informed participation in decisions that affect the Athlete.
- h) Act in the best interest of the Athlete's holistic development as a whole person.

- i) Report any ongoing criminal or anti-doping investigation, conviction, or existing bail conditions, including those related to violence, child sexual exploitation, or the possession, use, or distribution of illegal or prohibited substances or methods, in accordance with Boxing Alberta policy and applicable reporting requirements.
- j) Not coach, train, or otherwise support Athletes who use methods or substances prohibited by the Canadian Anti-Doping Program without valid and acceptable justification.
- k) Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or prohibited substances or methods, and, in the case of Minors, alcohol, cannabis, or tobacco.
- l) Not engage in a sexual or intimate relationship with an Athlete of any age where the coach or support personnel is in a position of trust, authority, or dependency.
- m) Immediately disclose to Boxing Alberta and remove themselves from any coaching or support role where a sexual or intimate relationship exists with an Athlete over the age of majority, and ensure that any related concerns are addressed through the appropriate independent reporting pathway where required.
- n) Recognize the power inherent in their position and respect and promote the rights of all Participants. This includes upholding confidentiality, informed participation, and fair and reasonable treatment, with particular care for Participants who are vulnerable or dependent and less able to protect their own interests.
- o) Dress professionally and use appropriate language at all times.
- p) Encourage officials in their participation and refrain from public criticism of officials' decisions. Any concerns must be raised respectfully with the Director of Competitions or Chief Official after the conclusion of a Boxing Alberta event, unless the official determines that the concern can be addressed during the event. Failure to adhere to this requirement may result in immediate sanctions pursuant to Boxing Alberta's Discipline Policy.

Parents/Guardians and Spectators

15. Parents/guardians and spectators at events should:

- a) Encourage Athletes to compete within the rules and to resolve conflicts without resorting to hostility or violence
- b) Condemn the use of violence in any form
- c) Never ridicule a participant for making a mistake during a competition or practice
- d) Respect the decisions and judgments of officials, and encourage Athletes to do the same
- e) Support all efforts to remove verbal and physical abuse, coercion, intimidation, and sarcasm
- f) Respect and show appreciation to all competitors, and to coaches, officials and other volunteers

g) Never harass competitors, coaches, officials, parents/guardians, or other spectators

Branches

16. Provincial / Territorial Branches must:

- a) Adhere to all of Boxing Alberta's governing documents and, where necessary, amend their own rules to comply or align with those of Boxing Alberta. b) Pay all required dues and fees by the prescribed deadlines;
- b) Recognize that their websites, blogs and social media accounts may be seen as extensions of Boxing Alberta and must reflect Boxing Alberta's mission, vision and values
- c) Ensure that all Athletes and coaches participating in sanctioned competitions and events of Boxing BC are registered and in good standing
- d) Appropriately screen prospective employees to help ensure Athletes have a healthy and safe sport environment
- e) Ensure that any possible or actual misconduct is investigated promptly and thoroughly
- f) Impose appropriate disciplinary or corrective measures when misconduct has been substantiated
- g) Advise Boxing Alberta immediately of any situation where a complainant has publicized a complaint in the media, including social media
- h) Provide Boxing Alberta with a copy of any relevant decisions rendered pursuant to the organization's policies for complaints and appeals

Appendix A – Definitions from the UCCMS

The following definitions are adapted from the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS), Version 7.0 (2025), and the Alberta Universal Code of Conduct (AB UCC), as amended from time to time.

***Consent** – Consent is defined in Canada's Criminal Code as the voluntary agreement to engage in the sexual activity in question. **Consent cannot exist where there is a Power Imbalance involving a Person in Authority.** The law focuses on what the person was actually thinking and feeling at the time of the sexual activity. Sexual touching is only lawful if the person affirmatively communicated their consent, whether through words or conduct. Silence or passivity does not equal consent.

Sexual activity is only lawful when both parties consent. The Criminal Code also says there is no consent when: Someone says or does something that shows they are not consenting to an activity; Someone says or does something to show they are not agreeing to continue an activity that has already started; Someone is incapable of consenting to the activity, because, for example, they are unconscious; The consent is a result of someone abusing a position of trust, power or authority or someone consents on someone else's behalf. A person cannot say they mistakenly believed a person was consenting if: that belief is based on their own intoxication; they were reckless about whether the person was consenting; they chose to ignore things that would tell them there was a lack of consent; or they didn't take proper

steps to check if there was consent. Sexual activity with a Minor is a criminal offence as is sexual activity with a person under the age of 18 years when the other person is in a position of trust or authority 3.

***Disclosure** - The sharing of information by a Participant regarding an incident or a pattern of Maltreatment experienced by that Participant. Disclosure does not constitute a formal report that initiates a process of investigation to address the Maltreatment

***Duty to Report**

a) **Concerns Under Child Protection Legislation:** Participants have a legal duty to report known or suspected Maltreatment of a Minor to child protection authorities or law enforcement, as required by law. Participants also have a duty to report concerns of Maltreatment or other prohibited conduct through the appropriate independent Safe Sport reporting mechanism. Every person in Canada has a duty to report known or suspected child Maltreatment by law

b) **Concerns Outside of Child Protection Legislation:** Participants have a duty to report concerns of inappropriate conduct of other Participants to uphold the ethical standards and values of Canadian sport. Reporting inappropriate conduct is important to ensure proper action is taken and expectations are re-established. By addressing inappropriate conduct, a collective responsibility to protect Participants from Maltreatment is enacted

***Maltreatment** – Maltreatment includes any act or omission that results in, or has the potential to result in, physical or psychological harm. Maltreatment is determined by the objective behaviour, not by intent, and harm does not need to occur for the behaviour to be considered Maltreatment.

a. Verbal Acts - Verbally assaulting or attacking someone, including but not limited to: unwarranted personal criticisms; body shaming; derogatory comments related to one's identity (e.g., race, gender identity or expression, ethnicity, Indigenous status, ability/disability); comments that are demeaning, humiliating, belittling, intimidating, insulting or threatening; the use of rumours or false statements about someone to diminish that person's reputation; using confidential sport and non-sport information inappropriately. Verbal Maltreatment may also occur in online forms.

