**CANADIAN ASSOCIATION FOR DISABLED SKIING**

**NATIONAL CAPITAL**

**DIVISION**

**POLICY MANUAL**

*Major revisions on 25 Nov 2003, and specific pages amended by BoD and noted in Header on: Feb 04, Apr 04, Nov 04, Oct 07, Jan 08 Jan 09, Jan 10, Jan 11, May 11, Feb 12, May 12.*

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**SECTION 1**

 **1.1 INTRODUCTION**

 **1.2 DISTRIBUTION**

 **1.3 LIST OF ABBREVIATIONS**

**NUMBER: 1.1**

**SUBJECT: INTRODUCTION**

**DATE: NOVEMBER 2003**

This Policy and Procedures Manual has been developed to articulate the operational principals under which the Canadian Association for Disabled Skiing - National Capital Division will conduct business.

The Manual has a dual purpose:

 1. It will serve as an operational guide for the CADS-NCD Board of Directors

 and;

 2. It serves as written protection for both CADS-NCD staff and Board Members in the event of a misunderstanding regarding the policies and procedures of the Association.

Manual holders will periodically receive updated or supplement sections for the manual.

It is imperative that these sections are inserted immediately to ensure consistent policy and procedure development within CADS-NCD.

CADS-NCD members may submit suggestions for positive change to the Board to ensure that:

 1. The manual is an easy to read, easy to use form, and that;

 2. CADS-NCD is employing the most effective policies and procedures in day-to-day operations.

**NUMBER: 1.2**

**SUBJECT: DISTRIBUTION**

**DATE: NOVEMBER 2003**

1 A copy of the Manual will be provided to each member of the Board of Directors of CADS-NCD.

2 Additional copies should be reproduced and paid for locally

3 Applicants for club or program status in CADS-NCD will receive a copy of the manual upon receipt of their application.

4 If an application for membership is subsequently withdrawn by the applicant or denied by the BOD, the manual will be returned to the CADS-NCD Head Office.

**NUMBER: 1.3**

**SUBJECT: LIST OF ABBREVIATIONS**

**DATE: NOVEMBER 2003**

AGM Annual General Meeting

BOD Board of Directors

CAC Coaching Association of Canada

CADS Canadian Association for Disabled Skiing

CADS-NCD Canadian Association for Disabled Skiing - National Capital Division

CADS-Ont Canadian Association for Disabled Skiing - Ontario Division

CANSI Canadian Association of Nordic Ski Instructors

CASA Canadian Amputee Sports Association

CBSA Canadian Blind Sports Association

CCPSA Canadian Cerebral Palsy Sports Association

CDAST Canadian Disabled Alpine Ski Team

CDSA Canadian Deaf Sports Association

CDSC Canadian Disabled Ski Championships

CFSOD Canadian Federation of Sport Organizations for the Disabled (replaced by CPC)

CISS Comité International des Sports des Sourds (International Committee of Sports for the Deaf)

COA Canadian Olympic Association

CPC Canadian Paralympic Committee (formerly CFSOD)

CSA Canadian Ski Association

CSC Canadian Ski Council

CSCF Canadian Ski Coaches Federation

CSFAC Canadian Sport and Fitness Administration Centre

CSIA Canadian Ski Instructors Alliance

CWSA Canadian Wheelchair Sports Association

F & AS Fitness and Amateur Sport

FAME Female Athletes Motivating Excellence

FIS Fédération Internationale de Ski

FOLP Fitness Ontario Leadership Program

IBSA International Blind Sports Association

ICC International Coordinating Committee

IOC International Olympic Committee

IPC International Paralympic Committee

ISMWS International Stoke Mandville Wheelchair Sport Federation

ISOD International Sports Organization for the Disabled

MCTR Ministry of Culture, Tourism and Recreation

MSO Multi Sport Organization

NCC National Capital Commission

NCCP National Coaching Certification Program

NOC National Olympic Association

NSGB's National Sport Governing Bodies

NSO National Sport Organization

OAAP Ontario Athlete Assistance Program

ODS Ontario Disabled Sports

OSAC Ontario Sports Administration Centre

PSGB's Provincial Sport Governing Bodies

PSO's Provincial Sport Organizations

SFC Sport Federation of Canada

SIPAC Sport Injury Prevention and Care

SIRC Sport Information Resource Centre

SMCC Sport Medical Council of Canada

SO Sport Ontario

SRC Safety Resource Centre

**SECTION 2**

**BY-LAWS**

 **2.1 CONSTITUTION AND BY-LAWS**

**NUMBER: 2.1**

**SUBJECT: BY-LAWS**

**DATE: July 2005**

The By-Laws of the Canadian Association for Disabled Skiing - National Capital Division (formerly the National Capital Handicapped Ski Association) were formally submitted and approved by the Ministry of Consumer and Corporate Affairs in October 1979 and again in July 2005.

Subsequent amendments and revisions have been made and received Ministerial approval. These amendments and revisions are as follows:

 1. Name Change to CADS-NCD 1997,

 2. Electronic notification and one Board member representative for each program with 10 or more members - 2001, and

 3. Complete housekeeping and revision of various By-Laws - 2002.

 4. Expand the Board to 12 positions. Six programs and six Members at Large (M@L) , three year terms for M@L). July 2005

The process for amending or approving By-Laws is as follows:

 1. Proposed amendments, if not originated by the By-Law Committee, are submitted to that Committee or, in the event no By-Law committee is in place, are submitted to the President.

 2. The By-Law Committee or the President brings proposed amendments to the BOD for approval, revision or rejection.

 3. An amendment, if approved by the BOD, is submitted for approval at the next AGM of the Association or at a General Meeting of the Association called expressly to consider such amendments. At the Meeting, a revision must be approved, as written, by a two-thirds majority of eligible voters in attendance. No changes to the proposed amendment can be made at the Meeting. If it is not approved as written, it is considered to be rejected.

 4. Amendments approved at the Meeting will then be submitted to the appropriate ministry for final approval.

**SECTION 3**

**STRUCTURE AND MEMBERSHIP**

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**NUMBER: 3.1**

**SUBJECT: NATIONAL STRUCTURE**

**DATE: NOVEMBER 2003**

**3.1.1 Purpose:**

 The Canadian Association for Disabled Skiing is a volunteer based organization having as its main objective the promotion of skiing for persons with a disability in order to promote full integration into society. We believe that any person with some degree of mobility can ski. Persons who are disabled by amputation, muscle paralysis, visual or auditory impairment, cognitive deficiency, etc. are now learning to enjoy winter through skiing.

**3.1.2 Mission Statement:**

 As a nationally registered charitable organization, CADS is dedicated to assisting individuals with a disability to lead richer and fuller lives through active participation in recreational and competitive snow skiing and snowboarding.

**3.1.3 Structure:**

The National Structure consists of a Board of Directors elected for a two (2) year term and composed of the following: one (1) representative elected from each Division (at present there are 11 Divisions) and five (5) Directors at Large.

 In order to ensure continuity on the BOD half of the Divisions name their representative on even years, the other half on odd years.

 EVEN YEARS ODD YEARS

 British Columbia Saskatchewan

 Alberta Ontario

 Manitoba Nova Scotia

 Quebec New Brunswick

 National Capital Newfoundland

 Prince Edward Island

The Members at Large are elected annually, three (3) on odd years and two (2) on even years.

 CADS is a Registered Charity, Canadian Athletic Association Registration Number 11882-9019-RR0001

 One permanent staff position exists, that of the Executive Director.

 National Office is located at: P.O. Box 307

 Kimberley, British Columbia

 V1A 2Y9

 Phone: (250) 427-7712

 FAX: (250) 427-7715

 Deliveries: 2800 Rotary Drive

 Kimberley, British Columbia

 V1A 2Y9

**NUMBER: 3.1.4**

**SUBJECT: DIVISION REPRESENTATION ON THE BOARD OF DIRECTORS**

**DATE: NOVEMBER 2004**

**RESPONSIBLE TO:** CADS BOARD OF DIRECTORS

 DIVISIONAL ASSOCIATIONS

**MEMBERSHIP:**

The CADS-NCD representative on the CADS Board of Directors shall be the President or as designated by the President

**DUTIES AND RESPONSIBILITIES:**

  To carry out and ensure that the lines of communication between CADS and the Division are followed through.

  Be the liaison between Divisional Associations and CADS, keeping in mind the national aspects.

  Be fully aware of the National Association’s objects, goals and operation.

  Be involved in National Committees.

  Be aware of Provincial Government guidelines for disabled sport as applied to national projects.

  Should have a working knowledge of other skiing bodies within their division.

  Shall provide CADS Board of Directors a yearly report on Divisional activities sixty (60) days prior to CADS AGM.

  Shall provide National Office with a list of named delegates sixty (60) days prior to the AGM as referred to in By-Law number 8.9.

  Shall notify National Office of changes in their Board of Director Representative as soon as they take place but prior to the CADS AGM.

**NOTE:**

The division representative should be able to speak on all disabilities, programs and disabled ski groups in their division. They may not be themselves knowledgeable in all, but should be in contact and informed by the groups they represent. These people should remember, that they represent their whole division on national concepts, not on provincial or local programs, etc.

**NEWLY APPOINTED / ELECTED DIVISIONAL CADS REPRESENTATIVES**

National office will provide copies of the previous year’s minutes, by-laws, policy book, etc. to them.

Changes in Divisional representation does not take effect until after the close of the AGM with the exception of a replacement as described below.

The incoming representative may attend the Board of Directors meeting just prior to the AGM as an observer only.

The expenses to the AGM for the incoming Division Representative are not paid by National even if the current Representative does not attend.

**REPLACEMENT OF A DIVISIONAL CADS REPRESENTATIVE**

If a Divisional Representative does not complete his or her two (2) year term, for reason other than being defeated in an election, his or her successor will complete the said term and his or her expenses will be as a normal Director.

**VOTING AT THE AGM**

The Divisional Representative on the Board of Directors may carry proxy votes in accordance with the by-laws of the Association.

**NUMBER: 3.1.5**

**SUBJECT: MEMBERS AT LARGE ON THE BOARD OF DIRECTORS**

**DATE: NOVEMBER 2003**

**RESPONSIBLE TO: CADS MEMBERSHIP AND NATIONAL BOARD OF DIRECTORS**

**MEMBERSHIP:**

At the 1993 AGM five (5) full adult Members to be elected at LARGE. The three (3) elected with the higher number of votes will serve a two (2) year term and the other (2) will serve a one (1) year term.

