

Snow Valley Nordic Ski Club

POLICY MANUAL

October 23, 2018

Preface

The Snow Valley Nordic Ski Club is a full-service club incorporated under the Societies Act of British Columbia. As such, the Snow Valley Nordic Ski Club (alternatively “the Club” or SVNSC) has responsibilities to its members, to Cross Country BC, to the Ministry of Forests and to the public.

The primary purpose of the club is to provide cross country skiing opportunities and facilities for its members and the paying public. The Club Executive, with both elected and appointed members, is tasked with providing direction and guidance to the Club and the members. This includes programs with instruction, training, coaching and touring, as well as unstructured skiing.

The Club provides a year-round facility for non-motorized recreational use including, but not limited to, classic and free technique cross country skiing, cycling, hiking, trail running, walking, orienteering, and horseback riding. The Club takes no responsibility for non-skiing activities.

Balancing the needs of a diverse range of user groups requires careful and thoughtful management. The Club developed this Policy Manual to guide the Executive in making decisions about facility use, and share this information with Club members, other users and our funding partners.

This Manual outlines the responsibilities individual club members accept when using Club facilities or representing SVNSC in competition. All members are encouraged to read this manual. Suggestions for improvements are welcomed by the Executive.

Mission Statement

Snow Valley Nordic Ski Club is a volunteer Club that encourages fitness and enjoyment of the outdoors by providing opportunities to participate in recreational, educational, competitive and social activities associated with cross country skiing; and promoting the life-long enjoyment of cross country skiing by people of all ages and abilities.

1. Directors' Policies

1.1 POLICY MANUAL

The Club executive will review the Policy Manual annually, normally before the Annual General Meeting. Whenever possible, major policy changes will be introduced to the Club at the Annual General Meeting.

*Written By: SVNCS Board of Directors
Approved By: SVNCS Board of Directors
Revised/Reviewed: October 2018
References: None*

1.2 CONSTITUTION & BYLAWS

In case of disagreement between the Constitution/Bylaws and the Policy Manual, the Constitution/Bylaws are the final authority.

*Written By: SVNCS Board of Directors
Approved By: SVNCS Board of Directors
Revised/Reviewed: October 2018
References: None*

1.3 ANNUAL GENERAL MEETING

The Snow Valley Nordic Ski Club is required by law to hold an Annual General Meeting (AGM) once each fiscal year. It must be held within four (4) months of the Club's fiscal year-end (currently June 30), at a date, time, and location to be announced on the club website and emailed to all current members.

*Written By: SVNCS Board of Directors
Approved By: SVNCS Board of Directors
Revised/Reviewed: October 2018
References: None*

1.4 CONFLICT OF INTEREST

The Snow Valley Nordic Ski Club adopts the Cross-Country B.C. Conflict of Interest Guidelines, first published in September 1992.

*Written By: SVNCS Board of Directors
Approved By: SVNCS Board of Directors
Revised/Reviewed: October 2018
References: <http://www.crosscountrybc.ca/14-conflict-interest-policy>*

1.5 PRIVACY POLICY

Personal Information is collected from club members as necessary for administration of Club programs and activities. Personal information is used, disclosed, protected, and accessible for correction according to the wishes of Club members and the law. Snow Valley Nordic Ski Club (SVNSC) is subject to the Personal Information Protection Act (“the Act”), which sets out principles of fair information practices that in turn form ground rules for the collection, use and disclosure of personal information. In accordance with the Act, SVNSC is responsible for the protection of personal information and the fair handling of it at all times both throughout the organization and in dealings with third parties.

(Please refer to the full Personal Information Protection Act that governs the collection, use and disclosure of personal information by organizations in BC:

http://www.bclaws.ca/Recon/document/ID/freeside/00_03063_01#section3.)

