



Northern BC Winter Games Society Policy Manual



Northern BC Winter Games Society
Board of Directors Manual
Table of Contents

Terms of Reference Policies

5.1	Model of Governance – Northern BC Winter Games Society	1
5.2	Composition and Size of the Board of Directors; Membership.....	3
5.3	Duties of the Board of Directors and Conflict of Interest	4
5.4	Board of Directors Code of Conduct	6
5.5	Nomination, Election, Appointment of Board of Directors	8
5.6	Annual General Meeting (Proceedings)	9
5.7	Terms of Office and Succession Planning	10
5.8	Roles and Responsibilities of BC Games Society Staff	11
5.9	Officers of the Board	12
5.9.1	President of the Board.....	13
5.9.2	Vice-President of the Board	14
5.9.3	Past President of the Board	15
5.9.4	Secretary	16
5.9.5	Treasurer.....	17
5.9.6	Director – Sport	18
5.9.7	Director - Regional Representative	19
5.9.8	Director – Public Relations	20
5.9.9	Committees of the Board and Regional Representatives	21
5.10	BC Games Board Representative	22
6.1	Host Community Communication.....	25
6.2	Critical Incident Management.....	26
6.3	Security	28
6.4	Transportation	29
6.5	Accommodation and Meals	31
6.6	Billeting.....	32
6.7	Athlete Competition and Registration.....	33
6.8	Replacement Teams	35
6.9	Substitutions (Athletes, Coaches, Officials, Chaperones).....	36
6.10	Primary and Secondary Sport Program and Host Community Sport Selection Policy....	37
6.11	Corporate Partners, Funding Partners, and Friends of the Games.....	40
6.12	Legacies of the Host Community Games.....	41
6.13	Abuse and Harassment Prevention	42
6.14	Gender Equity, Aboriginal Participation and Inclusiveness	43
6.15	Provincial Sport Organization Memorandum of Understanding and Sport Technical Packages	44
6.16	Society Financial Policy	45
6.17	Regional Representative and Director Reimbursement.....	46
6.18	Advertising	47
6.19	Medical.....	48
6.20	Protests and Appeals Process	49
6.21	Backfilling (Individual Sports)	50
6.22	Medals.....	51
6.23	Medical Protocol.....	52
6.24	Officials	54
6.25	Logos on Uniforms	55
6.26	Registration Fee Refunds	58
6.27	Recording and Depositing of Funds.....	59
6.28	Funding for Sport Training, Workshops, and Competitions	60

Northern BC Winter Games Society Board of Directors Policy Manual

Terms of Reference Policies

Policy Category: Terms of Reference Policies

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5.1 Model of Governance – Northern BC Winter Games Society

Boards are comprised of individuals who are elected or appointed to act as representatives of the membership or constituency, which the organization serves. A governing board of Directors is the legal entity having authority for and responsibility over the organizational structure that has been created to fulfill the organization's goals.

The work of every governing board can be divided into five areas:

Policy – the governing board establishes plans, policies and procedures for the organization

Programs – the governing board designs, implements and evaluates programs to meet the needs and interests of its membership

Personnel – the governing board ensures that there are adequate volunteer and staff resources to carry out the work of the organization

Finance – the governing board obtains and manages the necessary financial resources to support the work of the organization

Advocacy – the governing board interacts and communicates with members, partner organizations, government, funding agencies and the greater community in which the organization exist.

The governing board's role in carrying out these functions is primarily one of developing, approving, monitoring, reviewing and updating policy. This role can be referred to as the role of governance. The actual tasks of implementing policy to carry out the work of the organization are tasks for committees, staff and volunteers. These are the roles of management and administration. Governance and management are not the same, even though at various times the same individuals may be involved in performing both tasks. However, they will be doing so while wearing different hats. At the Board table they are a Board volunteer and accountable to the President and membership. In the other roles, they are a service volunteer and the accountability shifts – sometimes to the staff person in charge of that area or another body who is ultimately accountable.

(Source: Adapted from "Centre for Sport and Law – Good Polices, Good Governance")

The Northern BC Winter Games Society members fulfill both governance (Board of Directors) and service volunteer (Regional Representatives) roles. The Regional Representatives are responsible for the registration and transportation of participants and are an important and valuable part of the Northern BC Winter Games.

General Accountability:

The Host Community is accountable to the Northern BC Winter Games Society to implement policies through the support and direction of the BC Games Society staff. BC Games Society staff is accountable to the Northern BC Winter Games Society to ensure its policies and procedures are implemented. The Northern BC Winter Games Society is accountable to the BC Games Society through the agreement for financial assistance, its membership and partners.