In 1994, two (2) members will be elected for a two (2) year period. In 1995, three (3) members will be elected for a two (2) year period. Each year thereafter will see election of either two (2) or three (3) of the Members at Large thereby allowing for some continuity of Members at Large at the Board level. These people should be nominated for their broad knowledge in the skiing (able-bodied and/or disabled) field and availability of time to do the job.

They must

* Be global in thinking.
* Have an interest in all areas and disciplines of skiing, recreational, competitive, alpine, cross-country.
* Have marketing, fundraising, organizational, communication and technical skills.

**DUTIES AND RESPONSIBILITIES**

Members at Large are to represent ALL CADS members and not just members from their home Division, and to be involved in National Committees.

**TERM OF OFFICE**

Shall be from their election to the end of the AGM two (2) years hence.

**ELECTION OF NEW MEMBERS AT LARGE**

Expenses for members elected at large, attending the AGM of their election, will not be covered by National for their election should they not already be on the Board of Directors. Expenses will be covered if a Board of Directors meeting is held following the AGM.

**VOTING AT THE AGM**

The Board of Directors at Large are entitled to vote in person but cannot carry proxies.

**REPLACEMENT OF MEMBER AT LARGE**

See By-Law 5.8 - B

**NUMBER: 3.2**

**SUBJECT: CADS-NCD STRUCTURE**

**DATE: NOVEMBER 2003**

The National Capital Division (CADS\_NCD) is a member organization of CADS and oversees the programs and services operating in the regions of Eastern Ontario and Western Quebec.

**3.2.1 Purpose:**

The primary purpose of the Canadian Association for Disabled Skiing - National Capital Division (CADS - NCD) is to provide facilities, equipment and instruction to all individuals with a disability in order to pursue recreational and competitive alpine skiing and snow boarding. CADS-NCD is volunteer based and we ski in a safe, fun filled environment.

Secondary purposes are ability awareness and advocacy on behalf of the disabled to both the community and recreational and competitive sports.

CADS-NCD is incorporated under the Canada Business Corporations Act as of October 15th, 1979, as a Canadian Athletic Association. CADS-NCD is a non-taxable entity with Charitable registration No. 11905 - 1514 - RR0001.

**3.2.2 Mission Statement:**

CADS-NCD is dedicated to assisting individuals with a disability to lead richer and fuller lives through active participation in recreational and competitive snow skiing and snowboarding. (Same as CADS National)

**3.2.3 Representation on the Board of Directors**

The CADS-NCD structure consists of a 10 person Board of Directors elected as follows:

A President and nine a(9) Board Members have been elected by the membership in October 1997 for a 1-year term.

Beginning in 1998, the membership will elect a 10 member Board of Directors with a process to convert to 2-year terms. The 5 Directors elected with the most votes by the membership will serve a 3-year term. The 5 Directors elected with the fewest votes by the membership will serve a 2-year term. This will result in no elections to the Board of Directors in 1999 but will provide for 5 Board of Director members to be elected in each following year.

Beginning in 2000, each program of 10 or more members registered within the Division shall be represented on the Board of Directors as elected by their respective programs.

Staff support is provided through membership volunteers. Paid staff may be hired by the Board of Directors as deemed necessary and supported by a simple majority vote of the Board of Directors.

**3.2.4 Head Office Address:**

The Head Office is located at:

 **Mailing Address**: **Civic Address**

 PO BOX 236 : 1216 Bordeau Grove

 Station “B” Ottawa, ON

 Ottawa, ON K1C 2M7

 K1P 3C4

**NUMBER: 3.2.3**

**SUBJECT: REPRESENTATION ON THE BOARD OF DIRECTORS**

**DATE: NOVEMBER 2003**

**THE BOARD OF DIRECTORS ARE RESPONSIBLE TO THE MEMBERSHIP OF CADS-NCD**

**MEMBERSHIP:**

Ten full adult members, one elected to represent each program of 10 or more members registered within the Division and the remainder elected by the membership as outlined in Section 3.2.

**DUTIES AND RESPONSIBILITIES:**

* To ensure an open line of communication with the overall membership.
* To be the liaison between the Board of Directors (BOD) and the overall membership.
* To be fully aware of CADS-NCD's goals and operation.
* To be involved in CADS-NCD Committees.
* To be aware of Provincial and Federal Government guidelines for disabled sport.
* To have a working knowledge of other ski bodies.
* To coordinate with the membership all requests for information such as the naming of delegates to the CADS AGM and to ensure such information is forwarded as directed within the time frames specified.

**NEWLY ELECTED CADS-NCD BOD MEMBERS:**

Newly elected BOD members will take office immediately following the meeting at which they are elected.

CADS-NCD documentation such as By-Laws, minutes and Policy Manuals will be provided to incoming BOD members. It is expected that documentation will be passed to new BOD members by retiring members. When this is not possible, the documentation will be provided by the CADS-NCD office.

Expenses for BOD members will be paid as outlined in this manual under Expense Reimbursement providing appropriate written confirmation has been received.

**VOTING AT THE AGM:**

Each Member from the previous year who is in attendance at the AGM shall be entitled to one vote.

Members under the age of 18 at the end of the previous membership year shall not vote but their vote may be carried by a parent or guardian who are present at the meeting.

Proxies for adult members who are not in attendance will not be recognized.

**NUMBER: 3.3**

**SUBJECT: TYPES OF MEMBERSHIP**

**DATE: NOVEMBER 2003**

**3.3.1 ACTIVE INDIVIDUAL**

**A) ADULT**

- Any person who applies, pays the required fee, is over the age of 17 as of 1 July in the current year and is interested in the objects of the Association is an Adult Member.

- Adult Members shall be eligible for election to the BOD and may be appointed as delegates for voting purposes.

- In addition each such member is entitled to a membership card and to receive publications of the Association.

**B) JUNIOR**

- Any person who applies, pays the required fee, is under the age of 18 as of 1 July in the current year and is interested in the objects of the Association is a Junior Member.

- Junior Members are not eligible for election to the BOD and may not be appointed as delegates for voting purposes.

- Junior Members may not vote at the CADS-NCD AGM but a parent or guardian may vote on their behalf.

- In addition each such member is entitled to a membership card and to receive publications of the Association.

**3.3.2 FAMILY**

- Any family which may consist of 1 or 2 adults and 1 or more persons under the age of 18 as of 1 July of the current year shall be entitled to Family Membership.

- The rights of the Adult Members and of the Junior Members shall be as outlined in Section 3.4-A

- The Executive Committee shall be responsible for determining the acceptance of a Family where it may not apply exactly to the wording of this Section.

**3.3.3 SUPPORTING MEMBERS**

- Persons or Organizations who make significant financial or “in kind” support to CADS-NCD shall be entitled to Support Membership for the year.

- Support members may not hold office nor do they have voting privileges. They are entitled to receive publications of the Association and will receive a token of recognition from the Association.

- The minimum financial or “in kind” support for Support Members is set at $100.00.

**3.3.4. HONOURARY MEMBERS**

- Any person who has performed some distinguished service may be elected by the BOD as an Honourary Member for a period of 1 year, and thereafter may be re-elected from year to year.

- An Honourary Member may not hold office or vote.

- An Honourary Member will receive copies of the publications of the Association.

- Any Active Member may submit a nomination for an Honourary Member to the BOD in writing at least 21 days prior to a meeting of the BOD.

- The BOD will grant Honourary Membership based on a two thirds majority vote.

- Similarly the BOD will vote each year immediately prior to the AGM and will renew Honourary Memberships based on a two thirds majority.

**NUMBER: 3.4**

**SUBJECT: MEMBERSHIP DUES AND RENEWAL**

**DATE: OCTOBER 2007**

**3.4.1 MEMBERSHIP DUES**

 Active Individual $25/Year (one person Adult or Junior)

 Family $75/Year (Immediate family, 3 or more individuals. Contact CADS-NCD office if description does not exactly match definition.)

 Support $100/Year (contributing non participant)

 Honourary Dues Waived

**3.4.2 MEMBERSHIP RENEWAL**

Membership may be submitted directly to the CADS-NCD office but will generally be submitted through the program organizations such as Ski Hawks Ottawa, Edelweiss Operations, Pakenham, or the Division Race Team.

The CADS-NCD office will provide each subsidiary with a printout of previous years members by November of the current year.

Non affiliated members and support members will be sent an application to renew membership by 1 November of the current year.

Programs are to review printouts, make necessary corrections (eg. address, telephone, etc.), indicate on the printout whether the membership is to be renewed and forward a COPY OF THE PRINTOUT to the CADS-NCD office, along with the appropriate dues, as soon as possible.

The process may be repeated therefore it is not necessary to hold list until all previous members are either renewed or deleted. Every effort should be made to have renewals submitted prior to the first on hill/snow ski session. New membership forms are not required but renewals, with the necessary corrections, must be submitted on a copy of the printout provided.

**3.4.3 NEW MEMBERS**

A membership form must be forwarded for each new member including a separate form for each family member (attach family memberships together and cross reference). Ensure forms are legible and complete and forward with the appropriate dues as soon as possible but CADS must be notified before the first on hill session.

**3.4.4 MEMBERSHIP YEAR:**

The CADS-NCD membership year is from 1 July 1st to 30 June 30th each year.

Memberships received after 1 March 1st will be accepted but CADS-NCD or CADS membership cards will not be issued.

**3.4.5. REMOVAL FROM MEMBERSHIP DATA BASE:**

The CADS-NCD database will be purged in July of each year to remove from file any member who has not renewed for the previous two (2) years.

Printout provided in November of each year for membership renewals will contain only members from the previous year.

A subsidiary may request a printout of "stale- dated"memberships once each year by contacting the CADS-NCD office.

**3.4.6 BENEFITS:**

CADS-NCD and CADS are the voice of disabled skiing at the Division and National level respectively. It follows that, the greater the membership, the stronger the voice. It is therefore imperative that ALL participants with disabilities and ALL on hill instructors and volunteers are members of the Associations.

Benefits, both direct and indirect to individual members include the following:

* Representation at the National level of sport including recognition in Canadian Paralympic Committee, Canadian Ski Federation, Active Living Alliance, etc.
* Representation at the Divisional level through the Ontario Ski Council and various special interest groups addressing issues of the disabled.
* Supporter of the advancement of standardized teaching techniques and equipment adaptation effecting the sport now and in the future.
* Supporter of Divisional and National initiatives toward inclusion of disabled skiers at all levels of the sport.
* Sense of belonging and recognition of the scope of the sport through receipt of National and Divisional publications.
* Ability to take part in both Nationally and Divisionally organized events.
* Third Party liability insurance, and
* Eligibility to receive member discounts.