Written By: SVNSC Board of Directors

Approved By: SVNSC Board of Directors

Revised/Reviewed: October 2018

References: <http://www.crosscountrybc.ca/policies-procedures> 1.10 Privacy Policy

2. MEMBERS POLICIES

2.1 MEMBERSHIP INFORMATION

All Club members must display a current season pass when skiing. Day use skiers must display their day pass when skiing. SVNSC waives day passes for people participating in courses/events hosted by SVNSC or for racers and coaches who are registered and are carrying out pre-race training, however, they must sign a waiver.

The membership year is from November 1 to October 31 of the following year. Membership forms are printable from the website (snowvalleynordics.com); online registration is also available.

All members shall be consulted annually (at the time of membership registration) regarding their interest in volunteer activities. Indication of interest shall be followed up by the designated Committee Chair or Director or delegate.

Written By: SVNSC Board of Directors

Approved By: SVNSC Board of Directors

Revised/Reviewed: October 2018

References: None

2.2 MEMBERSHIP DISCIPLINARY PROCEDURES

Occasionally the Snow Valley Nordic Ski Club’s positive and supportive environment may be disrupted by the actions of one or more of its users. When such disruption continues, the overall positive experience of other club members can be affected and the well being of the club is negatively impacted. In situations where the SVNSC code of conduct or the CCBC code of Conduct and Ethics is not being adhered to, the Board may suspend or expel a member.

When a Board Member receives a report of possible misconduct by a club member they shall immediately report the incident to the Club's President. The President will, after consultation with the Executive, make a determination whether or not to proceed with a review of the incident. First, the club president and/or other members of the executive committee will discuss the problem privately with the disruptive individual(s) and encourage him or her to help maintain the club's positive atmosphere. The club should try to rectify the situation before taking steps to sanction the member. If the behavior does not improve, the executive committee may wish to ask the person to resign or to proceed with disciplinary action, which could include suspension or termination of the person's membership. If disciplinary action is considered, it is important that the individual(s) be offered an opportunity to meet with the Board and:

--Have all of the information about the reasons why the executive committee is considering disciplinary action

--Be given enough time to prepare for any meetings.

--Must have a right to speak at the meeting.

It is critical that the board and its members are not biased or making their decision for personal reasons.

The outcome of a discipline meeting must be provided in writing to the affected member.

Written By: SVNSC Board of Directors

Approved By: SVNSC Board of Directors

Revised/Reviewed: October 2018

References: <http://www.crosscountrybc.ca/policies-procedures> 1.15 Code of Conduct and Ethics Policy

2.3 BUSINESS FROM THE MEMBERS TO THE CLUB EXECUTIVE MEETINGS

Any new business coming to the executive meetings from people not on the Executive needs to be emailed to the Club President not later than one week prior to the executive meeting. The person will have up to five minutes (at the executive meeting) to summarize the issue, followed by a question period.

Written By: SVNSC Board of Directors

Approved By: SVNSC Board of Directors

Revised/Reviewed: October 2018

References: None

2.4 DETERMINATION OF VOTING MEMBERS AT A BOARD MEETING

The quorum necessary for the transaction of business by the Board of Directors shall be one half (1/2) of the elected positions of whom two must be members of the Executive Committee.

Written By: SVNSC Board of Directors

Approved By: SVNSC Board of Directors

Revised/Reviewed: October 2018

References: None

2.5 ROLES OF DIRECTORS

The fundamental responsibility of the Board of Directors is to advance the mission and objectives of the Club. The responsibilities of the Directors include assisting in the development, approval, implementation, and monitoring of the organization's strategic plan and budget. The Directors will meet monthly September to June at a location agreed on by the directors themselves, though the normal location will be the lodge at Onion Lake Ski Trails.

