

## SASKATCHEWAN ATHLETICS

### COMMUNICATION POLICY

#### 1. Overview

Communications from the Saskatchewan Athletics' office to its members, and conversely from the members to Saskatchewan Athletics, its employees, and the Board are vital in an organization which is as diverse in membership, and as geographically widespread as is Saskatchewan Athletics. In order to maximize the limited financial resources of the organization, communications must be done frugally; yet, it is incumbent on Saskatchewan Athletics to keep its members informed. Where conflict does develop between the constituent members of Saskatchewan Athletics, clearly stated methods of resolving these difficulties must be in place, and must be followed.

#### 2. Freedom of Expression

While members have the right to freedom of expression, they must be acutely aware that their actions reflect on the Association and the sport as a whole.

In any dealings with the press, members must emphasize that they are not acting in any capacity with Saskatchewan Athletics, but are in fact expressing their own personal opinions. Only the Executive Director, and the President have the right to speak on behalf of Saskatchewan Athletics.

#### 3. Public Relations

At major provincial track meets (those with more than 100 athletes competing, but excluding all-comers and twilight meets), Saskatchewan Athletics shall, in consultation with the host organizing committee, have a designated representative (preferably a Board or staff member) present to act in a public relations capacity.

This representative should be available to meet with athletes and coaches. This representative should act in general to enhance the image of Saskatchewan Athletics. The local organizing committee should incorporate the representative into the awards program if possible.

#### 4. General Communications

Nothing in this policy should be construed as preventing more detailed communications if the resources of Saskatchewan Athletics allow it. Such extra communications might include:

- Target mailings of newsletters, records and rankings to individual age groups;

- Communications with specific interest groups such as Roadrunners, Officials, Coaches.

**5. Club Contacts**

Memos from Saskatchewan Athletics office, Board minutes, etc., should be distributed to the club contacts as set out in Saskatchewan Athletics policies with respect to club support.

**6. Publications**

Publications intended for the general membership, such as SaskTrac, contain vital information which should be available to all members. Such publications will be distributed through the existing club system to the athlete members. Each club will receive a copy for each of its members, and is responsible for ensuring that these copies are distributed to the athletes. Coaches, registered Officials, club contacts, and unattached athletes will receive a copy.

SaskTrac should contain such items as:

- Criteria for team selection and financial assistance
- Schedules of upcoming events, camps and clinics
- Names and telephone contact information for employees, Board members, standing committees, and registered provincial clubs
- Information of a newsworthy note such as outstanding performances or changes to rules

All members are welcome to submit items for consideration in SaskTrac. Publication dates should be established and published so that all members know the date required for submission.

Other publications which may be printed on a periodic basis, such as records and athlete rankings, should be distributed as set out in Saskatchewan Athletics policies with respect to the level of club support. Those not entitled to receive these publications free should be able to purchase copies at a cost which covers the cost of printing and distribution.

All publications of Saskatchewan Athletics should include the names of those responsible for their content. This will facilitate the correction of any errors or omissions, should they arise.

**7. Association Contacts**

Each club will be provided annually upon request, upon payment of its club membership dues with a list of Association contacts and other information including, but not limited to:

- Constitution and bylaws
- Names and responsibilities of all employees, and standing committees
- Persons to be contacted for various types of information
- The level of support clubs can expect from Saskatchewan Athletics
- Statements of relevant policies
- Such other material as the Board or executive may feel is of importance to maintaining good communications within the organization

**8. Program Requests**

Requests for clinics for officials, athletes, or coaches, or any other assistance from Saskatchewan Athletics, should be in writing.

Dates desired, and facilities available should be outlined in the request. Saskatchewan Athletics should respond in writing confirming the dates of the clinic, and detailing any costs or other requirements to be covered by the club.

**9. Conflict Resolution**

Where conflicts arise between a member and Saskatchewan Athletics, it's employees, or the Board, an attempt should be made to informally resolve the problem by communication between the person(s) involved. However, should problems be unresolved by this method, then the following steps must be followed:

**a) Supervisor's Role**

If the dispute exists with staff other than with the Executive Director, the grievance shall be described in writing to the immediate supervisor responsible. Should the supervisor's response be unsatisfactory, the dispute, and the procedure taken to attempt to resolve it, shall be described in writing to the Executive Director. The Executive Director will report to the Board, or an appropriate committee of the Board, on those matters which are deemed sufficiently important to warrant attention.

**b) President's Role**

If the dispute is with the Executive Director, then it shall be described in writing to the President of Saskatchewan Athletics. The President shall investigate the dispute, and send a written copy of the findings to the parties

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involved, and to the personnel committee. If the dispute cannot be satisfactorily resolved, then it may be appealed to the Board. If the decision of the Board is not acceptable, then the Board may appoint an appeal committee, whose decision shall be final.

In all cases, written disputes shall require written replies to the parties involved. Parties involved have 30 days to investigate the dispute resolving mechanism at the next appropriate level.

### c) **Board's Role**

Board members who are approached by the membership with specific concerns should attempt to make the parties involved aware of the proper procedures to be followed. The Board reserves the right to consider any concern brought to its attention through the President. Any matter brought to the Board must be dealt with at the next Board meeting. The Board will reply within 7 days.

For serious matters, refer to the Constitution (Article XI – Investigations, Discipline and Appeals Procedures).