**SECTION 4**

**ORGANIZATION AND ADMINISTRATION**

**4.1 PURPOSE, MISSION STATEMENT and OBJECTIVES OF THE ORGANIZATION**

**4.2 RESPONSIBILITIES OF MEMBERS**

4.2.1. BOD

4.2.2 OFFICERS / EXECUTIVE

4.4.3 BOARD OF DIRECTORS CODE OF ETHICS

**4.3 COMMITTEES - STANDING**

4.3.1 AWARDS

4.3.2 BY-LAW COMMITTEE

4.3.3 GORD TEMPLE MEMORIAL RACE and FESTIVAL COMMITTEE

4.3.4 COMMUNICATIONS COMMITTEE

4.3.5 FINANCE COMMITTEE

4.3.6 FUNDRAISING/MARKETING COMMITTEE

4.3.7 NOMINATION COMMITTEE

4.3.8 PLANNING AND PRIORITIES COMMITTEE

4.3.9 POLICY COMMITTEE

4.3.10 TECHNICAL COMMITTEE

4.3.11 RECRUITMENT AND COMMUNITY AWARENESS COMMITTEE

4.3.12 SAFETY COMMITTEE

**4.4 COMMITTEES - AD-HOC**

4.4.1 CROSS COUNTRY DEVELOPMENT COMMITTEE

4.4.2 DISCIPLINE COMMITTEE

4.4.3 INTEGRATION COMMITTEE

**4.5 COMMITTEE REPORTS**

**4.6 STAFF**

**4.7 REPRESENTATIVES TO OTHER ASSOCIATIONS**

**NUMBER: 4.1**

**SUBJECT: PURPOSE AND OBJECTIVES OF THE ORGANIZATION**

**DATE: NOVEMBER 2003**

**(Note: The Purpose and Mission Statement are cross-referenced to - 3.2, page 20)**

The National Capital Division (CADS\_NCD) is a member organization of CADS and oversees the programs and services operating in the regions of Eastern Ontario and Western Quebec.

**4.1.1 Purpose:**

The primary purpose of the Canadian Association for Disabled Skiing - National Capital Division (CADS - NCD) is to provide facilities, equipment and instruction to all individuals with a disability in order to pursue recreational and competitive alpine skiing and snow boarding. CADS-NCD is volunteer based and we ski in a safe, fun filled environment.

Secondary purposes are ability awareness and advocacy on behalf of the disabled to both the community and recreational and competitive sports.

CADS-NCD is incorporated under the Canada Business Corporations Act as of October 15th, 1979, as a Canadian Athletic Association. CADS-NCD is a non-taxable entity with Charitable registration No. 11905 - 1514 - RR0001.

**4.1.2 Mission Statement:**

CADS-NCD is dedicated to assisting individuals with a disability to lead richer and fuller lives through active participation in recreational and competitive snow skiing and snowboarding. (Same as CADS National)

**4.1.3 The objects of the Corporation are:**

1 To promote and organize skiing opportunities as a means of recreation, competition and rehabilitation, developing independent physical and social skills for the disabled.

2 To obtain information on all developments relating to assessment, training, certification, instruction, and equipment for disabled skiing, as well as to disseminate such information to all members and other organizations.

3 To organize and conduct extra curricular activities that have a direct or indirect bearing on the objectives for all members.

4 To work towards the acceptance and integration of all participants into all facets of mainstream society.

5 To collect and disburse funds available through grants, donations and fees, for the purpose of furthering the above aims purposes and objectives.

6 To support members in developing a sense of enjoyment, confidence and competence through their involvement in sport.

**NUMBER: 4.2**

**SUBJECT: RESPONSIBILITIES OF MEMBERS**

**DATE: NOVEMBER 2003**

**4.2.1 BOARD OF DIRECTORS**

The affairs of the Association are managed by a BOD constituted as per the By-Laws and outlined in Section 3.2 of this manual.

The responsibilities of the BOD include:

1 Setting overall policy and planning the management of the organization.

2 Constructive participation in BOD meetings.

3 Upholding the intent of the Constitution and By-Laws.

4 Interpreting the wishes of its members into specific objectives and approving policies, programs and budgets to meet these objectives.

5 Participation in long range planning for the Association.

6 Establishing, regulating and participating on standing and such Ad-Hoc committees as may be required.

**4.2.2 OFFICERS / EXECUTIVE:**

The Officers / Executive Committee of CADS-NCD is as established under the By Laws and are the:

President,

First Vice President,

Second Vice President,

Secretary, and

Treasurer.

They are elected from within the BOD for a one year period. The Executive is responsible for directing the management of the Association and ensuring that its affairs are conducted in a responsible and effective manner which will provide accountability. The Executive Committee shall exercise such powers as are authorized by the BOD.

**4.2.3 BOARD OF DIRECTORS CODE OF ETHICS:**

A Division board member is a trustee of the Division Association and:

* Is required to put the welfare of the Division Association ahead of personal or local goals.
* Is required to work with integrity and honesty.
* Is to promote and encourage the objects of the Division Association.
* Is to work for the Division Association without remuneration nor receive a profit directly or indirectly.

The BOD shall receive reasonable expenses incurred during performance of their duties.

Each member of the BOD shall use discretion when reporting on the discussions held at the BOD meetings.

**NUMBER: 4.3**

**SUBJECT: COMMITTEES - STANDING**

**DATE: NOVEMBER 2003**

In order to accomplish the objectives of the Association, the BOD may assign work to various ongoing standing committees. In addition, various Ad-Hoc committees may be formed to carry out specific tasks of a short term nature.

All Standing Committees are permanent committees and report to the CADS-NCD BOD. Committee Chairmen will be named for a one-year term at the first BOD meeting following the AGM in election years.

The Chairmen will then select their committee members within 30 days.

The Committee will appoint a Vice Chairman at their first meeting following the appointment of the Chairman and Committee Members.

A quorum for all Committees shall be at least 50% of the Members with either the Chairman or Vice Chairman in attendance. Resolutions or motions adopted by Committees shall be by majority vote of those in attendance at meetings.

The following Standing Committees have been named:

4.3.1 Awards

4.3.2 By-Law

4.3.3 Gord Temple Memorial Race and Festival Committee

4.3.4 Communications

4.3.5 Finance

4.3.6 Fundraising/Marketing

4.3.7 Nomination

4.3.8 Planning and Priorities

4.3.9 Policy

4.3.10 Technical

4.3.11 Recruitment and Community awareness Committee

4.3.12 Safety Committee

**NUMBER: 4.3.1**

**SUBJECT: AWARDS COMMITTEE**

**DATE: NOVEMBER 2003**

**RESPONSIBLE TO:** BOARD OF DIRECTORS

**MEMBERSHIP:** CHAIRMAN APPOINTED BY BOD

 MEMBERS APPOINTED BY CHAIRMAN FROM ADULT MEMBERS OF CADS-NCD

**RESPONSIBILITIES:**

To select candidates for National and Division awards based on personal knowledge or input from subsidiaries or individual members.

The Committee is responsible to ensure CADS-NCD members are submitted, when warranted, for consideration in receiving National Awards based on the criteria outlined in the following section on National Awards and to prepare and forward for consideration appropriate candidates for external awards as outlined in the following section on Division Awards.

In addition the Committee is to investigate a system of internal CADS-NCD awards for approval following the 1998 AGM.

**NATIONAL AWARDS:**

The following is taken directly from the CADS Policy Manual and outlines the criteria and procedures for National Awards.

CADS Policy Manual Sect. 4.3 A, Dated: October 1992

In order to facilitate the motivation of members, the Board is committed to positively reinforcing volunteers and members who are responsible for a particularly notable contribution to the promotion and development of disabled skiing in Canada.

This will be accomplished through a system of awards, coordinated through an Awards Committee. While Divisions have a definite responsibility to nominate candidates, any individual is welcome to do so.

A system of "General" and "Specific" awards exists whereby the Awards Committee has responsibility in the area of "General Awards" while "Specific Awards" are the responsibility of a specific committee established for that purpose.

"External Awards" are those created by groups, individuals or organizations outside of CADS. "Internal Awards" are created and approved by CADS.

**GENERAL EXTERNAL:**

 Husky Labatt Bleu

 Hall of Fame Longines

 3M CASS/ACSS Fitness Canada Achievment

 CAS Honourary Member CASS/ACSS Sport Canada Achievment

 Mall Peepre John Semmelink Memorial Award

 Patricia Ramage Trophy

**SPECIFIC EXTERNAL:**

**Karl Hilzinger Skiing Award**

Sponsor: Outdoor Canada Fund

 Canadian National Sportsman’s Shows and

 Canadian Association for Disabled Skiing

Rational: To honour an outstanding CADS member who has contributed to the development of skiing for persons with disabilities.

Criteria: Be a current member of CADS (able-bodied or disabled)

Be actively involved in national or divisional organizing, teaching, competing, guiding or promotion of the sport of skiing for the disabled.

 Can be involved in recreation or competitive, alpine or cross-country

 skiing.

Committee: A committee of five (5) made up of three (3) members of the Board of Directors plus (2) other members.

Process: Information and application forms to be circulated in October of each year to the Board of Directors and Division Offices.

 Application forms to be returned to the National Office by February 15.

Committee to receive copies of forms and vote on each applicant and return votes to National Office by March 15.

 In the case of a tie, a conference call will be held to decide the winner.

Award: The award will consist of a shield with the winner’s name engraved on it to be kept at the National Office. The winner will receive a keeper trophy.

**GENERAL INTERNAL:**

 Administrator of the Year

 Volunteer of the Year

 Disabled Skier of the Year

 Instructor of the Year

 Sponsor of the Year

 Misc...Competitor of the Year

 Coach of the Year

Candidates for these awards are nominated by their Division or any individual on the approved form by 15 February. The committee will make its decision such that the awards can be presented at the CDC and Ski Festival banquet each spring. The award will be a keeper plaque indicating the category, recipient's name and year. All nominations are sent to the National office. Awards need not be presented in a given year if no worthy candidates are identified.