b. Non-assaultive Physical Acts (no physical contact) - Physically aggressive behaviours, including but not limited to: throwing objects at or in the presence of others without striking another; hitting, striking or punching objects in the presence of others

c. Acts that Deny Attention or Support - Acts of commission that deny attention, lack of support or isolation including but not limited to: ignoring psychological needs or socially isolating a person repeatedly or for an extended period of time; abandonment of an Athlete as punishment for poor performance; arbitrarily or unreasonably denying feedback, training opportunities, support or attention for extended periods of time and/or asking others to do the same

b) *Physical Maltreatment* – includes, without limitation, contact or non-contact behaviours that have the potential to cause physical harm

a. Contact behaviours - Including but not limited to: deliberately punching, kicking, beating, biting, striking, strangling or slapping another; deliberately hitting another with objects

b. Non-contact behaviours - Including but not limited to: isolating a person in a confined space; forcing a person to assume a painful stance or position for no athletic purpose (e.g., requiring an Athlete to kneel on a hard surface); the use of exercise for the purposes of punishment; withholding, recommending against, or denying adequate hydration, nutrition, medical attention or sleep; denying access to a toilet; providing alcohol to a Participant under the legal drinking age; providing illegal drugs or non-prescribed medications to a Participant; encouraging or knowingly permitting an Athlete to return to play prematurely following any injury or after a concussion and without the clearance of a medical professional; encouraging an Athlete to perform a skill for which they are known to not be developmentally ready

c) *Sexual Maltreatment* – includes, without limitation, any act targeting a person’s sexuality, gender identity or expression, that is committed, threatened or attempted against a person, and includes but is not limited to the Criminal Code Offences of sexual assault, sexual exploitation, sexual interference, invitation to sexual touching, indecent exposure, voyeurism and non-consensual distribution of sexual/intimate images. Sexual Maltreatment also includes sexual harassment and stalking, cyber harassment, and cyber stalking of a sexual nature. Examples include:

a. Any penetration of any part of a person’s body, however slight, with any object or body part by a person upon another person, including but not limited to:

1. vaginal penetration by a penis, object, tongue, or finger; and
2. anal penetration by a penis, object, tongue, or finger

b. Any intentional touching of a sexual nature of any part of a person’s body, however slight, with any object or body part by a person upon another person, including but not limited to:

1. kissing;
2. intentional touching of the breasts, buttocks, groin or genitals, whether clothed or unclothed, or intentionally touching of another with any of these body parts;
3. any contact, no matter how slight, between the mouth of one person and the genitalia of another person, and
4. making another touch themselves, the Participant, or someone else with or on any of the body parts listed in b).
5. any intentional touching in a sexualized manner regardless of the relationship, context or situation

c. In addition to the criminal acts identified above, the UCCMS prohibits sexual relations between an Athlete above the age of majority (depending upon jurisdiction) and a Participant

who holds a position of trust and authority on the basis that there can be no Consent where there is a Power Imbalance. A Power Imbalance that is presumed to exist may be challenged

d) *Neglect* – or acts of omission, includes without limitation: not providing an Athlete recovery time and/or treatment for a sport injury; not being aware of and not considering an individual's physical or intellectual disability; not considering supervision of an Athlete during travel, training or competition; not considering the welfare of the Athlete when prescribing dieting or other weight control methods (e.g., weigh-ins, caliper tests); disregarding the use of performance-enhancing drugs by an Athlete; failure to ensure safety of equipment or environment; allowing an Athlete to disregard sport's rules, regulations, and standards, subjecting Participants to the risk of Maltreatment

e) *Grooming* – is often a slow, gradual and escalating process of building trust and comfort with a young person. Grooming includes, without limitation, the process of making inappropriate behaviour seem normal and gradually engaging in 'boundary violations' which have been professionally-identified to Canadian standards (e.g., a degrading remark, a sexual joke, sexualized physical contact; adult Participants sharing rooms with a Minor who is not an immediate family member; providing a massage or other purported therapeutic interventions with no specific training or expertise; private social media and text communications; sharing personal photographs; shared use of locker rooms; private meetings; private travel, and providing gifts). The Grooming process:

a. Grooming usually begins with subtle behaviours that do not appear to be inappropriate. Many victims/survivors of sexual abuse do not recognize the grooming process as it is happening, nor do they recognize that this process of manipulation is part of the overall abuse process.

b. In the grooming process, the offender begins by gaining trust of adults around the young person. The offender establishes a friendship and gains the young person's trust. Grooming then involves testing boundaries (e.g., telling sexual jokes, showing sexually explicit images, making sexual remarks). Typically, behaviour moves from non-sexual touching to "accidental" sexual touching

c. The young person is often manipulated into feeling responsible for the contact, is discouraged from telling anyone else about the relationship, and is made to feel obligated to protect the offender. The offender also builds trust with those close to the young person so that the relationship with the young person is not questioned

f) *Interference with or Manipulation of Process* – it is considered maltreatment if an adult Participant directly or indirectly interferes with a process by:

a. falsifying, distorting, or misrepresenting information, the resolution process, or an outcome;

b. destroying or concealing information;

c. attempting to discourage an individual's proper participation in or use of the processes of Boxing Alberta;

- d. harassing or intimidating (verbally or physically) any person involved in the processes before, during, and/or following any proceedings of Boxing Alberta;
- e. publicly disclosing a Participant's identifying information, without the Participant's agreement;
- f. failing to comply with any temporary or provisional measure or other final sanction;
- g. distributing or otherwise publicizing materials a Participant gains access to during an investigation or hearing, except as required by law or as expressly permitted; or
- h. influencing or attempting to influence another person to interfere with or manipulate the process

g) *Retaliation* – which means that a Participant shall not take an adverse action against any person for making a good faith Report of possible Maltreatment or for participating in any process related to alleged conduct violations. Retaliation includes threatening, intimidating, harassing, coercing or any other conduct that would discourage a reasonable person from engaging or participating in the processes of Boxing BC. Retaliation after the conclusion of investigation and sanction processes is also prohibited. Retaliation may be present even where there is a finding that no Maltreatment occurred. Retaliation does not include good-faith actions lawfully pursued in response to a Report of possible Maltreatment

h) *Aiding and Abetting* – which is any act taken with the purpose of facilitating, promoting, or encouraging the commission of Maltreatment by a Participant. Aiding and Abetting also includes, without limitation, knowingly:

- a. allowing any person who has been suspended or is otherwise ineligible to be in any way associated with sport or to coach or instruct Participants;
- b. providing any coaching-related advice or service to an Athlete who has been suspended or is otherwise ineligible; and
- c. allowing any person to violate the terms of their suspension or any other sanctions imposed

i) *Reporting* – it is considered Maltreatment to fail to report Maltreatment of a Minor. A legal Duty to Report is mandated by law, and the requirement varies by province depending on provincial legislation.

a. Failure to Report Maltreatment of a Minor

1. The obligation to Report requires the Reporting of any conduct which, if proven true, would constitute Psychological Maltreatment, Sexual Maltreatment, Physical Maltreatment or Neglect involving a Minor Participant. The obligation to Report is an ongoing one and is not satisfied simply by making an initial Report. The obligation includes Reporting, on a timely basis, all relevant information of which an adult Participant becomes aware

2. The obligation to report includes making a direct Report

3. The obligation to Report includes personally identifying information of a potential Minor Complainant to the extent known at the time of the Report, as well as a duty to reasonably supplement the Report as to identifying information learned at a later time