In general, it is expected that:

1. Directors' contributions to discussions and decision-making shall be positive and constructive.
2. Directors' interaction in meeting shall be courteous, respectful and free of animosity.
3. Directors will support the Club's mission, vision, and mandate.
4. Directors will abide by and support decisions of the Board made by majority vote.
5. Directors shall be prepared for meetings, having read pre-circulated material in advance of the meeting.
6. Directors shall conduct themselves in an ethical and professional manner.
7. Directors shall bring credibility and goodwill to the organization.
8. Directors will respect the confidentiality of the decisions and deliberations of the Board and only communicate those decisions and deliberations through agreed-upon time lines and channels.
9. All internal documents are considered to be the property of the Society and the Directors should approve requests for this information. The Provincial Information and Privacy Act shall govern all requests for information.
10. Directors shall disclose a conflict of interest if decisions being deliberated at the Board table directly or indirectly benefit themselves, their family or friends. If such a conflict does exist, the Director involved will be asked to step away from the deliberations and decision making until the matter is decided.

According to the Club's Bylaws, there are four Executive Committee positions (President, Vice-President, Secretary, and Treasurer), one position for the Past President, and up to eight elected directors (including Membership Coordinator, Athletics Director, Facilities Director, Chief Groomer, and Rental Shed Coordinator). Other Directors should be welcome and other positions could evolve as the Club grows (eg. Events Coordinator, Media Director, etc.)

Directors

Responsibilities

President	<ul style="list-style-type: none">--Order and enforce Club policies and procedures in accordance with the Constitution and Bylaws--Organize, prepare agenda and chair all Executive, Special, and Annual General Meetings--Supervise the other directors in the execution of their duties--Liaise or represent, or appoint a delegate to represent, the Club in contact with other groups, govt agencies, CCBC, media, etc.--Keep confidential records including criminal record checks--Oversee strategic planning and policy development--Signing authority for Club bank accounts
Vice-President	<ul style="list-style-type: none">--Perform duties of President when President is absent or unable to act--Serve as resource person for questions relating to Club Constitution and Bylaws--Complete annual overview of Policy Manual--Lead Executive discussion of possible policy changes and improvements in advance of AGM--Review annual and five-year goals, and bring forward plans to achieve same--Prepares and reviews Risk Management Plan
Secretary	<ul style="list-style-type: none">--Correspondence of the Society--Notices of general meetings and directors' meetings--Minutes of general meetings and directors' meetings--Records in accordance with the Societies Act--Filing of the annual report of the Society and and other filings under the Societies Act
Treasurer	<ul style="list-style-type: none">--Keep accounting records of Club's financial status--Prepare the Society's financial statements--Make the Society's filings respecting taxes--Signing authority for Club bank accounts--Pay club bills--Move funds between Club accounts and term deposits as per Executive directives and to manage cash flow
Past President	<ul style="list-style-type: none">--As immediate past president, serve as ex-officio member of Executive with voting privileges--Provide information regarding past Executive decisions and Club activities
Membership Coordinator	<ul style="list-style-type: none">--Seasons passes and membership lists--Update registration forms (manual and online) working with the Zone4 system--Prepare and deliver Club notices to members via email--Provide members of the Executive and Programs Coordinators with contact information as requested--Stock day passes and ticket booth--Liaise with CCBC and Zone 4 regarding registration of members--Liaise with Treasurer regarding Club and CCBC dues--Keep volunteer database organized and accessible for Executive and Program Directors
Athletics Director	<ul style="list-style-type: none">--Recruit, manage, and coordinate Rabbit, Racers, and Master program leaders--Organize events and races for the Club--Arrange training courses as needed for adult and child instructors
Facilities Director	<ul style="list-style-type: none">--Prepare facility maintenance plan for annual repair--Coordinate work parties for repair or construction outside of ski season--Liaise with Chief Groomer and other Directors as needed--Liaise with Treasurer regarding expenditures
Chief Groomer	<ul style="list-style-type: none">--Recruit and train groomers--Schedule groomers to ensure trail readiness as much as possible, especially for scheduled programs and events--Ensure groomers update conditions on website and FaceBook--Report at Executive meetings--Liaise with Treasurer about ongoing machine maintenance and repairs--Keep maintenance logs for each piece of grooming equipment--Coordinate work parties for trail clearing outside of ski season--Coordinate outside contractors for ongoing trail and light maintenance--Maintain sets of Club keys and list of recipients--Maintain map of trail system
Rental Shed Coordinator	<ul style="list-style-type: none">--Recruit, train, supervise, and schedule Rental Shed volunteers--Prepare equipment for start of season, apply storage wax to base of skis at end of season--Follow up on season rentals that are not returned at the end of the ski season--Annual inventory of all ski gear, including what gear needs to be retired or replaced--Maintain rental binders for daily rentals, group rentals, and season rentals--Gather end-of-season statistical data overview of rental season and to plan for future years--Coordinate equipment purchases as needed for growth of rental program