**SPECIFIC INTERNAL**:

* SKIMP Most improved male and female participant at the CADS Festival.
* The SKIMP Instructors at the conclusion of the event determined by the recipients’ awards.

**NUMBER: 4.3 2**

**SUBJECT: BY-LAW COMMITTEE**

**DATE: NOVEMBER 2003**

**RESPONSIBLE TO:** BOARD OF DIRECTORS

**MEMBERSHIP:** APPOINTED BY BOARD OF DIRECTORS

**RESPONSIBILITIES:**

To review, analyse and recommend amendments, if any, to the Board of Directors to assure that the By-Laws meet the needs of CADS-NCD and the protection of the Membership.

If changes in the By-Laws appear desirable, then these changes will be presented to the BOD for approval. When approved, the By-Law Committee will present the changes or amendments at the AGM. The changes or amendments must be accepted exactly as presented at the AGM or the change or amendment will be considered to be defeated.

**ARTICLE 9 - AMENDMENTS TO BY-LAWS**

Note: Called Article 9 pending rewrite of By-Laws (may be re-numbered).

Proposed amendments to this By-Law shall be submitted in the first instance to the Board of Directors and if such proposal is approved by a resolution of the Board of Directors, shall be submitted to the next Annual General Meeting of the Association for approval by at least a two thirds majority of those in attendance or represented by proxy and entitled to vote at the Annual General Meeting of the Association. By-Laws which repeal or amend the By-Laws not re-bodied in the Letters Patent of the Association shall not be enforced until the approval of the appropriate ministry has been obtained.

**NUMBER: 4.3 3**

**SUBJECT: GORD TEMPLE MEMORIAL RACE and FESTIVAL COMMITTEE**

**DATE: NOVEMBER 2003**

**RESPONSIBLE TO:** BOARD OF DIRECTORS

**MEMBERSHIP:**  CHAIRMAN APPOINTED BY BOD

 MEMBERS CHAIRMAN WILL APPOINT UP TO 5 MEMBERS FROM ADULT MEMBERS OF CADS-NCD OR OTHER ADULTS WITH DEMONSTRATED INTEREST IN THE ORGANIZATION.

**RESPONSIBILITIES:**

The Committee is responsible to establish a Gord Temple Memorial Race and Festival to be held each year between 15 February and 15 March. The event will include recreational elements resulting in the naming of Division Champions and recreation elements allowing full membership participation.

The Committee will:

 a. Select an appropriate site with due consideration for:

- cost

- ease of travel

- appropriate accommodation

- accessibility

- interest shown by ski facility

- willingness of a CADS-NCD subsidiary to act as host

 b. Obtain sponsor commitment for event

 c. Establish a detailed schedule and program for all elements

 d. Establish a sub-committee from the host subsidiary that will be responsible for the actual running of the event

It is anticipated that location, dates and sponsorship will be in place no later than 1 November each year.

**NUMBER: 4.3 4**

**SUBJECT: COMMUNICATION COMMITTEE**

**DATE: NOVEMBER 2003**

**RESPONSIBLE TO:** BOARD OF DIRECTORS

**MEMBERSHIP:** CHAIRMAN: APPOINTED BY BOD

 MEMBERS: CHAIRMAN WILL APPOINT UP TO 5 MEMBERS FROM ADULT MEMBERS OF CADS-NCD OR OTHER ADULTS WITH DEMONSTRATED INTEREST IN THE ORGANIZATION.

**RESPONSIBILITIES:**

The Communication Committee is responsible for both internal and external communication to members, media, other organizations and the general public.

The thrust is to increases visibility of CADS-NCD and disabled skiing.

The Committee will:

1. Ensure members are kept informed through web site, newsletters and or bulletins.

2. Prepare media releases to announce CADS-NCD activities and events.

**NUMBER: 4.3.5**

**SUBJECT: FINANCE COMMITTEE**

**DATE: April 2004**

**RESPONSIBLE TO:** BOARD OF DIRECTORS

 MEMBERSHIP

**MEMBERSHIP:**  PRESIDENT OF CADS-NCD

 TREASURER OF CADS-NCD

 ONE ADDITIONAL BOD MEMBER APPOINTED BY THE BOD

**RESPONSIBILITIES:**

The Finance Committee is responsible for:

1. Developing financial policy recommendations for inclusion in the policy manual.

2. Preparing Grant submissions in conjunction with the Planning and Priorities Committee.

3. Preparing an annual budget each year for initial presentation to the BOD at the meeting immediately preceding the AGM. The final budget for the year must be presented to the BOD no later than 1 November each year.

4. Collection and consideration of budget requests from all committees and the Division Programs. Such requests will be part of budget presentations to the BOD.

5 Monitoring monthly statements and making any budget adjustments necessary, and

6 Preparing reports to the Ministry (if required) within the time frames allotted each year on use of grant monies.

**NUMBER: 4.3.6**

**SUBJECT: FUNDRAISING AND MARKETING COMMITTEE**

**DATE: NOVEMBER 2003**

**RESPONSIBLE TO:** BOARD OF DIRECTORS

**MEMBERSHIP:** CHAIRMAN APPOINTED BY BOD

 MEMBERS CHAIRMAN WILL APPOINT UP TO 5 MEMBERS FROM ADULT MEMBERS OF CADS-NCD OR OTHER ADULTS WITH DEMONSTRATED INTEREST IN THE ORGANIZATION.

**RESPONSIBILITIES:**

The Fundraising/Marketing Committee is responsible to seek out alternative revenue sources to allow CADS-NCD to progress toward financial self-sufficiency through:

1. Enhancing the visibility of CADS-NCD services through brochures, videos, etc.

2. Coordinating and evaluating CADS-NCD fundraising activities to maximize benefits.

3. Providing direction and assistance to member subsidiaries in fundraising at both local and Division levels.

4. Seeking out private and corporate sponsorships and donations for the Association. (for more information, please refer to the corporate sponsorship package that has been developed).

**NUMBER: 4.3 7**

**SUBJECT: NOMINATION COMMITTEE**

**DATE: NOVEMBER 2003**

**RESPONSIBLE TO:** BOARD OF DIRECTORS

 MEMBERSHIP

**MEMBERS:** CHAIRMAN APPOINTED BY BOD FROM AMONG BOD MEMBERS NOT UP FOR RE-ELECTION

 MEMBERS CHAIRMAN WILL APPOINT 2 ADDITIONAL MEMBERS FROM ADULT MEMBERS OF CADS-NCD WHO ARE NOT BOD MEMBERS UP FOR RE-ELECTION OR OTHER ADULTS WITH DEMONSTRATED INTEREST IN THE ORGANIZATION. MEMBERS

**RESPONSIBILITIES:**

The Nomination Committee is formed each year at least 60 days prior to the AGM. The purpose is to seek out and gain concurrence from candidates to serve for the 5 Board of Director positions up for election with consideration to Section 3.2.2 of this Manual.

The Nomination Committee will;

1. Contact existing BOD members up for re-election to determine whether or not they will stand for re-election.

2. Ask programs for their recommendations.

3. Review CADS-NCD Membership lists for potential candidates.

4. Obtain agreement to serve from all candidates.

**NOTE:**

The Nomination Committee slate does not preclude nominations from the floor at the AGM providing the candidate is in attendance and agrees to stand for election.

The Nominating Committees' slate is implemented to ensure appropriate candidates who may not be in attendance are considered.

**NUMBER: 4.3.8**

**SUBJECT: PLANNING AND PRIORITIES COMMITTEE**

**DATE: NOVEMBER 2003**

**RESPONSIBLE TO:** BOARD OF DIRECTORS

 MEMBERSHIP

**MEMBERS:** PRESIDENT

 ONE OTHER MEMBER OF EXECUTIVE COMMITTEE

 ONE OTHER MEMBER OF BOD APPOINTED BY THE PRESIDENT

**RESPONSIBILITIES:**

The Planning and Priorities Committee is responsible for the establishment of both short and long-range goals for the Association.

Specifically, the Committee will:

 1 Prepare Integrated Plan, in conjunction with the Finance Committee, each year.

2 Establish, through consultation with BOD, subsidiaries and individual members, short (one ear) and long (two to five year) term goals and programs for the Association.

 3 Establish sub-committees as required to oversee particular programs and initiatives.

**NUMBER: 4.3.9**

**SUBJECT: POLICY COMMITTEE**

**DATE: NOVEMBER 2003**

**RESPONSIBLE TO:** BOARD OF DIRECTORS

**MEMBERSHIP:** CHAIRMAN APPOINTED BY BOD

 MEMBERS APPOINTED AS REQUIRED BY CHAIRMAN

**RESPONSIBILITIES:**

The Policy Committee is responsible for;

1. Establishment and update of CADS-NCD Policies contained in this Manual.

2. Presentation of proposed new or updated policies to the BOD for approval. (Policies will be approved by a simple majority of BOD members in attendance at a scheduled meeting).

3. Distribution of corrections to Policy Manual to all Manual Holders.

**NUMBER: 4.3.10**

**SUBJECT: TECHNICAL COMMITTEE**

**DATE: NOVEMBER 2003**

**RESPONSIBLE TO**: BOARD OF DIRECTORS

**MEMBERS:** CHAIRMAN APPOINTED BY BOD

 MEMBERS UP TO 4 ADDITIONAL MEMBERS APPOINTED BY THE CHAIRMAN OF THE TECHNICAL COMMITTEE AND APPROVED BY THE BOD.

**RESPONSIBILITIES**:

The Technical Committee (TC) is responsible for all aspects of teaching and adaptive equipment.

The Committee will;

 - work closely with the National Committee on issues of teaching technique and equipment adaptation.

- work closely with CSIA to maintain teaching techniques at the most current level.

- act as a resource pool to assist local Divisional Programs with appropriate equipment selection and/or modification.

- develop and maintain in conjunction with the National Committee, and distribute technical and equipment manuals to Divisional Programs and ski schools.

- coordinate Division technical and certification clinics for Instructors and Volunteers and Ski Schools.

- develop and operate within an approved budget each year.

- Communicate the appointment of the CADS-NCD TC representative within the appropriate time frames.