Policy Compliance and Monitoring Accountability:

The Northern BC Winter Games Society is responsible for the development, implementation, compliance and monitoring of Governance and Games policies. Monitoring and compliance is performed annually as part of the post games de-briefing and evaluation in consultation with BC Games Society staff.

Northern BC Winter Games Society Board of Directors Policy Manual

Terms of Reference Policies

Policy Category: Terms of Reference Policies

5.2 Composition and Size of the Board of Directors; Membership

The terms of reference policies are the policies which the Board uses to govern and are in keeping with the Constitution and By-laws of the Society.

Composition:

Characteristics of the Board members would include those skills required to implement the strategic plan of the Society and provide the policy development skills necessary for good governance. Gender equity at the Board level is a desired goal.

Size of the Board:

The number of Directors shall be 8 (eight).

The President, Vice-President, Secretary, Treasurer, Past President, Director – Sport, Director - Regional Representatives, and Director - Public Relations shall be the Board of Directors for the Northern BC Winter Games Society.

Directors:

There may be three (3) Directors one of whom will be the Director-Sport to deal with sport technical packages and the Provincial Sport Governing Bodies, Director-Regional Representatives to be the liaison between the Board and the regions, and Director-Public Relations who is responsible for media and information distribution.

Term of Office:

The Directors shall hold office for a maximum of three (3), three (3) year terms.

Membership/Committees of the Society:

There is at least one Regional Representative from each of the six (6) Northern Regions. The Regions are North Coast, Kitimat-Stikine, Cariboo, Bulkley-Nechako, Peace River-Northern Rockies, Fraser-Fort George.

Northern BC Winter Games Society Board of Directors Policy Manual

Terms of Reference Policies

Policy Category: Terms of Reference Policies

5.3 Duties of the Board of Directors and Conflict of Interest

Canadian law requires that Directors, in exercising their powers and performing their duties, must act honestly and in good faith with a view to the best interests of the Society. The fundamental responsibility of Directors is to represent the interests of the Northern BC Winter Games Society's members and other stakeholders in directing the business and affairs of the organization. Directors have three basic duties:

1. **Duty of diligence:** Directors generally must act with the care that a reasonably prudent person in a similar position would use under similar circumstances, and must perform her/his duties in good faith and in a manner believed to be in the best interest of the Society.
2. **Duty to avoid conflict of interest:** Directors are required to refrain from engaging in personal activities that would injure or take advantage of the organization. Directors are prohibited from using their position of trust and confidence of the organization to further any private interests. This duty requires an undivided and unselfish loyalty to the organization and demands that there be no conflict of interest between one's duty to the organization and self-interest.
3. **Duty to act within scope of authority:** Directors are required to perform their duties in accordance with applicable statutes and the terms of the organization's charter. Directors may be liable if they authorize an act that is beyond the powers conferred upon a corporation by its charter or by the laws of the province of incorporation.

As a general rule, a Director must not act while in a conflict of interest. It is the duty of the Director to declare the conflict with the President for discussion and decision on the appropriate course of action. In some cases, it is appropriate for the Director to withdraw from Board discussion and absent themselves from voting on items where the Director could be, or perceived to be, operating in a conflict.

The following are considered to be actual or apparent conflicts of interest:

1. Using or appearing to use, or revealing without proper authorization to persons outside the organization, for personal gain, any information acquired during the course of the individual's duties, which is not generally available to the public.
2. Using or permitting others to use the organization's volunteers, employee's, property, equipment, materials or time for personal gain.
3. According preferential treatment beyond the common courtesies usually associated with accepted business practice and prerogatives of office to friends, relatives or to organizations to which the individual or relatives and friends have an interest, financial or otherwise.
4. No officer shall be remunerated for being or acting as an Officer, but an Officer shall be reimbursed for all expenses, necessarily and reasonably incurred during the execution of their duties.
5. Appointment or election of Directors who are currently affiliated with Funding or Corporate Partners.

6. Acting or appearing to act in such a way that the interests of the Northern BC Games Society are a secondary concern to the individual's Board member's interests.

Northern BC Winter Games Society Board of Directors Policy Manual

Terms of Reference Policies

Policy Category: Terms of Reference Policies 5.4 Board of Directors Code of Conduct
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The Board expects of itself ethical and businesslike conduct. This commitment includes proper use of authority and appropriate decorum in group and individual behaviour when acting as Board members. All Board members and Regional Representatives will be subject to a Police Records Check within six (6) months of being elected to the Board or appointed as a Regional Representative.