*Written By: SVNCS Board of Directors
Approved By: SVNCS Board of Directors
Revised/Reviewed: October 2018
References: None*

2.6 INSURANCE

The Club's insurance through Cross Country BC (CCBC) covers members for most Club-related activities.

The following items are specifically NOT covered by the insurance (refer to the CCBC website for details):

- Training activities which are of high risk (such as mountain climbing)
- Operation of personal vehicles (individuals using their own vehicles for Club activities and especially carrying passengers should carry a minimum 3rd party personal liability coverage of not less than \$1,000,000)
- Open competitions which are outside the usual scope of cross country skiing; this would include but not be limited to triathlons which involve a component of mountain biking or ski jumping)
- Mountain biking and road cycling are covered for training purposes only, and in no case, does the coverage include racing events or time trials. For mountain biking, there is only 3rd party liability, even if it is a training activity. Separate from the sport-related insurance, personal goods (ski equipment, tools, other equipment, etc.) are left at Onion Lake at the owner's risk. **THE CLUB INSURANCE POLICY DOES NOT COVER LOSS OR DAMAGE TO PERSONAL ITEMS.**

*Written By: SVNCS Board of Directors
Approved By: SVNCS Board of Directors
Revised/Reviewed: October 2018
References: <http://www.crosscountrybc.ca/membership-insurance-program>*

3. FINANCE POLICIES

3.1 PURCHASING

In general, individual directors and the General Manager responsible for a particular group or function are authorized to spend money for that purpose, included in their approved budget. For items not included in the approved budget, board approval must be obtained. In urgent circumstances, the President is authorized to provide the approval.

*Written By: SVNCS Board of Directors
Approved By: SVNCS Board of Directors
Revised/Reviewed: October 2018
References: None*

3.2 PROJECT APPROVAL AND MANAGEMENT

Work that results in a significant physical alteration of SVNSC Trails, Buildings or other Facilities must be specifically approved by the Board during the budget process or at a subsequent meeting. Cost estimates are to be developed to an appropriate level of detail for the project at hand and presented to the Board for approval. Upon project approval, a Project Manager will be appointed by the Board to oversee and report on the Project. The Project Manager is then accountable to the Board and is tasked with keeping the Project within its approved scope and budget.

Written By: SVNSC Board of Directors
Approved By: SVNSC Board of Directors
Revised/Reviewed: October 2018
References: None

3.3 PROFESSIONAL DEVELOPMENT OR ATHLETE SUPPORT

The Club is totally run by volunteers. As far as the Club is able (either through revenue or from grant approvals), the Club will financially assist in training the following:

- Race officials
- SDP coaches
- CANSI instructors

Applicants must be prepared to assist the club with events and programs. CANSI instructors will have their annual fees refunded at the end of the season if they have instructed at the trails a minimum of six (6) times.

Written By: SVNSC Board of Directors
Approved By: SVNSC Board of Directors
Revised/Reviewed: October 2018
References: None

3.4 REFUNDS

Season Pass Refund

Season Passes are not refundable unless in circumstances such as injury or illness, in which case there will be a \$30 administration fee and a prorated refund based on remaining time left in the ski season. A doctor's note must accompany requests for refunds for injury or illness.