**NUMBER: 4.3.11**

**SUBJECT: RECRUITMENT AND COMMUNITY AWARENESS COMMITTEE**

**DATE: NOVEMBER 2003**

**RESPONSIBLE TO:** BOARD OF DIRECTORS

**MEMBERS**: CHAIRMAN APPOINTED BY BOD

 MEMBERS APPOINTED AS REQUIRED BY CHAIRMAN

**RESPONSIBILITIES:**

1. Promote awareness of disabled skiing within the community in order to develop relationships such as the recruitment of new volunteers, recruitment of potential disabled skiers and establishment of new programs through such venues as:

  Ski shows

  Liaison with local ski areas (e.g. ski facility open house days)

  Communicating with other groups (e.g. schools, special interest groups etc.)

**NUMBER: 4.3.12**

**SUBJECT: SAFETY COMMITTEE**

**DATE: NOVEMBER 2003**

**RESPONSIBLE TO:** BOARD OF DIRECTORS

**MEMBERS:** CHAIRMAN APPOINTED BY BOD

 MEMBERS ONE MEMBER FROM EACH LOCAL PROGRAM AND OTHERS AS DEEMED NECESSARY

**Overview** As per the 21 Jan 2003 BOD meeting the need for a Safety Committee at the Division level was debated and approved to ensure our membership, their families, the national program, and our insurers that the NCD Programs all take safety serious and we "walk the talk".

**RESPONSIBILITIES:**

  Develop a safety framework or strategy that shows leadership and demonstrates CADS-NCD’s commitment to safety.

  Update and provide Incident Reports for completion by each program, if and when an incident does occur.

  Review all incidents in an attempt to mitigate or diminish the risk of re-occurrence

  Report to the BOD annually.

**NUMBER: 4.4**

**SUBJECT: COMMITTEES - AD-HOC**

**DATE: NOVEMBER 2003**

Although no ad-hoc committees are currently active, structures for some possible committees have been established. Ad-hoc committees, when active, may operate as sub-committees of existing Standing Committees or may be independent, reporting directly to the BOD.

 The following potential committees have been structured;

 4.4.1 Cross Country Development

 4.4.2 Discipline

 4.4.3 Integration

**NUMBER: 4.4.1**

**SUBJECT; CROSS COUNTRY DEVELOPMENT COMMITTEE**

**DATE: NOVEMBER 2003**

**RESPONSIBLE TO:** BOARD OF DIRECTORS

**MEMBERSHIP:** CHAIRMAN APPOINTED BY BOD

 MEMBERS AS REQUIRED APPOINTED BY COMMITTEE CHAIRMAN

**RESPONSIBILITIES**:

Although Cross Country (Nordic) Skiing is not popular in the disabled community in the National Capital Division, and Cross Country Canada now has responsibilities for disabled cross country skiing, it is within the CADS-NCD mandate to support this discipline. Therefore it is the responsibility of the Board of Directors to be aware of the needs of the community and to be proactive in encouraging any interest shown in this sport.

The Committee would have responsibilities similar to the Technical Committee and could evolve to either an independent Standing Committee or a branch of the existing Technical Committee.

**NUMBER: 4.4.2**

**SUBJECT: DISCIPLINE COMMITTEE**

**DATE: NOVEMBER 2003**

**RESPONSIBLE TO:** BOARD OF DIRECTORS

**MEMBERS**: PRESIDENT OF CADS-NCD

 NEUTRAL PERSON FROM OUTSIDE THE ASSOCIATION

 ADDITIONAL MEMBER FROM BOARD OF DIRECTORS

 OTHER MEMBERS AS THE ABOVE DEEM NECESSARY

**RESPONSIBILITIES:**

 When an alleged concern happens that effects:

- the objects of the Association

- the ideals of the Association

- breach of established rules and/or policies

- and/or the By-Laws of the Association

- a signed contract

 The following procedure shall be carried out:

 - the alleged concern(s) must be sent to the President in writing explaining

 in detail the concern(s).

- the President will investigate by:

 a. interviewing the writer.

 b. interviewing others concerned with the problem.

 If the concern cannot be solved, the President will select the Committee listed above.

- All information will be sent to the Committee.

- The Committee will meet in person or by telephone with the people involved.

- After a full investigation the Committee will make its ruling.

 - The President will inform the parties involved first by telephone

 and then by registered mail.

**APPEALS:**

All appeals shall be forwarded to the CADS-NCD President within 30 days of the decision being mailed. The appeal shall include the reasons for the appeal and shall be signed by the applicant.

The President shall appoint neutral people (not from the original committee) to hear the appeal.

The appeal committee process shall be handled the same way as the Discipline Committee process.

**TIME FRAME FOR DISCIPLINE COMMITTEE**

1 Day 0 - President receives concern.

2 Day 5 - President will investigate the concern.

3 Day 7 - Within 7 days, President selects a committee

 and forwards all information for their review.

4 Day 35 - Committee to have met, interviewed those involved and made a decision.

5 Day 36 - Person(s) involved are notified of decision by telephone and registered mail.

6 Day 37 to 66 - Appeal deadline if appeal is lodged.

7 Day 38 to 67 - President appoints neutral persons to review appeal.

8 Day 68 to 97 - Decision of the Appeal Committee is final.

**NUMBER: 4.4.3**

**SUBJECT: INTEGRATION COMMITTEE**

**DATE: NOVEMBER 2003**

**RESPONSIBLE TO:** BOARD OF DIRECTORS

**MEMBERSHIP**: CHAIRMAN - APPOINTED BY BOD

 MEMBERS - APPOINTED BY CHAIRMAN AS REQUIRED

**RESPONSIBILITIES:**

The Integration Committee, when active, will be responsible for issues such as inclusion of disabled individuals in able-bodied ski racing and regular ski schools. This Committee may be a sub-committee of the Technical Committee or may report directly to the BOD.

**NUMBER: 4.5**

**SUBJECT: COMMITTEE REPORTS**

**DATE: NOVEMBER 2003**

All Committee reports for BOD meetings are to be received (TYPED COPY) in an electronic format used in the Division office seven (7) days prior to the scheduled meeting.

The office may forward a copy of all reports to all Board Members for their perusal prior to the meeting.

**NUMBER: 4.6**

**SUBJECT: STAFF**

**DATE: NOVEMBER 2003**

Ongoing Staff functions for CADS-NCD are provided through a network of volunteers.

Part time staff may be hired directly if warranted.

Other staff positions will be filled by appointment on an Ad-Hoc basis and will be covered by a job description and contract.

Possible positions include:

- Coaches

- Managers

- Accountants

- Consultants

**NUMBER: 4.7**

**SUBJECT: REPRESENTATIVES TO OTHER ASSOCIATIONS**

**DATE: NOVEMBER 2003**

CADS-NCD will be represented at meetings of other Associations by the President or a delegate named by the President.

**SECTION 5**

**PROGRAMS**

**5.1 CADS-NCD PROGRAM’s OPERATING PROCEDURES**

**NUMBER: 5.1**

**SUBJECT: CADS-NCD - PROGRAM OPERATING PROCEDURES**

**DATE: NOVEMBER 2003**

**Programs:**

 5.1 The term ‘Program’ is used to represent any program, organization or service within the NCD region (Eastern Ontario and Western Quebec), providing for disabled skiing under the auspices of the Canadian Association for Disabled Skiing.

 5.2 A Program may identify an individual to be it’s representative to the NCD BOD or allow the NCD BOD to appoint a representative, each fiscal year. All representatives of subsidiaries with 10 or more members will sit as full voting members of the NCD board of directors for the fiscal year.

 Please refer to Policy at 3.2.1 “... as elected by their respective program...”

 5.3 A Program must be sanctioned each fiscal year, by the NCD, through a formal majority vote of the BOD, upon submission and approval of an operating plan for the fiscal year. The operating plan must include as a minimum, identification of a management team, statement of mission, organizational plan, financial budget and safety plan. The plan must meet the high standards of operation expected by CADS and the NCD.

 5.4 All subsidiaries must submit a final report each fiscal year of their operations for the year indicating how and to what extent they have met the commitments indicated in the approved operating plan.

 5.5 The NCD commits to support a competitive “team based” program to work with Alpine Canada to provide a pool of selected athletes for divisional team and to work with Alpine Canada’s national teams. The competitive “team based” program will operate as a Program and meet all of the requirements as such.

 5.6 A Program may utilize NCD’s Canada Customs and Revenue Agency charitable organization identification number for it’s fundraising activities, subject to NCD BOD approval.

 5.7 Should there be a breach of trust with respect to meeting the terms of it’s operating plan, the NCD BOD may at any time, revoke it’s sanctioning of a Program through a formal vote after providing due notification and allowing the Program management to address any concerns the BOD may have.

 5.8 No Program shall accept as a participant anyone who is not a current member of CADS-NCD.

**SECTION 6**

**COMPETITION**

6.1 DIVISION TEAM

**Note:** Please refer to Appendices II for CADS-NCD Competition and Team policy

**NUMBER: 6.1**

**SUBJECT: DIVISION TEAM**

**DATE: NOVEMBER 2003**

6.1.1 The Division Team consists of Athletes, Coaches, Managers, and guides.

6.1.2 Athletes will be assessed annually to determine suitability for the team..

6.1.3 An appointed individual from within the Division Team will sit as a member of the CADS-NCD Board of Directors and sit as the Race Program Director as outlined in Section 3.2.3 of this Manual.

6.1.4 The Team is funded to the extent possible by a combination of grants, other CADS-NCD revenues, annual membership fees, and donations received by individual team members or private and corporate donations specifically for Team use.

The Team Manager is to prepare an annual budget for approval by the Finance Committee. Funds from other CADS-NCD sources will only be allotted to cover deficits. The Team is authorized to spend pre-approved funds only.

**Note:** Please refer to Appendices II for CADS-NCD Competition and Team policy

**SECTION 7**

**RECREATION**

7.1 GENERAL FOCUS

7.2 INSTRUCTOR CERTIFICATION

7.3 NATIONAL SKI FESTIVAL

 1 FESTIVAL FEES

 2 SKI IMPROVEMENT (SKIMP)

**NUMBER: 7.1**

**SUBJECT: GENERAL FOCUS**

**DATE: NOVEMBER 2003**

CADS-NCD considers recreational skiing, snow boarding and grass roots development to be the major element in its overall operation.

Teaching Subsidiaries are the heart of the organization and all operate with common goals. To teach people to ski, or board in a SAFE, enjoyable environment and to allow students to progress to the levels they wish to achieve. This may mean being a long term recreational skier or snow boarder in either a Subsidiary setting or independently skiing or boarding with family and friends or it may mean becoming involved in the competitive aspects of the sport.

Teaching methodology is detailed in the CADS Technical Manual under control of the CADS Technical Committee.