4. Participants should not investigate or attempt to evaluate the credibility or validity of allegations involving Psychological Maltreatment, Sexual Maltreatment, Physical Maltreatment or Neglect. Participants making a good faith Report are not required to prove the Reports are true before Reporting

b. Failure to Report Inappropriate Conduct

1. Not all inappropriate conduct may meet the threshold for constituting Maltreatment. However, such inappropriate conduct may represent behaviour with the risk of escalating to Maltreatment. Any Participant who suspects or becomes aware of another Participant's inappropriate conduct, even if it is not defined as Maltreatment, has a Duty to Report such inappropriate conduct through the organization's internal procedures. Those in positions of trust and authority who become aware of another's inappropriate conduct have a responsibility for reporting the concern within their organization's policies and procedures. The person making the report does not need to determine whether a violation took place: instead, the responsibility lies in reporting the objective behaviour.

c. Intentionally Filing a False Allegation

1. An allegation is false if the events Reported did not occur, and the person making the Report knows the events did not occur

2. A false allegation is different from an unsubstantiated allegation; an unsubstantiated allegation means there is insufficient supporting evidence to determine whether an allegation is true or false. Absent demonstrable bad faith, an unsubstantiated allegation alone is not grounds for a violation

***Minor** – Any Participant who is under the age of majority at the time and in the jurisdiction where the alleged Maltreatment has occurred. Adults are responsible for knowing the age of a Minor. For the purpose of protection in each Canadian province and territory, a Minor is a child younger than the following age:

i. 16 years old: Newfoundland and Labrador; Saskatchewan; Northwest Territories; Nunavut

ii. 18 years old: Prince Edward Island; Quebec; Ontario; Manitoba; Alberta

iii. 19 years old: Nova Scotia; New Brunswick; British Columbia; Yukon

***Neglect** – Any pattern or a single serious incident of lack of reasonable care, inattention to a Participant's needs, nurturing or well-being, or omissions in care. Neglect is determined by the objective behaviour but the behaviour must be evaluated with consideration given to the Participant's needs and requirements, not whether harm is intended or results from the behaviour. (Neglect is also a prohibited behaviour listed under the definition of Maltreatment)

***Physical Maltreatment** – Any pattern or a single serious incident of deliberate conduct that has the potential to be harmful to the physical well-being of the Participant. Physical Maltreatment includes, without limitation, contact or non-contact infliction of physical harm. Physical Maltreatment is determined by the objective behaviour, not whether harm is intended or results from the behaviour. (Physical Maltreatment is also a prohibited behaviour listed under the definition of Maltreatment)

***Power Imbalance** – A Power Imbalance exists where, based on the totality of the circumstances, a Participant has supervisory, evaluative, duty-of-care, or other authority over another Participant. Once a Coach–Athlete relationship is established, a Power Imbalance is presumed to exist for the duration of the relationship and, in the case of a Minor, may continue after the relationship ends.

A Power Imbalance may also exist between an Athlete and other adults involved in sport in positions such as high-performance directors, sport specific health-care providers, sport science support staff, care or support persons, guides or pilots. Maltreatment occurs when this power is misused. Once a coach-Athlete relationship is established, a Power Imbalance is presumed to exist throughout the coach-Athlete relationship, regardless of age, and is presumed to continue for Minor Athletes after the coach-Athlete relationship terminates or until the Athlete reaches 25 years of age. A Power Imbalance may exist, but is not presumed, where an intimate relationship existed before the sport relationship commenced (e.g., a relationship between two spouses or life partners, or a sexual relationship between consenting adults that preceded the sport relationship).

***Sexual Maltreatment**

a) Involving a Child: Any form of adult/child sexualized interaction constitutes child sexual abuse. Sexual abuse of a child may occur through behaviours that do or do not involve actual physical contact. (Sexual Maltreatment is also a prohibited behaviour listed under the definition of Maltreatment)

b) Involving a person over the Age of Majority: Any sexual act, whether physical or psychological in nature, that is committed, threatened, or attempted against a Participant without the Participant's Consent. It includes any act targeting a Participant's sexuality, gender identity or expression, that is committed, threatened or attempted against a Participant without that Participant's Consent, and includes but is not limited to, the Criminal Code Offences of sexual assault, sexual exploitation, sexual interference, invitation to sexual touching, indecent exposure, voyeurism and non-consensual distribution of sexual/intimate images. Sexual Maltreatment also includes sexual harassment and stalking, cyber harassment, and cyber stalking of a sexual nature. Sexual Maltreatment can take place through any form or means of communication (e.g. online, social media, verbal, written, visual, hazing, or through a third party). (Sexual Maltreatment is also a prohibited behaviour listed under the definition of Maltreatment)

Boundary Transgressions : Interactions or communications that breach objectively reasonable boundaries and are inconsistent with the duties or responsibilities of a Participant, including conduct that serves no legitimate sport-related purpose.

Independent Third Party : An independent entity responsible for receiving, assessing, and managing Safe Sport complaints and related processes, operating independently from Boxing Alberta's management and Board.

Alberta Safe Sport Complaint Mechanism (ABSSCM) : Alberta's independent system for reporting and resolving Maltreatment and other prohibited conduct under the Alberta Universal Code of Conduct, administered by an Independent Third Party.

H. Boxing Alberta Registered Club Policy

Please ensure you review the conditions listed prior to submitting an application to register a club with Boxing Alberta.

Certified Coaching Staff

Registered, Boxing Alberta certified coaches must be present to supervise any training/sparring. Coaches actively acquiring certification can be granted a grace period by the board. It is understood that Boxing Alberta liability insurance covers only Boxing Alberta members in activities related to their membership in Boxing Alberta and pursuant to the Policies and By-laws of Boxing Alberta.

It is the responsibility of the club that All staff members supervising training and programs within the club must be registered with Boxing Alberta.

All training must be conducted in a clean and safe environment using equipment as outlined in the Boxing Canada rule book and the NCCP Coaching Manuals. Club membership will be conditional at all times and may have to pass an initial safety inspection by an appointee of the Executive Committee. The inspection will include a checklist, approved by the Executive Committee, of safety features and a recommendation for membership of the club. The address of the clubs primary training location must have the majority of its registered athletes training in the location specified for the majority of their training schedule. The executive reserves the right to request the clubs training times to verify clubs' legitimacy through a possible inspection.

If a club is unable to train at their own registered address, they can use another registered club's facilities and have the benefit of Boxing Alberta's liability insurance but will be unable to apply for a sanctioned event or have voting rights at Boxing Alberta annual general meeting.

I. Human Resources & Executive Director Employment Policy

1. Policy Statement

Boxing Alberta (BA) is the Provincial governing body for the sport of boxing in Alberta. BA advances the sport by supporting its member clubs and by organizing events and programs that build community and inclusivity, empowers all affiliated members to participate and enjoy our sport.

The Executive Director reports to the Board of Directors through the Board President, Board Executive or another Board-designated representative. Employment decisions relating to the Executive Director, including hiring, compensation, performance review, discipline, and termination, require Board Executive approval unless otherwise authorized by the bylaws or a Board resolution. Any delegation of day-to-day supervision or employment administration must be clearly approved by the Board Executive.

