



Approved By: Management

Effective Date: May, 2008

Updated: Oct, 2012

## Alberta Alpine Ski Association

### Policy Title

1.4 Office Administration

### Policy Objective

To provide all our partners with clarity on office location and hours. To provide all staff with cultural context of Alberta Alpine.

### Procedure

#### For our partners:

- The Alberta Alpine offices are located at:
  - Suite 100, 1995 Olympic Way
  - Canmore, AB T1W 2T6
- Phone: 403 609 4730 0
- Fax: 403 678 3644
- In season (Sep – Apr) someone is in the office Mon – Fri 0830 hours to 1700 hours.
- The office is closed from Christmas Eve reopening the first business day of the new calendar year.
- Off season (May – Aug) the office is open Mon – Thu 0900 hours – 1630 hours.
- The voice mail at 403 609 4730 0 will advise of any other changes, specifically summer vacation.
- Other contact information is:
  - [memberservices@albertaalpine.ca](mailto:memberservices@albertaalpine.ca) – Member Services
  - 403 609 4731 – President – [president@albertaalpine.ca](mailto:president@albertaalpine.ca)
  - 403 609 4732 – Athletics Director – [athleticsdirector@albertaalpine.ca](mailto:athleticsdirector@albertaalpine.ca)
  - 403 609 4733 – Finance – [finance@albertaalpine.ca](mailto:finance@albertaalpine.ca)

#### For our staff:

- ✓ Staff are expected to adhere to all the codes of conduct policies of Alberta Alpine
- ✓ For financial reporting purposes it may be necessary for AB Alpine to disclose family member information
- ✓ All information related to athletes and compensation are confidential and may not be shared
- ✓ All staff must make themselves knowledgeable in all policies of AB Alpine. They must avail themselves of the Harassment and Whistle Blower policies should the need arise
- ✓ All staff are expected to dress appropriately for the tasks of their position. As an employee you are a representative to our partners including our membership and funding partners, including sponsors and donors
- ✓ Any expenses incurred during the discharge of your duties, including per diems, must be claimed by completing the appropriate forms (see appendix). You will be recompensed at the next cheque run or sooner if required.
- ✓ Some staff are eligible to receive a corporate credit card. This card is to be used for AB Alpine business exclusively. Should the holder anticipate heavy use of the card, please notify the CFO to make those arrangements to either have a deposit put on the card or a payment during



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travel. Having this card requires monthly reporting on a designated day. The reporting includes turning in all receipts or explanation of missing on the form. The designated day can be moved based on travel and team needs in consultation with the CFO.

- ✓ AB Alpine is a non-smoking environment. There will be no smoking in the office, within 100 yards of the office door nor will there be smoking within the fences at any event (training or race). Any smoking done outside the fences will be done on personal time away from athletes.
- ✓ All staff should refer to the fleet policy to become familiar with the use of AB Alpine vehicles.
- ✓ All equipment used by staff is the property of AB Alpine. Through limited excess funds and grants these purchases have been made possible. Please treat all equipment with respect to extend the operating life. All breakages or need for replacement must be requested to the Athletics Director for athletic equipment, office equipment is reported to the CFO. Minimally annually during the budget process and list will be compiled of needs.

## Scope

All staff

## Related Policies

## Appendix

Expense Claim form

Per Diem form

Organizational Chart