Program Refund

Program fees are not refundable unless in circumstances such as injury or illness, in which case there will be a \$20 administration fee and a prorated refund based on remaining time left in the ski season. A doctor's note must accompany requests for refunds for injury or illness.

Written By: SVNSC Board of Directors
Approved By: SVNSC Board of Directors
Revised/Reviewed: October 2018
References: None

3.5 EXPENSE CLAIMS

Executive members and other members will submit expense claims (with receipts) for pre-approved purchases to the treasurer in a timely manner and on expense claim forms available from executive members.

Groomers will be compensated (\$25 per trip) for travel to and from Onion Lake Ski Trails from Terrace or Kitimat. Travel claims must also be submitted on an expense claim form, along with the dates of travel and the purpose for travel (eg. grooming or equipment maintenance).

Written By: SVNCS Board of Directors
Approved By: SVNCS Board of Directors
Revised/Reviewed: January 2018
References: None

4. TRAILS AND GROOMING POLICIES

4.1 TRAIL ETIQUETTE

To help ensure all trail users enjoy a safe and pleasant visit all users shall follow the ground rules below.

Display current season pass or valid day pass while skiing on Onion Lake Ski Trails Ski in the direction indicated on one-way trails Ski in front of or behind companion (s) on double-track trails, not side-by-side Yield to downhill skiers on two-way tracks Get off the track quickly after a fall and fill in any "sitzmark" Step off the track to wax, eat lunch, or for an extended break Carry all your garbage back to the lodge or your vehicle Do not smoke If you must walk on the trails, walk only on the side of trails, outside of the classic ski tracks and off the center skate ski area Dogs are allowed only on the designated "doggy trail"

Written By: SVNCS Board of Directors
Approved By: SVNCS Board of Directors
Revised/Reviewed: October 2018
References: None

4.2 WINTER GROOMING

Our trail grooming volunteers strive to provide the best possible skiing experience for all club members regardless of their skiing ability or technique choice, while maintaining the longevity of the snow base and working in a cost-effective manner.

When there is adequate snow depth to support a snowmobile or similar machines, packing of the lower trails will commence, with the goal of building a packed clean base layer of snow for the remainder of the season. This will be accomplished by track-packing, rolling or using a compacting implement.

Track setting may commence when there is an adequate depth of snow to establish the tracks.

As the snow pack grows, the heavier grooming machines will be used, at the discretion of the groomers. The Head Groomer, in conjunction with the Club President, will determine what grooming equipment will be used based on snow condition, temperature, objectives for the day/week, and budgetary considerations.

Grooming operations may be suspended if conditions are unsuitable. This would include rain, warm temperatures followed by forecasted cooling temperature, lack of new snow, excessive snowfall, or satisfactory ski conditions which could be made worse by grooming. The availability of qualified groomers, most of whom hold full-time jobs, is also a factor in grooming frequency and duration.

Grooming priorities will be set by the machine operators, but will normally include the stadium, JackRabbit, Beaver, and the Doggy Trail. As time and snow conditions permit, the groomers will address other trails.

Written By: SVNCS Board of Directors
Approved By: SVNCS Board of Directors
Revised/Reviewed: October 2018
References: None

4.3 SUMMER TRAIL USE

The Snow Valley Nordic Ski Club (SVNSC) area has numerous trails at Onion Lake for the use of members for skiing. During the snow-free period these trails are used by members as well as the general public for non-motorized activities such as walking, running and biking.

During the snow free period the SVNSC does not require membership to utilize these trails and does not receive a monetary benefit from the users of these trails. SVNSC does not restrict the use of these trails. However, the trail system is part of a Community Forest, and logging activity during the non-ski season might limit the amount of public trail use.

Written By: SVNCS Board of Directors
Approved By: SVNCS Board of Directors
Revised/Reviewed: October 2018
References: None

4.4 DOG TRAIL

During the ski season dogs are permitted only in the parking lot and the “Doggie Trail.”

