

**NWT AMATEUR SPEED SKATING ASSOCIATION**

**Executive Limitations Policy**

**September 27, 2017**

**1. Lawful and ethical operation**

The Sport Administrator shall not cause or allow any practice, activity, decision or organizational circumstance, which is either:

- a) Unlawful;
- b) Imprudent;
- c) In contravention of any act or regulation;
- d) In violation of commonly accepted business and professional ethics;
- e) In violation of NWTASSA's values, By-laws and regulations.

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### **2. Safe, fair, and respectful conduct**

In dealings with members, volunteers, coaches and athletes, the Sport Administrator shall not cause or allow conditions, procedures, or decisions which are unsafe, unfair, disrespectful, undignified, or which fail to provide appropriate confidentiality and privacy.

Accordingly, the Sport Administrator must:

- a) Use application forms or procedures that do not elicit information for which there is no clear necessity;
- b) Use methods of collecting, reviewing, or storing client information that protect against improper access to the information elicited;
- c) Establish with members and clubs a clear understanding of what may be expected and what may not be expected from any service offered;
- d) Provide access to a dispute resolution process for those who believe that they have not been dealt with fairly;
- e) Inform the Board of documented complaints and their nature;
- f) Ensure safe and proper conditions prevail at events of any sort sanctioned by or associated with NWTASSA.

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### **3. Financial and public integrity**

The Sport Administrator may not cause or allow jeopardy to fiscal integrity or public image.

Accordingly, the Sport Administrator must:

- a) Create obligations over only such a term for which revenue can be safely projected;
- b) Expend no more than \$1,000 on a specific activity neither corresponding to an expected annual calendar of events, nor pre-approved by the Board;
- c) Use long-term reserves only with prior Board approval;
- d) Settle debts in a timely manner and ensure the collection of accounts receivable in an timely manner;
- e) Make no single purchase or commitment greater than \$5,000 without prior Board authorization;
- f) Not acquire, encumber, nor dispose of real estate;
- g) Operate with appropriate Board-level controls;
- h) Plan in any fiscal year to spend only such funds as are conservatively projected to be received in that period, without explicit Board approval;
- i) Protect property, information and files from loss or significant damage;
- j) Preserve the organization's public image and credibility.
- k) Ensure that the values and goals of the organization are reflected appropriately in all materials for distribution to the media.

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#### **4. Board relations**

The Sport Administrator shall not permit the Board to be uninformed or unsupported in its work.

Accordingly, the Sport Administrator must:

- a) Submit information requested by the Board in a timely, accurate and understandable fashion, where available;
- b) Advise the Board if, in the Sport Administrator's opinion, the Board is not in compliance with its own policies;
- c) Deal with the Board as a whole except when (i) fulfilling individual requests for information or (ii) responding to officers or committees duly charged by the Board;
- d) Report in a timely manner an actual or anticipated noncompliance with any policy of the Board;
- e) Advise the Board of any changes in the assumptions upon which any Board policy has been previously established;
- f) Conduct an annual survey of the membership and report the results to the Board;
- g) Make available and easily accessible to the public information regarding Board decisions.

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#### **5. Member and community relations**

The Sport Administrator may not fail to work collaboratively with members and community partners to identify needs and gaps in services offered by NWTASSA to communities of the Northwest Territories.

Accordingly, the Sport Administrator must:

- a) Initiate the development of needed programs and services;
- b) Seek required funding (through grants, proposals and reporting) and consequently disburse such funding to deliver such programs and services;
- c) Provide advice and guidance to member clubs, athletes, coaches, officials and volunteers;
- d) Advance awareness of NWTASSA programs and services.