Directors must be proactive in performance of their duties by:

1. attending meetings, participating appropriately and abiding by the Rules of Order;
2. speaking with "one voice" publicly i.e. supporting externally, the positions, policies and procedures agreed to by the Board;
3. offering their opinion openly and respecting other's viewpoints;
4. abiding by the Board's decision making model;
5. resigning if they cannot support Board decisions;
6. reviewing material distributed to the Directors with a view to what is best for the Society;
7. being familiar with and following the policies and procedures;
8. being vigilant to ensure the Society is being properly managed and is complying with the laws affecting the Society.

Removal and resignation of the Board of Directors:

1. A Director choosing to resign prior to the expiration of their term of office must advise the President by written notice.
2. A member or member of the Board of Directors may be expelled from the Society if a member misses three (3) consecutive meetings without just cause.
3. Any member may be expelled by a special resolution of the members passed at a meeting.
 - a) The notice of special resolution of expulsion shall be accompanied by a brief statement of the reason or reasons for the proposed expulsion.
 - b) The person who is subject to the proposed resolution for expulsion shall be given an opportunity to be heard at the meeting before the special resolution is put to a vote.
4. A Director who has been charged with, and convicted of, a criminal offence will be required to resign their Board position.
5. The Directors may appoint an individual as a Director to fill a vacancy on the Board of Directors. A Director so appointed fills the vacancy till the next AGM, but is eligible for election at that AGM.
6. A Director may also be removed from office by special resolution and another Director may be elected, or by ordinary resolution appointed, to serve the balance of the term.

The consequences of failing to conduct oneself in keeping with the agreed to Board Code of Conduct and other board policies may result in the President requesting the resignation of the Board member.

Northern BC Winter Games Society Board of Directors Policy Manual

Terms of Reference Policies

Policy Category: Terms of Reference Policies

5.5 Nomination, Election, Appointment of Board of Directors

An important role of the Board of Directors is to ensure the long term stability and renewal of the organization. In some organizations, a Nominations Committee of the Board is struck to attend to the nomination and election process conducted at the Annual General Meeting.

Nomination:

Any resident of Northern British Columbia who has requested to be a member of the Society may be nominated for a position on the Board of Directors for the Society.

Public notice of invitation to sit as a Director on the Board is given via newsletters, newspaper, posters in public places, electronic call for nominations, etc. The Board can also recruit members to run for election. The recruitment process should be based on a set of desired skills that are needed for good governance and they may include things such as financial, legal, administrative, and sport knowledge.

The Nominations Committee will provide, to the electorate, a short biography of the individuals running for Director positions and manage the voting process should there be more candidates than vacancies on the Board.

Election:

The election of the Board takes place at the Annual General Meeting. The Society shall have offices for the positions of President, Vice-President, Secretary, Treasurer, Director-Sport, Director-Regional Representatives, and Director-Public Relations. Separate elections shall be held for each office to be filled. The outgoing President will hold the position of Past President.

An election may be by acclamation; otherwise it shall be by ballot. The officer elected by ballot shall be the person receiving the majority of votes cast by the members voting.

If no successor is elected, the person previously elected or appointed continues to hold office.

The Society shall have an ex-officio position for an appointee from the BC Games Society. This appointee shall sit as an ex-officio member of the Board of Directors.

Appointment:

The President may at any time and from time to time, appoint a member as a Director to fill a vacancy in the Directors. The Regional Representatives are appointed and have no maximum term but must apply in writing to the Board for membership prior to their appointment and upon successful completion of a Criminal Records Check.

A Director or officer holds office only until the conclusion of the Annual General Meeting of the Society in the year in which his/her term expires, but is eligible for re-election at that meeting, unless prohibited by the Terms of Office.

**Northern BC Winter Games Society
Board of Directors Policy Manual**

Terms of Reference Policies

Policy Category: Terms of Reference Policies 5.6 Annual General Meeting (Proceedings)
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Notice of the Annual General Meeting of the Society shall be given, by email and by publishing a notice in newspapers, in a majority of cities and towns in Northern British Columbia, advising of the date, time, location of the meeting, and a call for nominations to the Board.

Annual General Proceedings:

Special business is:

1. All business at an extraordinary meeting except the adoption of rules of order, and
2. All business that is transacted at an Annual General Meeting except:
 - i) the adoption of rules of order;
 - ii) the consideration of the financial statements
 - iii) the report of the Directors
 - iv) the report of the auditor, if any;
 - v) the election of the Directors;
 - vi) the appointment of the auditor, if required, and
 - vii) such other business as, under the By-laws, ought to be transacted at an annual general meeting, or the report of the Directors issued with the notice convening the meeting.