When using Dog Trail, members and visitors must follow these guidelines:

- Keep your dog in your vehicle until you are ready to ski.
- Dogs must be on a leash in the parking area.

- All skiers skiing on the dog trails should anticipate encountering dogs and their owners and behave in a kind and courteous manner towards both.
- Dog owners are responsible for their dogs and assume the risk that other dogs will be encountered along the trails.
- Keep your dogs under control when approaching other skiers and pets.
- A maximum of two dogs per skier and four per group of skiers.
- Please remove dog feces from the parking lot and ski trail; baggies are provided at the start of the Doggie Trail. Dog waste must be packed out by the owner or disposed of in designated garbage cans.
- Be friendly with other dog owners. It's more enjoyable if everyone is nice!
- If your dog becomes unruly, stressed or rough: leash the dog and leave immediately.
- Please immediately report all incidents related to the dog trails to the Club President. All complaints about aggressive dog behavior will be taken seriously, and may result in the dog in question being muzzled or banned from the trails.

*Written By: SVNSC Board of Directors
 Approved By: SVNSC Board of Directors
 Revised/Reviewed: October 2018
 References: None*

4.5 MOTORIZED VEHICLES

Except for approved use, motorized vehicles are not permitted on the ski trails.

*Written By: SVNSC Board of Directors
 Approved By: SVNSC Board of Directors
 Revised/Reviewed: October 2018
 References: None*

4.6 SNOWSHOE POLICY

Snowshoeing on the ski trails is not permitted, due to the damage that snowshoes do to groomed trails. The Club will re-visit this policy in the future when there is interest and funding to build snowshoe-specific trails.

*Written By: SVNSC Board of Directors
 Approved By: SVNSC Board of Directors
 Revised/Reviewed: December 2017
 References: None*

5. PROGRAM POLICIES

5.1 SDP

The Skill Development Program is a modern, state-of-the-art progression of skill development programs for children ages 4-12. Coach certification standards are established by Cross Country Canada and Cross Country BC. Implementing mandatory minimum qualification standards for SVNSC coaches and ski leaders will ensure children

and youth receive a high-quality instruction and the best-possible introduction to the sport of Nordic skiing.

Qualified coaches run a 10-week program (Saturday mornings) January to March every year. Space is limited and late registrations might end up on a waitlist. Registration information is available on the Club's website (snowvalleynordics.com)

Written By: SVNSC Board of Directors

Approved By: SVNSC Board of Directors

Revised/Reviewed: October 2018

References: <http://www.crosscountrybc.ca/skill-development-program-sdp>

5.2 SCHOOL GROUPS

The Club provides opportunities for school groups (Grade 4 and older) to enjoy cross country skiing as part of a school program. The number of groups that the Club can accommodate is dependent on the availability of coaching and rental volunteers.

Groups rates apply to school groups. Parent chaperones (that would also join the skiing group) are encouraged. Arrangements for school groups are made through the Executive.

Written By: SVNSC Board of Directors

Approved By: SVNSC Board of Directors

Revised/Reviewed: October 2018

References: None

5.3 OTHER GROUPS

Businesses or other clubs can arrange for group lessons, rentals, day passes. Contact the Executive to book the events; the Club will accommodate groups as long as there are volunteers available to help out.

Written By: SVNSC Board of Directors

Approved By: SVNSC Board of Directors

Revised/Reviewed: October 2018

References: None

5.4 CODE OF CONDUCT FOR ATHLETES, COACHES AND OFFICIALS

SVNSC adheres to the Code of Conduct as laid out by Cross Country BC (CCBC). The purpose of this Code of Conduct and Ethics is to ensure a safe and positive environment within all programs, activities and events, by making all individuals aware that there is an expectation of appropriate behavior, consistent with the values of CCBC and SVNSC, at all times. CCBC and SVNSC are committed to providing an environment in which all individuals are treated with respect, and support equal opportunity and prohibits discriminatory practices.