This policy is intended to provide a concise employment framework for the Executive Director and any future employee while recognizing Boxing Alberta's current small-staff structure. More detailed requirements may be addressed in the employment agreement, Board governance policies, Safe Sport policies, expense and reimbursement procedures, privacy and records procedures, and the workplace violence and harassment prevention plan.

This policy establishes minimum expectations and does not replace applicable employment legislation, the Alberta Employment Standards Code, the Alberta Human Rights Act, the Alberta Occupational Health and Safety Act and Code, or any individual employment agreement. Where legislation provides a greater right or benefit, the legislation will prevail.

Employment status, compensation, probation, benefits, hours of work, and other role-specific terms will be set out in the written employment agreement or otherwise approved by the Board in writing. Contractors are not employees and must be engaged through written contracts that define the scope of services, payment terms, confidentiality obligations, ownership of work product, and compliance expectations.

2. Code of Conduct

Employees must avoid actual, potential, and perceived conflicts of interest and disclose any outside employment, volunteer role, personal relationship, financial interest, or other activity that could reasonably be viewed as affecting their objectivity, loyalty, or ability to perform their duties for BA. The Board may impose conditions, require recusal from decisions, or direct that the conflict be resolved in a manner that protects BA's interests.

Employees will:

- Act with honesty and integrity and conduct themselves transparently, professionally, lawfully and in good faith in the best interests of BA.
- Ensure that BA's financial affairs are conducted in a transparent and responsible manner with due diligence for all fiduciary responsibilities.
- Conduct themselves with decorum that is appropriate for both the circumstance and position.
- Remain up to date on BA's activities, the provincial boxing community, and the overall trends and requirements of sport associations.
- Exercise the necessary care, diligence and skill required by BA in the performance of their duties.
- Respect the utmost of confidentiality appropriate to issues of a sensitive nature, only sharing information with the appropriate people when required to do so to support the issue and BA
- Refrain from using any information they may acquire with respect to the organization's affairs for their own personal gains or purposes.
- Respect the decisions of the board and abide by those decisions, providing recommendations or suggestions when applicable as the neutral unbiased employee.
- Adhere to the bylaws and policies approved by BA and familiarize themselves with its vision, mission and values.
- Adhere to BA's, Boxing Canada's and the Canadian Sport Institute Alberta's Safe Sport Policies

Employees must not engage in harassment, discrimination, bullying, workplace violence, retaliation, intimidation, threats, reprisal, or conduct that undermines a respectful workplace.

Employees must also use social media, electronic communications, and public communications in a manner that is professional, respectful, and consistent with BA's policies and reputation.

Employees must comply with BA's Safe Sport policies, Boxing Canada's Safe Sport requirements, and any applicable Canadian sport reporting, complaint, investigation, resolution, sanction, or appeal process. Safe Sport procedures should be maintained separately from this employment policy so that maltreatment, abuse, harassment, discrimination, and related complaints are handled through the appropriate sport-specific process.

3. Diversity and Inclusion in Hiring

Boxing Alberta is committed to equal opportunity, fair hiring, and employment practices that comply with the Alberta Human Rights Act. BA will not discriminate on the basis of protected grounds, including race, colour, ancestry, place of origin, religious beliefs, gender, gender identity, gender expression, physical disability, mental disability, age, marital status, family status, source of income, or sexual

orientation. BA will consider accommodation requests in good faith and will provide reasonable accommodation to the point of undue hardship.

4. Health and Safety

Boxing Alberta is deeply committed to the health and safety of its employee(s). BA will make every effort to provide a safe and healthy work environment, taking all reasonable precautions for the protection of its employee(s).

BA will ensure compliance with all local, provincial and federal workplace health and safety legislation.

BA will maintain a workplace violence and harassment prevention plan that addresses prevention measures, reporting, investigation, confidentiality, and corrective action. Employees are responsible for working safely, following applicable health and safety procedures, promptly reporting hazards, injuries, incidents, near misses, workplace violence, and harassment concerns, and cooperating in investigations or corrective actions. Employees have the right and responsibility to refuse unsafe work in accordance with Alberta occupational health and safety legislation.

5. Hours of Employment

Due to the seasonal nature of the sport and the fluctuating demands on employees, hours of work may vary from month to month. The normal workweek, overtime eligibility, time-off-in-lieu, flexible scheduling, travel time, and event-related work expectations will be set out in the employee's employment agreement or approved in writing by BA.

Employees must obtain prior approval for overtime or time-off-in-lieu unless urgent operational circumstances make prior approval impracticable. Overtime, general holiday work, travel time, and event-related compensation will be administered in accordance with the Alberta Employment Standards Code, as amended from time to time, and any applicable employment agreement.

The Executive Director is expected to respond to, action or support the needs of the organization in accordance with their role's duties, within a timeframe deemed appropriate by the Board of Directors (either from the Executive or the complete Board).

Hourly rate positions will be negotiated individually in accordance with the labour laws of Alberta.

6. Benefits

BA may reimburse approved business expenses, mileage, travel, and technology costs in accordance with Board-approved expense approval and reimbursement procedures. Employees must obtain required approvals, submit receipts or supporting documentation, and ensure expenses are reasonable, necessary, and incurred for BA business. Any health, insurance, or other employee benefits will be provided only where approved by BA and confirmed in writing.

BA will comply with the minimum required standards set by Alberta's employment regulations for providing employee benefits. These benefits include, but are not limited to, employment insurance, worker's compensation, Canada pension plan, job protected leaves etc.

7. Vacation and Holidays

Employee(s) may be required to manage events and provide logistical support to member clubs on Statutory Holidays. Employee(s) will review vacation requests with the applicable members of the Board to ensure there are no conflicts with events or their ability to perform the duties of their role.

Vacation entitlements and vacation pay will comply with the Alberta Employment Standards Code, as amended from time to time, and any applicable employment agreement.

8. Termination of Employment

An employee wishing to leave the employment of Boxing Alberta must give:

- One week notice if employed between 90 days - 2 years
- Two weeks notice if employed two years or more.

No notice is required if an employee is terminated for cause.

To be valid, a notice of termination must be received in writing and addressed or otherwise provided to the BA Board.

If BA terminates employment without cause, BA will provide notice, pay in lieu of notice, or a combination of both in accordance with the Alberta Employment Standards Code, as amended from time to time, any applicable employment agreement, and applicable common law requirements unless a valid employment agreement provides otherwise.

Notice, or payment in lieu of notice, is not required if:

- Dismissed for just cause
- Employed for 90 days or less
- Subject to contract employment that becomes impossible to perform due to unforeseeable or unpreventable causes beyond the control of Boxing Alberta.

9. Confidentiality and Privacy

Employees must protect confidential and personal information obtained through their work with BA, including athlete information, member and club information, financial records, personnel records, Safe Sport matters, Board materials, and organizational records. Confidential information may only be accessed, used, disclosed, stored, or retained for authorized BA purposes and in accordance with applicable privacy obligations. This obligation continues after employment ends.