No business, other than the election of the Chair and the adjournment or termination of the meeting, shall be conducted at a meeting at a time when a quorum is not present.

If at any time during a meeting there ceases to be a quorum present, business then in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated.

A quorum is ten (10) members present or such greater number as the members may determine at a meeting.

**Northern BC Winter Games Society
Board of Directors Policy Manual**

Terms of Reference Policies

Policy Category: Terms of Reference Policies 5.7 Terms of Office and Succession Planning

Succession Planning – Board of Directors:

To ensure continuity for the organization, the Board of Directors is responsible for renewal of the Board. The Board achieves this through a Nominations Committee structure.

Succession Planning – Regional Representatives:

Regional Representatives are a critical and valued part of the success and continuation of the Northern BC Winter Games and are appointed by the Board of Directors. Recruitment for Regional Representatives is a partnership between the Director-Public Relations, Director-Regional Representative, the Board of Directors, and the incumbent Regional Representative.

An appendix to this document will list the Board of Directors and their staggered term cessation dates.

Northern BC Winter Games Society Board of Directors Policy Manual

Terms of Reference Policies

Policy Category: Terms of Reference Policies

5.8 Roles and Responsibilities of BC Games Society Staff

A partnership agreement between the BC Games Society and the Northern BC Winter Games Society provides the framework of funding and roles/responsibilities for each partner. The term of the agreement (found in section 2 of this manual) is for three (3) years. The agreement can be changed through mutual agreement or cancelled by either side providing nine (9) months written notice is given to the other party.

The Event Managers who are on staff with BC Games Society provide support, guidance, expertise and knowledge to the Host Communities in the staging of all of the BC Games including the Northern BC Winter Games. It is their responsibility to ensure that the guidelines and policies of the Northern BC Winter Games Society and the BC Games Society are adhered to by the Host Community and that the policies and procedures developed by the Northern BC Winter Games Society are compatible with those of the BC Games Society.

Ultimately, the Minister Responsible for Sport holds the BC Games Society responsible and accountable for the public funding which is administered through the BC Games Society to the Northern BC Winter Games Society, BC Disability Sports, and the BC Seniors Games Society and their respective Host Community Society's.

The BC Games Society staff person position description is an appendix to this document.

Northern BC Winter Games Society Board of Directors Policy Manual

Terms of Reference Policies

Policy Category: Terms of Reference Policies 5.9 Officers of the Board

The Directors may exercise all such powers and do all such acts and things as the Society may exercise and do, and which are not by the By-laws or by statute or otherwise lawfully directed or required to be exercised or done by the Society in a meeting or Board of Directors meeting, but subject nevertheless to the provision of:

1. all laws affecting the Society
2. the By-laws, and
3. rules not being inconsistent with they By-laws, which are made from time to time by the Society in a meeting

The Directors may meet together at such places as they think fit for the dispatch of the business, adjourn and otherwise regulate their meetings and proceedings as they see fit.

The Directors may from time-to-time fix the quorum necessary for the transaction of business and unless so fixed the quorum shall be a majority of the Directors then in office.

The President shall chair all meetings of Directors, but in the absence of the President, the Vice-President shall act as chair. If neither is present, the Directors present may choose one of their numbers to chair the meeting.

Committees can be delegated to do work on behalf of the Board which can include the Northern BC Winter Games Board and outside expertise.

Northern BC Winter Games Society Board of Directors Policy Manual

Terms of Reference Policies

Policy Category: 5.9.1	Terms of Reference Policies President of the Board
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The President provides leadership to the volunteer Board by ensuring that the Board meets all of its obligations and responsibilities. The President's primary role is to manage the affairs of the Board, including ensuring the Board is organized properly, functions effectively and meets all of its obligations and responsibilities as a society and to its funders and partners. The President serves as the primary spokesperson in all Society matters and promotes the activities aimed at achieving the Society's goals.