A complete, updated, Technical Manual is provided to each subsidiary and Instructor.

Regardless of the goals, it is the mandate and focus of CADS-NCD to allow and encourage every individual to fulfill their dreams to the absolute limit of their capabilities.

This also means that CADS-NCD will play a proactive role in making skiing and snow boarding available to all, regardless of ability, and to make skiing for disabled individuals available at all ski facilities in the National Capital Division.

**NUMBER: 7.2**

**SUBJECT: INSTRUCTOR CERTIFICATION**

**DATE: NOVEMBER 2003**

CADS-NCD policy is to have instruction provided within its’ subsidiaries by the most qualified people available. The overall teaching concept is to have instruction provided by Certified Instructors with the reinforcement and ski accompaniment provided by trained volunteers and guides.

CADS-NCD philosophy is that an Instructor for persons with a disability must be better trained than an Instructor for an able-bodied skier.

CADS-NCD strongly supports the teaching methodologies of the Canadian Ski Instructors Alliance (CSIA) and the adapted methodologies of CADS National Technical Committee.

However, CADS-NCD does not support the concept that an able-bodied person may be CADS Certified without successful completion of at least CSIA Level I or its’ equivalent.

Therefore the following process will be used for Instructor Certification within CADS-NCD.

 **Able-Bodied**

 1. At a minimum, must be CSIA Certified or equivalent to at CSIA Level I.

 2. Must successfully complete CADS Certification Level I as outlined in the CADS Policy Manual and CADS Technical Manual.

 3. CADS Level II, IIA or higher according to CADS Certification requirements

 **Disabled**

 1. May not be CSIA Certified.

 2. Must successfully complete CADS Certification Level II or IIA as outlined in the CADS Policy Manual and CADS Technical Manual.

It is recognized that some volunteers and guides may not wish to become certified as Instructors and it is recognized that these individuals make a valuable contribution to the organization. In order to insure these individuals are kept current, they are expected to attend an annual clinic prior to the season conducted by CADS-NCD or a subsidiary organization.

In order to encourage attainment of the highest Levels of Certification CADS-NCD, will cover 50% of the registration cost for individuals who successfully complete any entry level CSIA, CSCF or CASI Certification courses, and the Board may consider reimbursement for successful completion of higher level certification.

**NUMBER 7.3**

**SUBJECT: NATIONAL SKI FESTIVAL**

**DATE: NOVEMBER 2003**

The following is Section 6.1 from the CADS Policy Manual and provides information on the annual ski festival.

DATE; APRIL 1992

The CADS Ski Festival is held yearly at the end of the ski season. Dates of the one week Ski Festival will always be within the last two weeks of March and the first two weeks of April, as determined by the Board after consideration of the recommendations of the festival committee. Location of the festival will be determined by the Festival Bid Committee who will utilize a bid package in reaching their decision. Ad Hoc Committees will be established as are necessary to ensure that adequate arrangements are in place for the Ski Festival.

All the Ski Festival Recreational and Competitive events are available for both alpine and cross-country skiers. Events include: Ski Improvement (Alpine and Cross-Country)

 Certification Course for Alpine Instructors

 Clinics for Alpine Instructors

 Guesstimation Race

 Black Diamond Race

The President of CADS will have his/her travel, accommodation and daily meal allowance paid for the week.

Board of Directors who have specific duties over the course of the week will be paid an honourarium.

NOTE; This would exclude Board of Directors who are working and being paid under the SKIMP program.

The President of the host Division will be invited to attend the opening and/or closing ceremonies and banquet. One nights accommodation will be paid for by CADS.

**NUMBER: 7.3.1**

**SUBJECT: FESTIVAL FEES**

**DATE: NOVEMBER 2003**

The following is Section 6.1.A from the CADS Policy Manual and provides information on payment of fees for the National Festival.

DATE: NOVEMBER 1991

All those attending the CADS Festival will be required to pay registration fees except:

- National Team Members

- Staff

- Those on the VIP list. This list will be developed each year by the President

 and the Executive Director of CADS.

**NUMBER: 7.3.2**

**SUBJECT: SKI IMPROVEMENT (SKIMP)**

**DATE: NOVEMBER 2003**

The following is Section 6.2 from the CADS Policy Manual and provides information on the Ski Improvement program offered each year at the National Festival.

Ski Improvement classes for Alpine skiers are available at the Ski Festival at a predetermined cost.

**ALPINE**

Classes are held from 10:00 hours to 12:00 hours Monday through Friday and are conducted by qualified CADS Ski Instructors. For those skiers who are interested in race development, a Black Diamond category has been established.

Clinics are held each afternoon for resource people and Instructors.

The Coordinator of the SKIMP Program must be a member of the Technical Committee and will be appointed by the Technical Committee on a yearly basis.

**SECTION 8**

**COMMUNICATION**

8.1 COMMUNICATION OF DIVISION OFFICE

8.2 COMMUNICATION TO BOARD OF DIRECTORS

8.3 COMMUNICATION TO DIVISION PROGRAMS / TEAM

8.4 COMMUNICATION TO MEMBERSHIP

8.5 COMMUNICATION TO OTHER ORGANIZATIONS

**NUMBER: 8.1**

**SUBJECT COMMUNICATION OF DIVISION OFFICE**

**DATE: NOVEMBER 2003**

Since CADS-NCD does not employ office staff, communication to and from the Division Office is the responsibility of the Executive Committee.

The Executive Committee must ensure the membership is kept informed of Division, National and external activities, concerns and priorities as they apply to the organization.

**NUMBER: 8.2**

**SUBJECT: COMMUNICATION TO BOARD OF DIRECTORS**

**DATE: NOVEMBER 2003**

CADS-NCD BOD will be kept abreast of Division activities through memos and correspondence from the Division Office and the President as well as through CADS-NCD BOD Meetings. The BOD will establish CADS-NCD priorities which will then become the basis of a reporting system.

BOD Members will be contacted on a regular basis via BOD memos, copies of relevant letters to specific individuals or specific sport groups and one-to-one correspondence. It is essential that BOD Members deal with written correspondence as quickly as possible.

**NUMBER: 8.3**

**SUBJECT: COMMUNICATION TO DIVISION PROGRAMS / TEAM**

**DATE: NOVEMBER 2003**

The Division Office will maintain regular contact with the Divisional Program and Team Board representatives. The Board Representatives will in turn communicate on a regular basis with program and team management and members informing them of CADS and CADS-NCD activities and member responsibilities.

**NUMBER: 8.4**

**SUBJECT: COMMUNICATION TO MEMBERSHIP**

**DATE: NOVEMBER 2003**

The Annual General Meeting, generally held between October 1st and November 31st each year, provides the opportunity for CADS-NCD members to be informed of the activities of CADS-NCD and to assist in plans for the future.

Members are also informed of the Association’s activities through the website and periodic newsletters and bulletins.

CADS also produces a National Newsletter which is sent to all members 2 or 3 times each year.

Members should be informed of CADS-NCD policy, projects, etc. by BOD Member representing their Program/Team.

Members in turn are encouraged to direct comments and concerns to their BOD Representative who will in turn bring it to the attention of the BOD.

**NUMBER: 8.5**

**SUBJECT: COMMUNICATION TO OTHER ORGANIZATIONS**

**DATE: NOVEMBER 2003**

Except in cases where a specific project is Chaired by another member, the CADS-NCD President will serve as the main contact for CADS-NCD.

Contact with the CADS National office will be through the appointed CADS Representative from the BOD and/or the President.

**SECTION 9**

**CADS-NCD EXPENSE POLICY**

9.1 GENERAL

9.2 REIMBURSEMENT POLICY

9.3 CONDOLENCE DONATION POLICY

**NUMBER: 9.1**

**SUBJECT: GENERAL**

**DATE: NOVEMBER 2003**

It is important for members whose travel is paid by the Association to follow strict guidelines to keep travelling costs to a minimum.

The following policies will be enforced.

 1 CADS-NCD will only pay for direct flights from the traveller's point of origin to destination. Any stopovers are at the expense of the traveller.

 2. Travel will always be in economy class.

 3 Travellers will make an effort to book tickets well in advance to take advantage of seat sales, Saturday night stopovers, etc.

 4 Non-airfare travel will only be paid from the traveller's point of origin to destination if the amount does not exceed the lowest airfare available for the same trip.

If a Board of Director member has difficulty in managing pre-payment of travel costs, a direct billing to the CADS-NCD office can be arranged.

In order to ensure proper fiscal planning and management, CADS-NCD cannot be responsible for unauthorized or non-policy expenditures.

Therefore, if a BOD member has a financial expense or question which is not addressed in this section, he/she should check with the CADS-NCD President before taking any fiscal action on behalf of the Association.

**NUMBER: 9.2**

**SUBJECT: REIMBURSEMENT POLICY**

**DATE: February 2012**

CADS-NCD will endeavour to reimburse claimants as promptly as possible.

**AIR TRAVEL**

CADS-NCD may cover up to 100% of return travel costs. The CADS-NCD office must receive the airline stub or a detailed travel agency invoice. The invoice must include; name(s) of the traveller(s), points of departure, points of arrival, flight number, carrier, class, date of flights, ticket number, date of invoice, price of ticket.

**TRAIN - BUS - TAXI - LIMO - FERRY**

CADS-NCD may cover up to 100% of return travel costs provided that this amount does not exceed the lowest airfare available for the same trip.

**PRIVATE VEHICLE**

Effective July 1st, 2011 CADS-NCD may reimburse a member $0.57 per km provided that this amount does not exceed the lowest airfare available for the same trip.

**Note:** *The Private Vehicle rate of $0.57 per km are as published by the Canadian Revenue Agency (CRA) and will be adjusted annually or from time to time to reflect CRA authority*

**MEALS**

CADS-NCD may reimburse a member $51.00 per diem, or $17.00 for a Breakfast, Lunch and / or Dinner. No receipts required.

**Note:** *The Meal Rates of $17 per meal or $51 per diem are as published by Canadian Revenue Agency (CRA) and will be adjusted annually or from time to time to reflect CRA authority*

**ACCOMMODATION**

Accommodation will be paid based on double occupancy except for extenuating circumstances such as disability, gender, etc. Travellers will make every effort to obtain the best rate charge at the selected hotel. (ie. corporate rate). Receipts are required.

**MISCELLANEOUS EXPENSES**

- CADS-NCD will provide reimbursement of expenses incurred for CADS-NCD purposes.