10. Performance Review, Corrective Action, and Concerns

The Board, or a Board-designated committee or representative, will establish annual goals for the Executive Director, conduct a mid-year check-in where useful, and complete an annual performance review. Concerns may be addressed through feedback, written expectations, investigation, corrective action, discipline, or termination, depending on the circumstances and applicable law. Employee concerns should normally be reported to the Board President. Concerns involving the Board President should be reported to another Board-designated officer or committee. Safe Sport complaints will follow the applicable Safe Sport process, and workplace violence or harassment complaints will follow BA's workplace violence and harassment prevention plan. BA prohibits retaliation against any person who raises a concern in good faith or participates in a review or investigation.

11. Policy Review

This policy shall be reviewed by the Board of Directors at least every two years and updated as necessary to support good governance and ensure compliance with applicable legislation. BA should seek review by a qualified human resources professional or legal counsel when making material changes to this policy or when legislation changes.

J. Finance Management Policy

Statement

Boxing Alberta (BA) shall follow the bylaws of the association to maintain the financial accounts of the association. This policy further clarifies the roles, authority, responsibilities, and internal controls for essential financial management activities and decisions. The Board of Directors retains final authority and oversight over BA's financial management, including approval of annual budgets, material expenditures, banking authorities, policy exceptions, and any significant changes to financial controls.

Since Boxing Alberta is a small not-for-profit sport organization with one paid employee and a volunteer Board, controls must be proportionate, practical, and Board-led. Where full segregation of duties is not possible, compensating controls such as two-signature approval, Treasurer review, Board reporting, and documented records shall be used.

Board Approval Matrix

Item	Approval Required
Budget	Board
Routine budgeted expense	Executive Director or Treasurer within approved budget
Expense over set threshold	Treasurer plus one signing officer, or Board where required
Unbudgeted expense over threshold	Board
Cheque or electronic funds transfer	Two authorized signers
Casino fund use	As permitted by AGLC requirements and the Board-approved budget
Policy exception	Board Executive

Procedures

- 1) The BA Treasurer may delegate administrative financial tasks only with prior written approval of the Board Executive. Any delegation must be documented, time-limited, and specific as to scope. Approval authority, signing authority, and final oversight responsibilities may not be delegated unless expressly approved by the Board Executive.
- 2) The Treasurer is to review and present financial reports and financial statements as required for Board meetings and for the annual membership meeting. The Executive Director or designated staff may prepare accounting records and draft financial reports for Treasurer review.

- 3) The Board Executive and Executive Director may have access to electronic bank statements for the purposes of financial administration and oversight. Access shall be limited to authorized individuals and reviewed by the Board periodically to support appropriate segregation of duties.
- 4) Transfers between BA accounts must be approved in writing by the Treasurer and one additional authorized signing officer, or by the Board where required. The person recording the transfer in the accounting system should not be the only person approving or initiating the transfer.
- 5) The Executive Director is to prepare monthly bank statement reconciliation reports, balance sheets, and income statements and share them with the Treasurer. The Treasurer, or another Finance Committee or Board member who does not perform bookkeeping duties, shall review and independently verify reconciliations against bank statements and supporting documentation. The Treasurer may also request a report on the general ledger of all accounts showing all entries for the month.
- 6) Treasurer is to complete and submit the Casino Financial Report as required annually by the Alberta Gaming and Liquor Commission (AGLC).
- 7) The Treasurer is to ensure the yearly audit is completed and the CRA T2 corporate tax returns are completed on an annual basis.

Cash/Cheque Flow Procedures

- 1) Money flow, by way of cash and cheques, through the office shall be recorded at the time received using a receipt log or numbered receipt system. Deposits shall be prepared by the Executive Director or another authorized individual and verified by two individuals where practical. Copies of deposit slips, intake records, and supporting documentation shall be filed and reconciled to the accounting records.
- 2) All monies received shall be deposited in a timely fashion and transaction records maintained.
- 3) Paid invoices and receipts shall be produced and maintained for all office cash transactions, and the supporting documentation shall identify the payer, amount received, date received, purpose, and deposit reference.

Invoicing & Payment Procedures

- 1) All invoices, from the BA office, particularly to its member clubs and individual members, shall be sent out in a timely fashion and include a request for payment within 30 days.
- 2) All outstanding invoices shall be resent with a late fee attached as dictated by the board of directors.
- 3) The office is to prepare and distribute expense forms for the following, specifically for Board of Directors/Executive and where indicated within BA's bylaws:
 - i. Travel to and from the annual membership meeting
 - ii. Provincial tournaments

- iii. Provincial Coach, Head Official and Learning Facilitator course/workshop expenses
 - iv. Approved travel expenses for AB members per the support policy
 - v. General expenses for board members/executive director, as well as AGM administrators/controllers as required and approved by the applicable approvers
- 4) Expense forms and invoices received by the office shall be paid in a timely fashion.
- 5) Preparation of Cheques:
- i. Cheques may be prepared by the Executive Director or designated staff but must not be approved solely by the person preparing the cheque.
 - ii. All cheques are to be signed by two authorized officers with signing authority as per the bylaws.
 - iii. Cheque signers must review invoices, expense forms, approvals, and supporting documentation prior to signing any cheque.
 - iv. Supporting documentation for all cheques written shall be filed and made accessible to the Treasurer, Board, auditor, or other authorized reviewer upon request.
- 6) Unusual or non-recurring expenses are expenses that are outside the approved budget, outside ordinary operations, not previously approved by the Board, or materially different from routine recurring expenses. Any unusual or non-recurring expense over \$3,000 must be approved in writing by the Treasurer and either the Board Chair, Finance Committee, or Board of Directors before payment is issued. The authorized signing officers must review the approval and supporting documentation before signing a cheque or releasing payment.
- 7) All online payments and electronic funds transfers require approval by two authorized signing officers before release, regardless of amount. The Board shall approve and review the pre-authorized online payee list at least annually. Changes to the payee list must be documented and approved by two authorized signing officers or the Board.

Acceptance of Casino Fund Donations

- 1) Donations received from clubs shall be classified as unrestricted or restricted/designated at the time of receipt. Restricted or designated donations shall be tracked separately in the accounting system and used only for the approved or documented purpose, subject to applicable AGLC requirements. Reports on the use of designated donations shall be provided to the donating club within one year of the donation or as otherwise required.
- 2) Upon receipt of a donation duplicate receipts shall be printed and signed by a club director and the Executive Director. One copy will be given to the donating club for their AGLC records and one filed with the casino bank account deposit slip for BA.

Maintaining Financial Records

- 1) The Executive Director takes care of the 'books' through the SAGE accounting package on the BA main computer and must back up the program on a regular basis. Bookkeeping and record preparation shall be kept separate from final approval, signing, and independent reconciliation review wherever practical.

- 2) All supporting documentation for the general and casino accounts shall be maintained in organized yearly records for audit, casino use-of-funds reporting, tax reporting, grant reporting, and other regulatory or governance requirements.
- 3) All financial records shall be retained for at least seven years, or longer where required by CRA, AGLC, legal hold, audit, investigation, grant agreement, insurance requirement, or other regulatory obligation.
- 4) Records older than the required retention period may be securely destroyed only when there is no ongoing or reasonably anticipated audit, review, dispute, claim, legal matter, investigation, or regulatory requirement requiring continued retention.