The President shall be responsible to:

1. Convene and chair all Board meetings, ensure the meetings are properly constituted and a quorum is present and sustained throughout the meeting;
2. Act as a problem solver and conduct meetings so that consensus may be achieved;
3. Close the debate and present the question when a reasonable time has been given to all persons who have the right to speak;
4. Supervise and manage the Board of Directors;
5. Enforce compliance with all policies of the board and utilize the Board Code of Conduct Policy if needed;
6. Attend committee and other meetings as appropriate;
7. Assist the Board in reviewing and monitoring the strategy, policy and direction of the Society and the achievement of its objectives;
8. Communicate with the Board to keep members up-to-date on all major developments;
9. Be a signing officer of the Society;
10. Chair the Annual General Meeting of the Society;
11. Ensure the Society is represented at official functions and at meetings with members, stakeholders, government, and partners;
12. Act as a liaison on matters of policy between the Society and the BC Games Society;
13. Strike Standing Committees and Adhoc Committees based on the needs of the organization;
14. Oversee the strategic planning process for the Society including the mission, vision, purpose, values and objectives process for the Society and ensures that the members and committees of the Board work effectively;
15. Ensure the Board monitors fiscal policy development and management of the finances of the Society;
16. Negotiate the Transfer Under Agreement with the funding body (Ministry of Tourism, Sport and the Arts, Sport and Recreation Branch);
17. Oversee the implementation of the Agreement for Financial Assistance with the Host Community in the staging of the Games;
18. Liaise with the Provincial and Federal governments and their agencies.

**Northern BC Winter Games Society
Board of Directors Policy Manual**

Terms of Reference Policies

Policy Category: 5.9.2	Terms of Reference Policies Vice-President of the Board
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The Vice President shall carry out the duties of the President during an absence.

The Vice President shall be responsible to:

1. Ensure the Host Community bid process in northern British Columbia is implemented;
2. Ensure updates to Northern BC Winter Games Guidelines and Protocol are made as advised by the BC Games Society;
3. Ensure that a consultative and informative process is utilized to ensure the whole Board has input to and/or is advised of Guideline changes;
4. Complete annual update of the Society's policies.

**Northern BC Winter Games Society
Board of Directors Policy Manual**

Terms of Reference Policies

Policy Category: 5.9.3	Terms of Reference Policies Past President of the Board
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The Past President shall carry out the duties assigned by the President and/or the Board of Directors.

The Past-President shall be responsible to:

1. Manage the nominations, election and succession planning processes of the Board through the formation of a Nominations Committee;
2. Manage the appointment process of the Regional Representatives;
3. Oversee or conduct the annual Board of Directors and Regional Representatives self-evaluation process and an evaluation of the operations of the Society;
4. Ensure policy changes are compatible with the constitution and By-laws;
5. Ensure the constitution and By-laws are updated/revised as needed;
6. Orient, and provide the policy manual to all new Board members.

**Northern BC Winter Games Society
Board of Directors Policy Manual**

Terms of Reference Policies

Policy Category: 5.9.4	Terms of Reference Policies Secretary
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The Secretary will be the custodian of the records of the Society.

The Secretary shall be responsible to:

1. Conduct the correspondence of the Society;
2. Issue notice of meetings of the Society and Directors;
3. Keep minutes of all meetings of the Society and Directors;
4. Circulate minutes to all Board members and Regional Representatives;
5. Have custody of all records and documents of the Society except those required to be kept by the Treasurer;
6. Have custody of the common seal of the Society;
7. Maintain the register of members;
8. Ensure that the annual filings required to maintain good standing with the Society Act are submitted;
9. Retain the electronic copy of the policy manual and update as necessary.
10. Ensure Board members and Regional Representatives undergo a criminal records review as required by the Board and/or policy.

**Northern BC Winter Games Society
Board of Directors Policy Manual**

Terms of Reference Policies

Policy Category: 5.9.5	Terms of Reference Policies Treasurer
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The Directors are responsible for the standard of management of Society finances. Due diligence is a responsibility of all Board members and having financial policies in place to ensure that appropriate checks and balances are in place to protect the organization and members/Directors is critical. Accountability to the funder(s) and the members is a responsibility of the Board of Directors through the Treasurer.

The Treasurer shall be responsible to:

1. Keep such financial records, including books of account, as are necessary to comply with the Society's Act;
2. Render financial statements to the Directors, members and others when required;
3. Receive common deposits and make disbursements of the money of the Society as authorized by the Directors;
4. Ensure the allocation for hosting the Games are disbursed in a timely manner as per the Agreement for Financial Assistance with the Host Community.

**Northern BC Winter Games Society
Board of Directors Policy Manual**

Terms of Reference Policies

Policy Category: 5.9.6	Terms of Reference Policies Director – Sport
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The Director – Sport works in concert with BC Games Society staff and the Provincial Sport Organizations in regards to the Primary and Secondary Sports and the Sport Technical Package. They are key in ensuring that the Northern BC Winter Games Society is respected as an integral part of the overall sport system in British Columbia.