All Individuals have a responsibility to:

a) maintain and enhance the dignity and self-esteem of other individuals

- b) refrain from any behavior that constitutes harassment or assault, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading or malicious
- c) refrain from any behavior that constitutes sexual harassment or assault, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature.
- d) refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
- e) in the case of adults, avoid consuming alcohol in situations where minors are present, and take reasonable steps to manage the responsible consumption of alcoholic beverages in adult-oriented social situations
- f) abstain from the use of non-approved drugs and performance-enhancing substances
- g) respect the property of others and not willfully cause damage
- h) comply at all times with the Bylaws, policies, rules and regulations of SVNCS, as adopted and amended from time to time.
- i) adhere to all Federal, Provincial, Municipal or host country laws.

Coaches

The athlete-coach relationship is a privileged one and plays a critical role in the personal as well as athletic development of their athletes. Coaches will at all times: ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability and fitness level of athletes; prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments; under no circumstances provide, promote, or condone the use of non-approved drugs or performance-enhancing substances; at no time engage in an intimate or sexual relationship with an athlete aged 18 years or under and at no time engage in an intimate or sexual relationship with an athlete over the age of 18 if the coach is in a position of power, trust or authority over the athlete; refrain from intervening inappropriately in personal affairs that are outside the generally accepted jurisdiction of a coach

Athletes

Athletes will have responsibilities to: participate and appear on time in all competitions, practices, training sessions, events, activities, or projects; properly represent themselves and not attempt to enter a competition for which they are not eligible, by reason of age, classification, or other reasons; adhere to CCBC's rules and requirements regarding clothing and equipment; and abide by curfew regulations as defined by the coach responsible for the athlete.

Officials

Officials have responsibilities to be fair and objects, avoid situations which a conflict of interest may arise, and make independent judgments.

Written By: SVNCS Board of Directors

Approved By: SVNCS Board of Directors

Revised/Reviewed: October 2018

References: <http://www.crosscountrybc.ca/policies-procedures> 1.15 Code of Conduct and Ethics Policy

6. OPERATIONAL & FACILITIES POLICIES

6.1 FACILITY USE AGREEMENT AND WAIVER

Any non-Club group, organization, or event wishing to use the Lodge and facilities as the venue shall contact the Club President for approval. The Club does not charge for the use of the lodge or the stadium area, but welcomes donations. The booking group must clean up the lodge and surrounding areas after their event, and are required to have their own event liability insurance.

Written By: SVNCS Board of Directors
Approved By: SVNCS Board of Directors
Revised/Reviewed: October 2018
References: None

6.2 RISK MANAGEMENT

SVNSC recognizes there are risks inherent in the operation of the organization and in the sport of cross-country skiing. SVNSC is committed to minimizing risks to the organization, its members, and participants by being proactive in identifying, measuring, and controlling actual and potential risks.

1. Club operations are designed to:
 - a) prevent or limit injury to participants and volunteers
 - b) help protect SVNSC and its volunteers against liabilities
 - c) reduce the cost of insurance
 - d) practice sound business management
 - e) enhance SVNSC's image and reputation
2. Prudent measures must be taken to identify, measure, and control both predictable and unforeseen risks
3. Risk control strategies and procedures must be reasonable, and must protect SVNSC from accusations of negligence by establishing a "standard of care" that is defined by written or published standards, unwritten or unpublished standards (eg. typical practices within the Canadian sport system or industry), established precedent (eg. case law), and common sense.
4. The Club President and Executive is assigned the specific responsibility for implementing a Risk Management Plan that will give force to this policy within SVNSC's operations.
5. The Club President will also be charged with the responsibility of taking a proactive and focused effort to ensure that all activities and events are evaluated for essentiality and for associated risks.