A. ALBERTA AMATEUR BOXING ASSOCIATION

BY-LAWS

1 Predecessor Association

- 1.1 The constitution of the predecessor Association and all bylaws of the predecessor Association are hereby repealed.

2 Name of the Association

- 2.1 The name of the organization shall be Boxing Alberta, and hereinafter shall be referred to as the Association or Boxing Alberta.

3 Definitions of the Association

- 3.1 The words and letters "Boxing Alberta" shall mean this society; and shall be the society recognized by Boxing Canada, as the governing body of amateur boxing in the province of Alberta.
- 3.2 The letters BC shall mean Boxing Canada and shall be the society recognized as the governing body of the amateur boxing in Canada.
- 3.3 The letters A.I.B.A. shall mean the International Amateur Boxing Association and shall be the society recognized as the governing body of amateur boxing in the world.
- 3.4 Amateur Boxing shall refer to only the sport of amateur boxing, administered by recognized international amateur federations or national and/or provincial association of amateur boxing.
- 3.5 Amateur Boxer shall refer to any competitor who has not:
a) Competed for a money prize, staked, or bet wager;
b) Competed with or against a professional.
- 3.6 The term Official shall refer to anyone who acts in a Boxing Alberta official capacity, to include computer operators (an official may not participate in professional bouts).
- 3.7 The term Coach shall refer to anyone who acts in a coaching capacity of an amateur boxer.
- 3.8 The term Club shall mean an association of individuals recognized by Boxing Alberta.
- 3.9 The term Directors shall mean the members of the Board of Directors of Boxing Alberta.
- 3.10 The term Officers shall mean the members of the Executive Committee of Boxing Alberta.

- 3.11 The term Sanction shall mean the written permission, in the form of a sanction permit, allowing a member association club to hold an amateur boxing event.

4 Corporate Seal

- 4.1 The seal of the Association shall be in such form as shall be prescribed by the Board of Directors of Boxing Alberta and shall have the words “Boxing Alberta” or the initials BA endorsed thereon. Such officers as may be authorized by the Board of Directors of Boxing Alberta shall affix such seal to any documents requiring a seal.

5 Head Office

- 5.1 The head office of the Association shall be in the Province of Alberta, in a location prescribed by the Board of Directors of Boxing Alberta. The Board of Directors of Boxing Alberta may establish any other offices and/or agencies as deemed necessary or expedient.

6 Organization

- 6.1 The Association shall be organized in a fashion that allows the Board of Directors to carry out the business of Boxing Alberta in an effective and efficient manner.

7 Executive Committee

- 7.1 The business and affairs of Boxing Alberta shall be administered on behalf of the members by the Executive Committee.

7.2 The Executive Committee shall be comprised of the following officers:

- A. President
- B. Past President
- C. Vice President
- D. Secretary-Treasurer
- E. Member of Board of Directors as appointed if required

- 7.3 Meetings of the Executive Committee shall be held at the discretion of the President. The majority of executive members will constitute a quorum.

8 Duties of Officers of the Executive Committee

8.1 President

- A. The President, as Chief Executive Officer of Boxing Alberta, shall supervise and co-ordinate all Boxing Alberta affairs and activities and shall submit a written Annual Report therein to the General Membership of the Association.
- B. The President shall assign areas of responsibility to the members of the Board of Directors, subject to the approval of the Board of Directors.
- C. The President, when present, shall preside at all Executive and/or Board meetings

- of Boxing Alberta.
- D. The President shall be ex-officio member of all Boxing Alberta standing and ad hoc committees.
- E. The President shall exercise his vote, only in the event of a deadlock.

8.2 Past President

- A. The Past President shall be an advisor to the Executive Committee on request and shall have no voting privileges.
- B. The Past President may be assigned various portfolios at the discretion of the Board of Directors of Boxing Alberta.

8.3 Vice President

- A. The Vice President shall, in the absence of the President, assume all responsibilities and routine duties of the President.
- B. The Vice President may be assigned various portfolios at the discretion of the Board of Directors of Boxing Alberta.
- C. The Vice President shall in the absence of the President serve as provincial representative at Boxing Canada's Board of Directors meetings.

8.4 Secretary-Treasurer

- A. The Secretary-Treasurer shall receive all monies paid to Boxing Alberta and shall be responsible for the deposit of the same, in the Association prescribed bank and prescribed account, as the Board of Directors may order.
- B. The Secretary-Treasurer shall be responsible for the Annual Budget and the keeping of the books of Boxing Alberta.
- C. The Secretary-Treasurer shall be responsible for the preparation of all accounts payable for the approval of the Board of Directors, and the paying of those accounts authorized by the Board of Directors of Boxing Alberta.
- D. The Secretary-Treasurer shall properly account for the funds of Boxing Alberta and keep proper books and accounts as directed by the Board of Directors.
- E. The Secretary-Treasurer shall have a detailed account of all receipts and disbursements available to the Board of Directors and General Assembly, at all Executive, Board and Annual meetings, or whenever requested by the Board of Directors.
- F. The Secretary-Treasurer shall be responsible for submitting records of all receipts and disbursement to the Board of Directors of Boxing Alberta for the purpose of the records of the Association.
- G. The Secretary-Treasurer may invest monies from time to time in no-risk investments with the written approval of the Executive Committee.
- H. The Secretary-Treasurer shall give the required notice of regular, Board, General, and Special meetings and shall prepare agendas for the same under the direction of the President.

- I. The Secretary-Treasurer shall take and keep a permanent record of the minutes of all such meetings and shall be responsible for all official records of Boxing Alberta.
- J. The Secretary-Treasurer shall have charge of all the correspondence of Boxing Alberta and maintain all records pertaining to the same.

9 Powers of Officers

- 9.1 The Officers shall administer the affairs of the Association in all things and make or cause to be made for the Association, in its name, and kind of contract which the Association may lawfully enter into and, save as hereinafter provided, general may exercise all such other powers and do all such other acts and things as the Association is by its charter or otherwise authorized to exercise and do.
- 9.2 The Officers shall have power to authorize budgeted expenditures on behalf of the Association from time to time and delegate by resolution to an Officer or Officers the right to employ and pay salaries to employees. The Officers shall have the power to make expenditures for the purpose of furthering the objects of the Association. The Officers shall have the power to enter into a trust arrangement with a trust company and interest may be made available for the benefit of promoting the interest of Boxing Alberta, in accordance with such terms as the Executive Committee may prescribe.
- 9.3 The Executive Committee shall take such steps as they deem requisite to enable the Association to acquire, accept, solicit or receive legacies, gifts, grants, settlements, bequests, endowments, and donation of any kind whatsoever to the purpose of furthering the objects of the Association.