The Director – Sport shall be responsible to:

1. Negotiate the memorandums of understanding with the Provincial Sport Organizations in consultation with BC Games Society staff;
2. Ensure that the Northern BC Winter Games Society and the Provincial Sport Organizations relationships are maintained in a positive manner;
3. Ensure that the sport application process is adhered to by the Host Community;
4. Ensure that any changes to the Sport Technical Packages by the Provincial Sport Organizations are documented and communicated to the Host Community through BC Games Society staff.

**Northern BC Winter Games Society
Board of Directors Policy Manual**

Terms of Reference Policies

Policy Category: 5.9.7	Terms of Reference Policies Director - Regional Representative
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The Director – Regional Representatives will be responsible to represent the Regional Representatives, their issues and viewpoints, to the Board of Directors in the decision making process. The Director-Regional Representative typically has served previously as a Regional Representative.

The Director-Regional Representative shall be responsible to:

1. Contact each Regional Representative for input and issues prior to every Board meeting;
2. Represent and speak on behalf of the Regional Representatives at Board meetings;
3. Report back to Regional Representatives after meetings;
4. Distribute materials regarding the Games to the Regional Representatives.

**Northern BC Winter Games Society
Board of Directors Policy Manual**

Terms of Reference Policies

Policy Category: 5.9.8	Terms of Reference Policies Director – Public Relations
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The Director – Public Relations will be responsible for carrying out specific communication duties to communities in the northern part of British Columbia relative to the Northern BC Games Society and the Games. Any official communications regarding the Games shall occur in consultation with BC Games Society staff.

The Director – Public Relations shall be responsible to:

1. Ensure that the notification for the Annual General Meeting of the Northern BC Winter Games Society is sent in a timely manner to all northern communities;
2. Send out the call for nominations to the Board of Directors;
3. Send out press releases announcing the Host Communities;
4. Manage the poster distribution process for announcing the sports.

**Northern BC Winter Games Society
Board of Directors Policy Manual**

Terms of Reference Policies

Policy Category: 5.9.9	Terms of Reference Policies Committees of the Board and Regional Representatives
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The Regional Representatives of the Northern BC Winter Games Society ensure that each region conforms to the Guidelines and Policies as set out by the Northern BC Winter Games Society. In addition to their Board of Directors policy development role through the Director-Regional Representative, they also have a role in the region to promote the Games and regional playoffs and to facilitate the registration of athletes. In the secondary role of athlete registration/transportation, they are accountable to the Board and ultimately to BC Games Society staff in the execution of the Games Protocols and policies.

The Regional Representatives are responsible to:

1. Ensure that a minimum of one (1) Regional Representative from each region attends the Annual General Meeting to provide input into policy development processes;
2. Provide press releases and other Games related communications to the local media;
3. Communicate with municipal government, school districts and local sport coaches/clubs regarding the Games;
4. Ensure regional playdowns take place for each sport in the Games;
5. Make arrangements for registration and bussing of the regional competitors;
6. Communicate to the athletes, coaches, and parent/guardians regarding the timelines, costs, and transportation to the Games and to facilitate the process to encourage participation in the Games;
7. Liaise with the Host Committee through BC Games Society staff;
8. Adhere to decisions and policies made by the Northern BC Winter Games Society Board and direction given by the President;
9. Recognize their dual volunteer roles and act accordingly when in each of those roles;
10. Adhere to the conflict of interest and code of conduct guidelines;

**Policy Category: Northern BC Winter Games Society
Board of Directors Policy Manual**

Terms of Reference Policies

Policy Category: Terms of Reference Policies 5.10 BC Games Board Representative
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The BC Games Board Representative:

1. Is a current member of the Northern BC Winter Games Society Board
2. Will attend BC Games Society Board Meetings
3. Will provide written reports of the Northern BC Winter Games Society to the BC Games Society
4. Will communicate with the Northern BC Winter Games Society Board after each BC Games Society Board meeting

As the representative of the Northern BC Winter Games Society on the BC Games Society Board, responsibility and allegiance must be first to the Northern BC Winter Games Society and second to the BC Games Society.