Written By: SVNCS Board of Directors
Approved By: SVNCS Board of Directors
Revised/Reviewed: October 2018
References: <http://www.crosscountrybc.ca/policies-procedures> 1.2 Risk Management Policy

6.3 DAY LODGE

The day lodge is located next to the parking lot. It is open year-round. The water tap is locked to prevent vandalism; most members know where the key is located. Wood is cut and dry behind the lodge should the wood storage in the lodge need to be filled. People who use the lodge are encouraged to clean up after themselves, to wash dishes according to the protocol posted in the kitchen, and to help out with sweeping, garbage, recycling, etc.

*Written By: SVNSC Board of Directors
Approved By: SVNSC Board of Directors
Revised/Reviewed: October 2018
References: None*

6.4 RENTAL SHED

The rental shed will post its hours of operation at the Lodge and on the website. People who show up outside of those posted times risk not having personnel present to help with rental gear.

*Written By: SVNSC Board of Directors
Approved By: SVNSC Board of Directors
Revised/Reviewed: October 2018
References: None*

6.5 MOOSE HUT

The Club's overnight hut is located on the trail system. It is booked in advance for overnight usage through the Moose Hut contact on the website. Overnight use is for members only; nonmembers must be accompanying current members, and the nonmembers will pay appropriate day fees (2 days for an overnight stay). Day users can also use the hut for a resting stop on the trail.

Rules are posted in the Moose Hut and are also provided to all who make their bookings through the Moose Hut contact.

*Written By: SVNSC Board of Directors
Approved By: SVNSC Board of Directors
Revised/Reviewed: October 2018
References: None*

6.6 COLD WEATHER AND QUESTIONABLE ROADS

If the forecasted highs for the day are colder than -15C the office/rental shop may not open and the groomers may not operate. Adult ski lessons may be cancelled. If the roads are deemed treacherous by the volunteers, they will not be expected to attend their shift at the rental shed or in adult instruction. Any cancelled shifts or classes will be posted on the website as soon as it is possible to do so.

Written By: SVNSC Board of Directors
Approved By: SVNSC Board of Directors
Revised/Reviewed: October 2018
References: None

6.7 SKILL DEVELOPMENT PROGRAM COLD WEATHER POLICY

For the safety of the participants, The JackRabbits program may be cancelled if the temperature is colder than -15C at 8:00 a.m. (This is also dependent on local wind and snow conditions.) Coaches will attempt to contact parents early in the morning on Saturdays if the program is cancelled. Check the website for up-to-date information on programs.

Written By: SVNSC Board of Directors
Approved By: SVNSC Board of Directors
Revised/Reviewed: October 2018
References: None

6.8 CRIMINAL RECORD CHECKS

For the safety of all the children and youths involved in Snow Valley Nordic Ski Club activities, all adult volunteers working independently with these groups must have a Criminal Record Check on file with the Club. Forms are available from the Club President. Volunteers are responsible for completing their own forms, which must then be submitted to the R.C.M.P.

All Criminal Record Check results will remain confidential between the R.C.M.P., the applicant, and Club President. As the Snow Valley Nordic Ski Club is a registered society, there is no cost to volunteers or staff for completing a Criminal Record Check.

Volunteers and staff must complete a criminal record check every 5 years.

Written By: SVNSC Board of Directors
Approved By: SVNSC Board of Directors
Revised/Reviewed: October 2018
References: None

7. INFORMATION FROM RELATED ORGANIZATIONS

In addition to the information included within this Policy Manual, the Club also follows the Policies of the Provincial Sport Body (Cross Country B.C.). For the most recent versions of this information, contact CCBC directly. This includes, but is not limited to, the information listed below:

7.1 CCBC

<http://www.crosscountrybc.ca/>

Membership / Insurance Guide

Conflict of Interest Guidelines

Harassment Policy

Anti-Doping Policy

Equity and Access Policy

Program Delivery Suggestions

Typical Full-Service Club Infrastructure

Email: office@crosscountrybc.ca

Phone: 250-545-9600

Fax: 250-545-9614