

ALBERTA TABLE TENNIS ASSOCIATION (ATTA)
BOARD LITIGATION MANAGEMENT PROTOCOL
(January 2026)

Purpose

This protocol establishes governance procedures to guide the Board of Directors when the Association becomes involved in litigation or formal legal proceedings. The objective is to ensure that ATTA operations continue in a stable and orderly manner while legal matters are addressed through appropriate channels.

This protocol is adopted pursuant to the Board's authority under **Article IV of the ATTA Bylaws (June 2025)**.

1. Designated Litigation Representatives

The Board shall designate one or more officers (typically the President and/or a designated Director) to act as the primary liaison with legal counsel regarding the litigation.

All instructions to legal counsel shall be coordinated through these designated representatives.

2. Role of Legal Counsel

Legal counsel retained by ATTA shall manage all legal strategy, filings, and court communications relating to the litigation.

The Board shall rely on counsel for advice regarding legal procedures and obligations.

3. Board Deliberations

The Board may discuss litigation matters during Board meetings as required. Where appropriate, discussions may occur in **in-camera (closed) sessions** to protect confidential legal advice.

Board members shall treat all litigation-related discussions as confidential.

4. Communication Protocol

All external communications concerning the litigation shall be made only through:

- the designated Board representative; or
- ATTA legal counsel where appropriate.

Board members, volunteers, and committee members should refrain from commenting publicly on ongoing legal matters unless authorized by the Board.

5. Operational Continuity

The Board affirms that ATTA programs, competitions, governance activities, and administrative operations shall continue in the ordinary course in accordance with the ATTA Bylaws and policies.

Litigation matters shall not delay or interrupt the regular activities of the Association unless required by law or advised by legal counsel.

6. Conflict of Interest Compliance

Any director or officer with a personal interest in matters relating to the litigation shall comply with the **ATTA Conflict of Interest Policy**, including disclosure and recusal where appropriate.

7. Record Preservation

The Association shall preserve relevant governance records, including:

- membership registry records
- AGM notices, registration, and voting records
- board resolutions and meeting minutes
- correspondence relevant to governance decisions

These records shall be maintained securely as part of ATTA's official governance documentation.

8. Director Protection

Directors shall continue to carry out their duties in good faith and in the best interests of the Association.

The Board notes that **Article X of the ATTA Bylaws provides indemnification for directors acting in good faith in the performance of their duties.**

9. Review of Protocol

This protocol may be reviewed or updated by the Board as necessary during the course of the legal proceedings.