APPENDIX A: Roles and Responsibilities Clarification Chart

Area of Responsibility	NBCWG Society Board of Directors	NBCWG Society Regional Representatives	BC Games Society Staff
Strategic Plan Development	Develops and Approves	Implements	Event Managers: <ul style="list-style-type: none"> • Implements • Advise and consult with the process
Performance to Strategic Plan	Monitors progress	Implements	Event Managers: <ul style="list-style-type: none"> • Implements
Policy Development	Develops and Approves	No Role	Event Managers: <ul style="list-style-type: none"> • Advice/Consultation
General communications with BC Games Society	President	No Role	President and CEO
Negotiation with BC Games Society	President	No Role	President and CEO
Budget Development	Treasurer leads Board Approves	No Role	No Role
Financial Management	Board Treasurer	No Role	No Role
Nominations and Elections	Board Committee	Help Recruit	No Role
Minutes and Policy Documentation	Board Secretary	No Role	Copy of minutes Ex-officio with vote
Provincial Sport Organization Partners	Director – Sport	Local Relationships	Event Managers: <ul style="list-style-type: none"> • Facilitate MOU and Sport Technical Package
Agreement for Financial Assistance Compliance -	President	No Role	President and CEO
Staging the Games	Policy Development	No Role	Event Managers: <ul style="list-style-type: none"> • Implementation of Policy • Volunteer Management in Host Community
Attendance at Games	President or Director – Sport (minimum of 1)	<ul style="list-style-type: none"> • Transportation • Monitoring athletes • (1) Regional Rep from each zone 	Event Managers
Host Community Progress Reports	No Role / Optional	No Role	Event Managers: <ul style="list-style-type: none"> • Mandatory to attend and report back to NBCWG Society / BC Games Society
Issue Resolution	Support role to BC Games staff	Support role to BC Games staff	Event Managers to lead process

APPENDIX B: Succession Planning Calendar 2004 – 2010

APPENDIX C: BC Games Society Event Managers Position Description

Northern BC Winter Games Society Board of Directors Policy Manual

Northern BC Winter Games Society Policies

Policy Category: Society Policies
6.1 Host Community Communication

Policy Purpose:

To achieve the vision of the Northern BC Winter Games through an effective and positive partnership with the Host Community and to ensure that the lines of communication are clearly understood between the Host Community, Northern BC Winter Games Society and BC Games Society.

Scope and Application Procedures:

The relationship of the Northern BC Winter Games Society and the Host Community is an important one and is similar to that of a franchise. The Host Community is responsible for the production and administration of the Northern BC Winter Games. The Northern BC Winter Games Society Board of Directors is responsible for the establishment of the Games policies to be implemented by the Host Community Board.

1. The Host Community Board is responsible to the Northern BC Winter Games Society, through BC Games Society staff, for planning and staging the Games.
2. BC Games Society staff is responsible for the management of the Host Community volunteers and implementation of Northern BC Winter Games Society policies and protocols.
3. The BC Games Society President and CEO will work with the Mayor of and the Host Community to establish a Nominations Committee to recruit the Host Community President and Board of Directors and to ensure an election of the Board is held within the established timelines.
4. Orientation of the Northern BC Winter Games Society policies and procedures for the Host Community President and Board is conducted by BC Games staff.
5. The BC Games Society is ultimately held accountable to the Minister responsible and the Provincial Government for the Family of Games.

Appendix D: Organizational Chart BC Games Society: Northern BC Winter Games Society and Host Community.

Exclusions from the Policy: (Circumstances that must exist for the policy to be waived.)
No exclusions from this policy.

Northern BC Winter Games Society Board of Directors Policy Manual

Policy Category: Society Policies 6.2 Critical Incident Management

Policy Purpose:

In the event of a critical incident, it is important for all concerned to know their role in the communication and resolution of the incident.

Scope and Application Procedures:

In the event of a critical incident, the following procedures will be implemented. These procedures will happen simultaneously.

1. Contact the President of the Host Society and the President of the Northern BC Winter Games Society. The President of the Northern BC Winter Games Society will act as the spokesperson. All media requests will be handled by the spokesperson.
2. The first person to know about the incident should contact the Games Switchboard. The switchboard volunteers must follow the instructions as outlined in their training. Phone numbers for the Host Society President and Northern BC Winter Games Society President should NOT be given out. Messages should be taken through the switchboard if the spokesperson is unavailable.
3. The Host Society President, Northern BC Winter Games Society President, the Host Community Public Relations, Security, Communications Director, Social, and Medical Directors (via phone), and the Operations Manager will all proceed to the Games office for a briefing.
4. The President of the Northern BC Winter Games Society will notify the Ministry and the Minister responsible for Sport through the BC Games Society President and CEO.
5. The Northern BC Winter Games Society President will notify the Northern BC Winter Games Society Board and Directors and the BC Games Society staff.
6. The Host Society President or delegate will notify all Host Community Directors of the incident. Any inquiries should be directed through the Games Switchboard. A written statement will be prepared for the immediate distribution to the volunteers. Directors should then notify their Chairs, as deemed appropriate, reminding them not to speak to the media.
7. The Communications Director will proceed to the switchboard area and notify the Games switchboard and provide volunteers with the prepared written statement.
8. The Public Relations Director will proceed to the Media Centre and provide Media Centre volunteers with the prepared written statement and procedures to follow should they receive any inquiries.
9. The Sport Director will notify all Sport Chairs with the prepared written statement.
10. The Social Director will brief all Hosts with the written statement and provide instructions on how inquiries are being handled.
11. The Security Director will act as liaison between the Host Society President, the President of the Northern BC Winter Games, and the local RCMP or police department.
12. If appropriate, the Host Community Public Relations Director may arrange a media conference. The Host Society President and Northern BC Winter Games Society

President will attend and speak at the conference. The Public Relations Director/Media Chair will assist in drafting a public statement.

