

NAME OF ORGANIZATION: Newfoundland Athletic Dog Association, Inc. (NADA)	DATE: January 12, 2019	REV.DATE: May 19, 2020
POLICY SECTION: Class/Event Cancellation Policy		PAGE: Page 1 of 1

POLICY STATEMENT	This policy is inclusive of the cancellation of all Newfoundland Athletic Dog Association, Inc. (NADA) events, including classes, workshops, trials, or any other NADA event.
RESPONSIBILITIES	<p>NADA Board of Directors: Two members of the Board of Directors (BOD) will be selected and designated this role during the first BOD meeting after the Annual General Meeting (AGM). The designated individuals of the BOD, will make decisions of class/event cancellations from the date of the first BOD meeting of the new fiscal year until the date of the next AGM the following year.</p> <p>During the time frame between the AGM and the first BOD meeting after that AGM, the decision to cancel classes/events will be made by the newly elected President and Vice President of NADA.</p> <p>The designated individuals must post the cancellation(s) to the Launch Page of the NADA website. A post can also be placed on the NADA Facebook pages. The training directors and class instructors of the respective sports shall also be notified directly via email.</p> <p>Instructors: If instructors would like to cancel specific classes for any reason, they must post the notification to the Launch Page of the NADA website and also email event participants. A post can also be placed on the NADA Facebook pages.</p> <p>In event that students may not be alerted to check NADA's Launch page (for example, if there is not a winter storm), instructors must notify students by other means, in addition to having to the information posted to the Launch Page of the NADA website. A post can also be placed on the NADA Facebook pages.</p> <p>Instructors are responsible to reschedule the cancelled classes in conjunction with the Facility Drop-In Manager. Once the new date and time are confirmed, the instructor should inform their students.</p> <p>Facility Drop-In Manager: Updates the online schedule on the NADA website.</p>
CANCELLATION DECISIONS	The decision to cancel classes/events will be made and posted to the NADA Launch Page a minimum of 1 hour before the class/event begins.
CANCELLATION NOTIFICATION	All students & instructors will be notified via email by the Registrar of this Class/Event Cancellation Policy before each session of classes.