10 General Functions of the Executive Committee

- 10.1 The Executive Committee shall have the power to discipline member, by suspension and/or reprimand.
- 10.2 The Executive Committee may appoint such committees as it deems necessary to carry out the aims and objectives of the Association.
- 10.3 The Executive Committee shall provide supervision and direction to paid employees of the Association.

11 Signing Officers of the Association

- 11.1 The signing officers of the Association shall be the President, along with other appointed members of the Association.

12 Board of Directors

- 12.1 The Board of Directors shall be comprised of the following:

- A. President

- B. Past President
- C. Vice President
- D. Secretary-Treasurer
- E. Director of Coaches
- F. Director of Athletes
- G. Director of Officials and Competitions
- H. Medical Director
- I. Director at Large

12.2 Meetings of the Board of Directors shall be held at the call of the President of the Association, by giving at least one (1) week's notice of the date, time and place of the meeting. The Board of Directors shall meet no less than four times per year and majority of members present shall constitute a quorum.

12.3 All Board members shall carry out their duties as prescribed in their position job descriptions and conduct all Association business as prescribed in the Boxing Alberta Policies and Procedures of the Association.

13 Resignation and Removal of Officers and Members of the Board

13.1 An officer or member of the Board will automatically vacate from his/her position when he/she shall resign office, by delivering a written resignation to the President of the Association, or the Vice-President of the Association if the member resigning is the President.

13.2 A two-thirds majority vote of Board members present at a meeting of the members specifically called to consider the question, may remove an officer or member of the Board, if due cause is proven in any of the following areas:

- A. Death;
- B. Mental incompetence;
- C. Non-fulfillment of assigned responsibilities;
- D. Bankruptcy or misappropriation of Boxing Alberta funds;
- E. Behaving in a manner adverse of the best interest or reputation of Boxing Alberta;
- F. Gross negligence;
- G. Fails to attend three consecutive meeting of the Board of Directors without just cause;
- H. Charged with an indictable offense under the criminal code.

In all instances the individual in question shall be advised in writing of the time and place of said meeting at which the removal is to be discussed and shall have the right to contest the ruling at such meeting.

14 The Following Board Positions shall be Elected in ODD Years for a term of 2 years

14.1 A. President

- B. Director of Officials and Competitions
- C. Director at Large

15 The Following Board Positions shall be Elected in EVEN Years for a term of 2 years

- 15.1
 - A. Vice President
 - B. Director of Coaches
 - C. Director of Athletes
 - D. Secretary-Treasurer
- 15.2 In the event a position on the board of directors becomes vacant during the term, the board of directors may appoint a member of the Association to fill that position until the next AGM. If the vacancy is appointed in the first year of the position's term, Boxing Alberta will fill that position for one (1) year by holding an election at the next AGM.

16 Nominations/Elections of Board Members

- 16.1 All Board positions shall be elected to at the Annual General Meeting of the Association, and voting shall be done by secret ballot.
- 16.2 Directors may be nominated by the Nomination Committee or may be nominated from the floor at the Annual General Meeting by a voting delegate.
- 16.3 Nominees not in attendance at the meeting must have indicated in writing to a proxy their intention to stand for election. This written intent must be submitted to the Nominating Chairperson prior to the vote being cast.
- 16.4 A Director must be a Member in good standing of the Association.
- 16.5 If there are no nominations forthcoming for a certain position, the retiring officer will be asked to assume the position for an extended term. If that is not possible, the Executive may appoint some member to the office.
- 16.6 There shall be a separate election for each vacant position and the first candidate to receive a majority of the votes shall be declared elected.
- 16.7 In the event that no individual obtains a majority (50% plus one (1) ballot) of the ballots cast, the candidate with the fewest votes shall be removed from the ballot and subsequent vote shall take place.
- 16.8 The office of President shall be open to a member who has served on the Board of Directors of the Association during at least once of the ten immediate preceding years.
- 16.9 If there is only one candidate for a position that candidate will be declared elected "by acclamation".
- 16.10 The Medical Director is an appointed position and will be appointed only when needed.

17 Committees of the Association

- 17.1 The Executive Committee may establish committees as required to handle the business of the Association.
- 17.2 The President and the members of the Board are responsible for the appropriate activity shall be ex-officio members of each committee.

18 Meetings

18.1 Annual General Meeting

Written notice of the Annual General Meeting to the Membership must be postmarked thirty (30) days prior to that date and place and time must be specified in the notice. No error or omission in giving such notice may invalidate such meeting or invalidate or make void any proceedings taken or had at such meetings.

18.2 Special General Meeting

- A. A Special General Meeting will be called by the President or Secretary upon receipt of a petition signed by any five (5) clubs in good standing or at least three (3) Board members setting forth the reasons for such a meeting.
- B. The Membership of the Association shall be notified in writing at least twenty-one (21) days prior to the Special General Meeting of the time and date and the proposed agenda of that meeting. No error or omission in giving such notice may invalidate such meeting or invalidate or make void any proceedings taken or had at such meeting.
- C. Only business stated on the agenda will be undertaken at a Special Meeting, unless those present give a unanimous vote of approval for the addition of new business.

18.3 Procedure

The President may determine the order of business of any meeting of the Association and the time and place at which it shall be held.

- 18.4 All types of meetings may be adjourned to a time and place agreed upon by the majority of the people present. Thirty (30) days is the maximum length of time that can lapse during which a meeting must reconvene. If the meeting is not reconvened within the required time, the meeting should be declared complete to the point of adjournment.
- 18.5 A quorum will be majority of voting members present.

19 Order of Business

- 19.1 The order of business at Annual General Meetings shall be the following:

- A. Roll Call of Accredited Delegation and Board of Directors
- B. Introduction of Guests
- C. Approval/Amendments of Agenda
- D. Approval of Minutes of Previous Annual General Meeting or Special General Meetings held during the last year as distributed
- E. Business Arising out of the Minutes
- F. Report of the President
- G. Board of Director's Reports
- H. Paid Staff Reports at Board Discretion
- I. Report of Registrar
- J. Resolution and Amendments to Bylaws
- K. Election of Officers
- L. New Business
- M. Adjournment

20 Proceedings not to be Invalidated

- 20.1 The proceedings at any meeting may not necessarily be invalidated by reason of/or non-receipt of notice by any Member or Director.

21 Standing Orders

- 21.1 Standing Orders are defined as general organizational guidelines for the benefit of the Board of Directors and Executive Committee.

- 21.2 Standing orders may be:

- A. Issued by the Board of Directors, or;
- B. Recommendations from the Executive Committee or Committee Chairperson in their respective reports to the Annual Meeting, if approval by a simple majority of those in attendance at the meeting, or;
- C. Decisions or resolutions passed at the Annual General or Extraordinary Meetings of the Association.

- 21.3 The Board of Directors at a regular meeting must review all Standing Orders annually after the Annual Meeting.

- 21.4 No decision or resolution that had been passed at an Annual, General, or Extraordinary Meeting of the Association shall be rescinded by the Executive Committee or Board of Directors without Notice of Motion which shall be tabled for at least one Executive Committee or Board of Directors Meeting.