- Original receipts are required.

- Miscellaneous personal expenses (non CADS-NCD business), such as telephone/ fax/postage/courier gifts, dry cleaning, while in travel status etc. will not be reimbursed.

**NUMBER: 9.3**

**SUBJECT: CONDOLENCE DONATION POLICY**

**DATE: May 2011**

This policy relates to flowers and other gifts at times of serious illness or bereavement.

Donations will be made in the amount of up to $100 for members of the Board and their immediate families and any current program member at the discretion of their Program Board representative. Donations beyond these two groups would be at the discretion of the Board.

**SECTION 10**

**FINANCIAL CONTROL**

10.1 GENERAL

10.2 SIGNING AUTHORITY

10.3 BUDGET PREPARATION AND MANAGEMENT

10.4 TAX RECEIPTING POLICY

**NUMBER: 10.1**

**SUBJECT: GENERAL**

**DATE: NOVEMBER 2003**

The finances of the Association are computerized and administered by the treasurer.

Monthly reports are issued to the President by the Treasurer for review.

All most current financial positions will be distributed at all BOD and Executive meetings.

**NUMBER: 10.2**

**SUBJECT: SIGNING AUTHORITY**

**DATE: NOVEMBER 2003**

General signing authority for the Association will be as per the By-Laws.

Cheque signing authority shall be assigned by the Executive Committee and shall be two of:

- President,

- Treasurer, and

- One other member of the Executive Committee as appointed by the Executive Committee.

**NUMBER: 10.3**

**SUBJECT: BUDGET PREPARATION AND MANAGEMENT**

**DATE: NOVEMBER 2003**

A detailed annual budget will be struck each year by the Finance Committee for approval by the BOD.

The budget will be based on input from various Committees, Programs, and the Executive Committee.

A preliminary budget will be presented at every AGM.

The Finance Committee has the authority to reallocate between budget areas within the base budget approved by the BOD.

**NUMBER: 10.4**

**SUBJECT: TAX RECEIPTING POLICY**

**DATE: MAY 2012**

The CADS-NCD Charity number may be used by affiliated programs who do not have access to a Registered Charity number to issued tax receipts for donations received..

In this case, donations must be made to CADS-NCD and must be in accordance with guidelines established by the Charities Branch, Canada Revenue Agency (CRA). Such donations will then be forwarded to the group or individual providing documentation is provided indicating the funds will be used for objects within the CADS-NCD mandate.

CADS-NCD will not "charge" for this service by withholding any portion of the donation. Receipts are normally issued for donations of $10.00 or more.

All tax receipts will be signed by either the President, 1st Vice President, 2nd Vice President, Treasurer or Secretary of CADS-NCD and a copy maintained for file and audit purposes.

**SECTION 11**

**HARASSMENT POLICY**

11.1 GENERAL

11.2 POLICY

**NUMBER: 11.1**

**SUBJECT: GENERAL**

**DATE: NOVEMBER 2003**

CADS National is in the process of updating and rewriting a harassment policy to include reference to screening workers etc.

CADS-NCD will review this new policy and either adopt the CADS National policy or establish a unique policy incorporating all aspects of the National policy.

In the interim, CADS-NCD has adopted the CADS-Ont policy outlined in Section 11.2. The policy has not been rewritten and all references to CADS-Ont formerly Ontario Association for Disabled Skiing (OASD) should be interpreted to mean CADS-NCD.

This policy will be strictly enforced.

**NUMBER: 11.2**

**SUBJECT: HARASSMENT POLICY**

**DATE: NOVEMBER 2003**

**ACKNOWLEDGMENTS:**

The Ontario Association for Skiers with Disabilities would like to thank the Ontario Cycling Association and the Ontario Ski Council for allowing us to use the framework they developed for this policy.

**OASD HARASSMENT POLICY:**

The Ontario Association for Skiers with Disabilities (OASD) is committed to the achievement of equal opportunity including the establishment of a sport environment in which all members have the opportunity to contribute to the sport to their maximum potential.

In keeping with the spirit of this commitment, OASD does not tolerate nay form of harassment and undertakes to protect all members regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, disability, age, marital status, family status or record of offense, from harassment by other members, officers of the Association, officials, organizers, coaches, clubmates and any other member of OASD with whom they may have contact.

This policy is directed towards the protection of members from harassment which may occur:

 - during the course of OASD business and events, or within a club affiliated with OASD; or

 - outside of such events or clubs where there may be repercussions in the work or club environment affecting members' skiing relationships.

**Definition of Harassment**

Harassment takes many forms but can generally be defined as behaviour including comments and/or conduct which is insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or groups of individuals or which creates an uncomfortable environment. While this applies to all members of OASD and any form of harassment, the Ontario Human Rights Code specifically prohibits harassment on the following grounds: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed (religion), sex, sexual orientation, disability, age, marital/family status, or record of offense.

Harassment may include:

- written or verbal abuse or threats.

- sexually oriented comments.

- racial or ethnic slurs.

- unwelcome remarks, jokes, innuendoes, or taunting about a person's body, attire, age, marital status, ethnic or racial origin, religion, etc.

- displaying of sexually explicit, racist or other offensive or derogatory material.

- sexual, racial, ethnic or religious graffiti.

- practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance.

- unwelcome sexual remarks, invitations or requests whether indirect or explicit, or intimidation.

- leering (suggestive staring) or other obscene or offensive gestures.

- condescension, paternalism or patronizing behaviour which undermines self-respect or adversely affects performance or working conditions.

- physical conduct such as touching, kissing, patting, pinching, etc.

- vandalism.

- physical assault.

Reprisal:

As part of their right to freedom from harassment, OASD Members are protected from reprisal or the threat of reprisal.

 Reprisal may include situations in which a member is:

- denied or threatened with denial of promotion, advancement, training

 or other related opportunities or benefits (eg. Team selection, etc.).

- disciplined or threatened with disciplinary action.

- dismissed or threatened with dismissal.

 On the sole basis of:

- rejecting the sexual advance of a person in authority who could or who could be perceived to have influence over skiing- related decisions affecting the member.

- having made a complaint of harassment.

Reprisal may also include situations involving co-member(s) who, because the member has made a complaint of harassment, continue or escalate the harassment; ostracize or isolate the member; and/or engage in any behaviour with the intent to intimidate, threaten, humiliate, hurt or adversely affect the performance or working conditions of the member.

**Procedure:**

OASD is committed to creating and maintaining a supportive sport environment free of all forms of harassment.

Board/Committee members, affiliated Club/Program executives, staff, coaches, managers and officials of OASD are responsible for preventing and discouraging harassment by:

- understanding and upholding the principles of this policy.

- not engaging in behaviour contrary to this policy and ensuring that all members are treated fairly and equitably.

- communicating the Association's objective to create and maintain a harassment-free sport.

- not allowing or condoning behaviour contrary to this policy.

- taking all complaints of harassment seriously by investigating complaints in a thorough and sensitive manner and taking prompt action to resolve the situation in accordance with procedures outlined in the following sections.

Any person who has authority to prevent or discourage harassment will be held responsible for failing to exercise this authority.

All members of OASD have a responsibility not to harass any other member. Members who experience harassment are encouraged to make it known to the harasser that the behaviour is offensive and/or to report the incident(s) in accordance with the following complaint procedures. Members who witness harassment or who become aware that a member is being harassed are encouraged to report the incident in accordance with the complaint procedure which follows.

**Complaint Procedures:**

Members who experience harassment are encouraged to make it known to the harasser that the behaviour is offensive and contrary to OASD policy. If confronting the harasser is not possible or if after confronting the harasser, the harassment continues, report the incident to the President of OASD.

 If this avenue is either unavailable or inappropriate, complaints may be made directly to:

- any chair of any OASD Committee

 - any member of the OASD Board of Directors.

- any OASD Coach, Manager, official or staff member.

- any executive member of a Club/Program affiliated with OASD.

 Members are encouraged to report incidents of harassment.

Members who bring the incident(s) to the attention of OASD will receive the full support of the Association. Complaints will be addressed in a sensitive, responsible and timely manner.

Members who experience harassment because of their age, sex, race, religion, ethnicity, place of origin, disability, sexual orientation or family status are specifically protected under the Ontario Human Rights Code and have the right to file their complaint with the Ontario Human Rights Commission.

**Complaint Investigation and Resolution**

The above complaint procedure sets out a number of avenues for reporting incidents of harassment. Once a complaint is received, immediate action must be taken as follows:

- The complaint must be documented and immediately forwarded to the President who must inform the Executive Committee of the complaint as quickly as possible.

- The Executive Committee must immediately appoint a tribunal to investigate the incident(s).

- The complaint must be documented and immediately forwarded to the chair of the tribunal.

- The President must ensure that an investigation is initiated.

All complaints of harassment must be investigated by the appointed tribunal to determine the nature and circumstances of the incident(s) and to determine appropriate resolution.

Investigations must be conducted in accordance with procedures set out in the Ontario Ski Council's Harassment Policy Guidelines which are available from the President of OASD.

**APPENDICES**

I MEMBERSHIP FORM

II COMPETITION

**APPENDIX:**  **I.1**

**SUBJECT: MEMBERSHIP and REGISTRATION FORM**

**DATE:**  **NOVEMBER 2003**

INSERT SAMPLES OF PROGRAM REGISTRATION / MEMBERSHIP FORMS

**APPENDICES II (formerly SECTION 5)**

**COMPETITION**

II.1 DIVISION TEAM

 A. DIVISION TEAM MEMBERS

 B. DIVISION TEAM SELECTION

 C. SELECTION TO NATIONAL TEAM

II.2 COACHES

 A. HEAD COACH

 B. ASSISTANT COACHES

 C. DIVISION COACHES FOR CANADIAN DISABLED CHAMPIONSHIPS

II.3 MANAGERS

II.4 CANADIAN DISABLED CHAMPIONSHIPS

II.5 ANTI-DOPING REGULATIONS

II.6 SANCTIONING OF NATIONAL COMPETITIONS BY ALPINE CANADA

II.7 SUPPORT OF NATIONAL TEAM MEMBERS

**APPENDIX:**  **II.1**

**SUBJECT: DIVISION TEAM**

**DATE:**  **NOVEMBER 2003**

An appointed individual from within the Division Team will sit as a member of the CADS-NCD Board of Directors and sit as the Race Program Director as outlined in Section 3.2.3 of this Manual.

