

ALBERTA TABLE TENNIS ASSOCIATION (ATTA)

RECORDS ACCESS AND COMMUNICATIONS POLICY

(October 2025)

1. Purpose

This policy establishes a clear, fair, and consistent process for:

- Accessing ATTA documents
- Managing information requests
- Protecting staff, volunteers, and governance integrity
- Ensuring transparency while preventing misuse of resources

2. Application

This policy applies to:

- All members
- Club representatives
- Directors and officers
- Staff and volunteers
- Any individual requesting ATTA records or information

3. General Principles

1. ATTA supports transparency and accountability.
2. Access to records must be:
 - Reasonable
 - Relevant
 - Consistent with governance needs
3. No individual has unrestricted access to all documents.

4. Requests must not interfere with operations or governance.
5. Repeated, excessive, or bad-faith requests may be restricted.

4. Documents Available to Members

The following are available upon request or via the website:

- Bylaws
- Policies approved by the Board
- AGM minutes (approved)
- Financial statements presented to members
- Governance documents approved for release

The Association is not required to provide:

- Draft documents
- Internal emails
- Board deliberations
- Investigation materials
- Personnel or disciplinary records
- Legal advice or correspondence
- Working documents

5. Request Process

All document requests must:

1. Be submitted in writing
2. Identify the specific document(s)
3. State the purpose of the request
4. Be submitted through the designated ATTA contact
5. Be reasonable in scope and frequency

Requests that are:

- Vague
- Repetitive
- Excessive
- Harassing
- Duplicate

May be refused or limited.

6. Administrative Discretion

The Association may:

- Consolidate multiple requests
- Require reasonable time to respond
- Refuse requests that interfere with operations
- Redirect requests to publicly available sources
- Require requests to go through the Board

The Board's decision on disclosure is final.

7. Improper Use of Requests

The following constitutes misuses:

- Repeated or serial requests
- Requests made to harass or burden staff
- Requests made to influence elections or governance
- Requests tied to personal political disputes
- Requests made in bad faith

Such conduct may be considered:

- Conduct detrimental to the Association
- A breach of member obligations
- Grounds for disciplinary action

8. Enforcement

Failure to comply with this policy may result in:

- Limitation or suspension of access
- Direction that all communication go through the Board
- Formal warning
- Disciplinary action under ATTA bylaws

9. Review and Approval

This policy is adopted by the Board of Directors and remains in effect until amended or repealed.