22 Voting

- 22.1 Each member of the Executive Committee and the Board of Directors shall be entitled to one vote.
- 22.2 Each member club in good standing is entitled to two (2) votes. Proxy votes will not be allowed. To carry voting privileges (2 votes per club) a club:
- a) Must consist of five (5) members registered with Boxing Alberta;
 - b) Must have at least one (1) member registered as a competitive boxer;
 - c) Must be registered with Boxing Alberta at least ninety (90) days prior to any Annual or Extra-Ordinary Meeting.
- 22.3 Each member of the Executive Committee and the Board of Directors shall be entitled to one vote.
- 22.4 Each certified Competition Introduction or higher coach and certified Level 3 or higher official would have one vote.
- 22.5 All lifetime members are entitled to one vote
- 22.6 All voting shall be with a show of registration cards issued at the beginning of the meeting. Two exceptions to this rule will be the only recognized:
- a) Election of Officers shall be by closed ballot.
 - b) A voting member of the Assembly requests a closed ballot.
- 22.7 Any member who would benefit from a decision shall remove himself/herself by declaring a conflict of interest or may be requested to do so by the chairperson of that meeting.
- 22.8 Abstentions will not be counted when establishing a majority vote.
- 22.9 For all voting, an impartial poll clerk and two scrutinizer's shall be appointed by the President.
- 22.10 A quorum will be majority of voting members present.
- 22.11 That no one individual can carry more than two (2) votes.
Updated March 2023

23 Membership

- 23.1 The Members of this Association shall be the subscribers to the bylaws and those persons and clubs admitted as members who pay their membership fees as set down by the Executive.
- 23.2 The Board of Directors of the Association must approve applications for membership.
- 23.3 The Association shall have the following classes of membership:
- A. Club Membership

Refers to private, semi-private, public clubs, or associations who complete the forms prescribed for such a purpose and submit the same with the set registration fee attached to the Board of Directors of Boxing Alberta.

B. Independents

Persons who register as an athlete and who wish to compete as an amateur boxer, but for due reason, does not belong to a registered club.

C. Officials/Coaches

Persons who qualify as an official or coach under the guidelines of Boxing Alberta.

D. Associate Member

Open to any organization or person in Alberta actively supporting the objects of the Association. Such organizations shall include community recreation associations, colleges, universities, provincial sport and recreation associations, primary and secondary schools, and other institutions if approved by the Executive. They may attend all Annual and Special General Meetings of the Association but are not entitled to a vote.

E. Honorary Member

This may be bestowed upon deserving individuals at any General Meeting.

23.4 Any member may withdraw from the Association at any time by discontinuing activities in the Association.

23.5 Any member of the Association shall be held in “good standing” if he/she has paid the respective fees for the current year and does not owe monies to the Association.

23.6 Any member of the Association who is found guilty of intentionally violating the Bylaw shall no longer be considered to be in good standing.

24 Membership Fees

24.1 The fees for the respective classes of membership shall be determined by the Board of Directors or at their discretion by the general assembly at a general meeting.

24.2 Membership fees are non-refundable.

25 Remuneration

25.1 Unless authorized at any meeting and after notice of it has been given, no Officer or member of Boxing Alberta shall receive any remuneration for services rendered.

26 Auditing

26.1 The books, accounts, and records of the Treasurer shall be audited at least once each year by two members of the Association appointed for that purpose prior to the Annual Meeting. The treasurer at the Annual Meeting of the Association shall submit a complete and proper statement of the books for the previous year.

27 Disposal of Funds

- 27.1 All monies received by or on behalf of the Association shall be deposited in the account of the Association and housed in an accredited financial institution.
- 27.2 Cheques signed by the President and one other signing officer shall make all disbursements. In the absence of the above, by some other Director appointed by resolution of the Executive Committee.

28 Borrowing Powers of the Association

- 28.1 The Board of Directors may borrow money or charge, hypothecate, mortgage, or pledge any or all of the real or personal property of Boxing Alberta to secure any liability of Boxing Alberta. The Board of Directors may also authorize any two (2) members of the Executive to make arrangements with reference to monies borrowed or to be borrowed, and as to the conditions of the loan thereof and as to the security to be given thereof and generally to manage, transact, and settle the borrowing of money by Boxing Alberta.
- 28.2 For the purposes of carrying out the objects of Boxing Alberta, the Executive may borrow or raise or secure the payment of money in such manner as it thinks fit, and in particular, by the issue of debenture, but in no case shall debentures or other similar unsecured securities be issued with the sanction of a special resolution of Boxing Alberta.

29 Inspection

- 29.1 The books and records of the Association may be inspected by a voting member(s) of the Association at the Annual Meeting, provided for herein or at any time upon giving reasonable notice and arranging a time satisfactory to the Officer or Officers having charge of same. Such request should be acted upon within thirty (30) days.

30 Expenses

- 30.1 Persons incurring expenses on behalf of Boxing Alberta shall be entitled to reimbursement as determined by the Board of Directors.
- 30.2 The Board of Directors must approve all expenses incurred on behalf of Boxing Alberta.
- 30.3 Boxing Alberta Board of Directors may, if it so wishes, pay a nominal honorarium for work performed.

31 Fiscal Year of the Association

- 31.1 The fiscal year of the Association shall be from January 1 to December 31, or the calendar year.

32 Amendments

- 32.1 The Bylaws of the Association shall not be rescinded, altered, or added to except by special resolution of the Association.
- 32.2 Special resolutions shall require twenty-one (21) days written notice and shall be passed by a majority of not less than 75 per cent (75%) of all possible votes, at the Association's General Meeting.

33 Policies and Procedures

- 33.1 Boxing Alberta's Policies and Procedures Manual will provide the membership with consistent operation guidelines.

34 Dissolution of the Association

- 34.1 Boxing Alberta Association shall be dissolved upon resolution, requiring a majority of 75 per cent (75%) of all possible votes by the membership at any Annual or Special General Meeting.
- 34.2 In the event of winding-up or dissolution of Boxing Alberta, any funds and assets of Boxing Alberta remaining after the satisfaction of its debts and liabilities, shall be given or transferred to such organization or organizations having the same or similar objectives of the Association as may be determined by the members at the time of winding-up or dissolution, but in the event that the foregoing provisions cannot be effected, then such funds shall be given or transferred to some other organization or organizations, provided that such organization referred to in this paragraph shall be a charitable organization, a charitable corporation, or a charitable trust recognized by the department of the Receiver General of Canada as being qualified as such under the provisions of the Income Tax Act of Canada from time to time in effect.

35 Signatures

35.1 The President and one other member of the Executive Committee with signing power shall sign contracts, documents, or any instrument in writing requiring the signature of Boxing Alberta.

ENACTED THIS 27th DAY OF SEPTEMBER, 2022

Jessica Sparrow / President

Witness

Matt Marshall / Vice President

Witness