The Division Team consists of Athletes, Coaches, Managers, and guides. The Team is funded to the extent possible by a combination of grants, other CADS-NCD revenues, annual membership fees, and donations received by individual team members or private and corporate donations specifically for Team use.

The Team Manager is to prepare an annual budget for approval by the Finance Committee. Funds from other CADS-NCD sources will only be allotted to cover deficits. The Team is authorized to spend pre-approved funds only.

Athletes will be assessed annually to determine suitability for the team.

**APPENDIX:**  **II.1 A**

**SUBJECT: DIVISION TEAM MEMBERS**

**DATE: NOVEMBER 2003**

**RESPONSIBLE TO:** TEAM COACHES

 TEAM MANAGER

**MEMBERSHIP:** SELECTED BY TEAM COACHES

**RESPONSIBILITIES**:

Team Members will abide by behavioural and training guidelines as established by coaches.

Team Members are also expected to participate in events such as Division Festivals and to be active in fundraising for the Association.

**APPENDIX:**  **II 1 B**

**SUBJECT: DIVISION TEAM SELECTION**

**DATE: NOVEMBER 2003**

The Head Coach has the authority to select the Athletes to the Provincial Team.

Selection Criteria will be based on:

- Current years performance at local, regional or provincial events.

- Potential growth.

 - Desire to improve under coaching.

- Willingness to learn from the Coach.

- Excellent physical condition.

 - Ability to arrange time to train and compete in camps and

 competitions as required by the coach

 **Note:** Coaches must arrange local training and competition opportunities for Members where travel times and/or costs are prohibitive.

- Previous Team Members are expected to show year over year improvement.

Provincial Team Members that are injured or unable to compete due to medical reasons will remain on the team roster but will not receive any funding assistance while they cannot compete.

Team Members who have been injured or have been unable to compete for medical reasons must provide medical clearance to the Coach and, in the opinion of the Coach be physically fit to resume competition. Divisional Programs or individuals who believe they have or are potential team candidates should arrange for an evaluation by the Head Coach.

**APPENDIX:**  **II 1 C**

**SUBJECT: NATIONAL TEAM SELECTION**

**DATE: NOVEMBER 2003**

National Team selection is the sole responsibility of Alpine Canada as the CDST is no longer affiliated with CADS, and falls under Alpine Canada

**APPENDIX:**  **II.2**

**SUBJECT: DIVISIONAL HEAD COACH**

**DATE: NOVEMBER 2003**

 The Division Head Coach will be selected by the Executive Committee.

Selection will be based on availability, skiing and coaching qualifications (CSIA, CSCF, NCCP, CANSI), racing/coaching experience and familiarity with all technical aspects of disabled skiing.

Coaches selected will be members of the association and work under a signed agreement containing but not limited to responsibilities, expenses covered and honorariums.

 The Head Coach is responsible to:

- select coaching and Team manager staff

 - appoint Assistant Coaches and advise Executive Committee

- select the members of the Division Team.

- train athletes to the highest level in their discipline.

- set up yearly program of dry-land and on hill training.

- set up yearly schedule of competitions.

- attend competitions.

- submit progress report on all competitors following each

- training camp and competition.

- submit reports on all competitions.

- attend BOD Meeting prior to AGM to present Annual Report and

- attend the subsequent AGM if so requested.

**APPENDIX:**  **II.2.A**

**SUBJECT: ASSISTANT COACHES**

**DATE: NOVEMBER 2003**

**RESPONSIBLE TO:** HEAD COACH

 TEAM MANAGER

**MEMBERSHIP:** SELECTED BY HEAD COACH

**RESPONSIBILITIES:**

 Assistant Coaches will work under the direction of the Head Coach and shall be responsible for duties assigned.

**APPENDIX:**  **II.2 B**

**SUBJECT: DIVISION COACHES FOR CANADIAN DISABLED CHAMPIONSHIP**

**DATE: NOVEMBER 2003**

The following is Section 5.2C from the CADS Policy Manual covering Division Coaches at National Championships.

**DUTIES AND RESPONSIBILITIES**

Make sure you and your team members are all current members of CADS. See 5.4.

Be aware of the DEADLINE DATES as set down for racing licences, and entry forms for competition.

Collect all the necessary funds and send in all the forms well before the deadline to protect against disqualification.

Complete all forms required, including racing licence, race form, and registration release form.

The Race Secretary will not accept any registrations or race forms from individual racers. They shall come direct from the coaches or one designated person.

**COACHES and TEAM SUPPORT**

A team will be determined by the Head Coach and be within available budget.

**APPENDIX:**  **II.3**

**SUBJECT: MANAGERS**

**DATE: NOVEMBER 2003**

**RESPONSIBLE TO:** HEAD COACH

**MEMBERSHIP:** SELECTED BY HEAD COACH

**SELECTION CRITERIA:**

The Head Coach will appoint the Division Team Manager based on budget consideration, availability, racing/coaching experience, familiarity with competitive disabled skiing and willingness to abide by the policies, guidelines and responsibilities outlined by the Head Coach.

**RESPONSIBILITIES:**

The Division Team Manager is responsible to:

- Provide general planning specifically in areas of transportation, lodging, feeding, general expenses, equipment, clothing, training, facilities, entry forms, insurance, and the specific requirements of the host organizing committee.

 **Note:** It is expected that bulk travel and lodging arrangements will be made by the Manager for all Team and support members to enhance the Team image and benefit from group discounts.

- Collect the biographical material for use in the information system.

- Determine any special needs of any team member.

 - Team members and their activities during the staging camp and the event site. eg. generally speaking, to be "available" to team members at all times.

- Collect information regarding uniform sizes.

- Ensure ALL team members attend team meetings.

 - Ensure that all technical and schedule information is passed on to Coaches and that their reaction is obtained.

- Assist in the recruitment of other support staff.

- Assist the Coach appropriately on administrative related needs.

- Have the team at medical checks.

During travel and when in travel status, the Team Manager may be required by the Head Coach to assist with the following:

- Confirm transportation arrangements and times;

- to medical checks

- for coaches to meetings

- To Opening, Closing Ceremonies, Awards and other meetings as

 necessary.

- Distribute pins, crests, and information to team members.

- Have names put on equipment.

- Assign rooms and coordinate information with Chef or host committee.

- Know START TIMES for competitors and assist in getting them to the start area ON TIME.

- Arrange with meals committee for meals and menus as required.

 - Cooperate with Press for persons they may wish to interview. Have the competitors available and be present during the interview.

- Arrange for all wake up calls.

- Monitor evening curfews.

 - Maintain a list of names and room numbers and passport numbers and expiry dates if applicable.

- Be responsible for the safe-keeping of valuables for team members.

 - Be involved in protest procedures and be familiar with current and correct protest procedures and follow through with the Coaches on behalf of the Athletes.

- Assist the Coaches in any unusual circumstances.

- See that all staff members submit their report within 20 days of the event.

 - Account for all expenditures, with receipts where necessary, to the Division Office within 20 days of the event.

- Submit a detailed report to the Division Office within 30 days of the event.

- Maintain a daily log while at the event that will become part of the final report.

**APPENDIX:**  **II.4**

**SUBJECT: CANADIAN DISABLED CHAMPIONSHIPS (CDC)**

**DATE: NOVEMBER 2003**

The Canadian Disabled Ski Championships - Alpine (CDSC) are held each year in conjunction with the Ski Festival.

 Qualifications to compete in the CDSC (for Canadian competitors)

 The skier shall: - be a current member of CADS.

 - be a member of:

A) Canadian Disabled Alpine Ski Team (CDAST) or

 B) Division Team placed in top of their class at a CADS sanctioned Regional or Division Race.

 - be classified according to ISOD / IBSA

 medical classifications.

 - be familiar with FIS, IPC and ISOD / IBSA ski racing

 rules.

The Jury, CDAST Head Coach or Chief of Race Technical Delegate, or the CADS-NCD Head Coach may remove any racer from the CDSC, if required, due to inability to compete at the Canadian Disabled Ski Championship level.

Funding to the Divisional Racers at the CDSC will be based ~~in~~ on travel, per-diem meals, and accommodation costs within budgetary considerations.

**APPENDIX:**  **II.5**

**SUBJECT: ANTI-DOPING REGULATIONS**

**DATE: NOVEMBER 2003**

Sport Canada and ISOD outline regulations that must be adhered to by ALL competitive athletes.

General information is included as an appendices to this Manual.

For more information contact the Division Office.

**APPENDIX:**  **II.6**

**SUBJECT: SANCTIONING OF NATIONAL COMPETITIONS BY CADS**

**DATE: NOVEMBER 2003**

The following is Section 5.9 of the CADS Policy Manual and provides detail on the sanctioning of National Competitions. Sec. 5.9 is under review by CADS.

DATE; SEPTEMBER 28, 1990

In order for CADS to officially sanction a National Ski Competition, the following items must be agreed upon between the Organizing Committee and CADS.

 1. The race will be run under FIS and IPC established rules.

 2. That a qualified current FIS delegate is present during the competition and is paid as per FIS rules.

 3 That a qualified IPC representative be present during the competition. Compensation to be discussed with the Organizing Committee.

 4. That the IPC representative be part of the race jury.

 5. That the race course meets IPC rules regarding course specifications.

 6. That awards will be given out according to International Rules for Disabled Competitions.

 7. That the lifts be accessible to all the disabled.

 8. That the Organizing Committee have Liability Insurance in place for the duration of the race and name CADS in the policy.

 9. That the dates do not conflict with another Disabled Ski Competition.

 10. That CADS will have no financial responsibility unless agreed upon with the Organizing Committee before the competition begins.

**APPENDIX:**  **II.7**

**SUBJECT: SUPPORT OF NATIONAL TEAM MEMBERS**

**DATE: NOVEMBER 2003**

In keeping with CADS-NCD commitment to supporting athletes with disabilities at all levels, CADS-NCD will provide financial assistance to their athletes named to the National Team.

This degree of assistance will be determined by the Executive on an annual basis with due consideration for the financial status of CADS-NCD.

To qualify for assistance, athletes must;

 - have been a member of CADS-NCD for at least 2 years prior to

 acceptance on the National Team.

- Continue to be members of CADS-NCD.

- actively support fundraising efforts of CADS-NCD.

 - take part in CADS-NCD activities (ie. Special ski days, banquets, etc.)

 to the extent possible based on schedules of the National Team.

- 000 -