13. Sport Chairs will ask all volunteers and participants to refrain from commenting to the media from the site of the incident in order to protect the identities of the parties involved.
14. The Medical Director will proceed to the sport venue if the incident happens during a Games event to support the medical volunteers. The Medical Director will arrange for grief counseling as required.
15. If the incident takes place at a sport venue the President of the Northern BC Winter Games Society in consultation with the Host Society President, the Sport Director and the appropriate Sport Chair will determine if the competition will continue.
16. The Northern BC Winter Games Society President and Host Society President will visit the sport venue when reasonably possible.
17. The appropriate Northern BC Winter Games Society Regional Representative or delegate will contact the participant's family.

Exclusions from the Policy: No exclusions from this policy.

**Northern BC Winter Games Society
Board of Directors Policy Manual**

Policy Category: 6.3 Security	Society Policies
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Policy Purpose:

The purpose of this policy is to ensure that the Northern BC Winter Games are a safe experience for all.

Scope and Application Procedures:

1. Volunteers interested in working in certain areas of security (as determined by the Host Community) or in data entry (volunteer, participant or results databases) as well as all adults who will be present in the billet homes during the Games, and other volunteers as determined by the Host Community Board are required to have a criminal records check completed before they can be assigned to these volunteer areas.
2. All incidents shall be recorded on Incident Report forms and forwarded to the BC Games Society staff. Should the local police become involved, the Northern BC Winter Games Society President is to be notified immediately.
3. There will be a curfew of 12:00 p.m. midnight for those 18 and under.

Exclusions from the Policy:

1. The billet home or the coach(es) can set an earlier curfew. (See Billeting Policy 6____)
2. If competition is scheduled to conclude after the curfew, athletes will be permitted to have a later curfew.

**Northern BC Winter Games Society
Board of Directors Policy Manual**

Policy Category: Society Policies 6.4 Transportation

Policy Purpose:

To provide safe and cost effective transportation to and from the Games.

Scope and Application Procedures:

External Transportation

External Transportation is the transportation of Games participants to and from the Host Community.

1. External Transportation is arranged for, and paid by, the Northern BC Winter Games Society.
2. All participants, athletes, coaches, assistant coaches, managers, chaperones, and officials who are 18 years and under will travel to and from the Games on transportation arranged by the Regional Representative.
3. All participants 18 years or under must have an adult responsible for them on the bus to and from the Games, and at the Games.
4. At least one coach or manager or assistant coach or chaperone must travel with their athletes to and from the Games on bus transportation arranged for by the Northern B.C. Winter Games Society.
5. All persons riding on bus transportation arranged by the Northern BC Winter Games Society must be registered as an athlete, coach, manager, assistant coach, chaperone, or official.
 - 5.1 At the discretion of the Regional Representatives others wanting to attend the Games may do so under the following conditions:
 - 5.1.1 If there is sufficient room on the bus
 - 5.1.2 If they are registered by the Regional Representative as a chaperone for the Games
 - 5.1.3 If they are 19 years of age or older
 - 5.1.4 If they are the parent or guardian or family member of a registered participant
 - 5.1.5 If they pay the registration fee established by the Northern B.C. Winter Games Society
 - 5.2 The Regional Representatives may at their discretion increase the number of chaperones for a sport to include those riding the bus to the Games. The addition of chaperones must be reported by Regional Representatives to BC Games staff prior to the Games.
6. Chartered buses will be arranged from each region with various pick-up points and times pre-determined before departure. All participants will be advised of the departure locations and times.
7. Alcohol consumption, smoking, and use of drugs are not permitted on Games transportation.

8. Participants 19 years of age and older may also choose to travel on Games transportation.
9. Participants are responsible for the transportation of their personal sports equipment. If the equipment will not fit on the Games buses, the participant must make their own arrangements for transportation and pay the associated costs. If transportation of the equipment requires that the participant not travel on Games buses, approval needs to be obtained from the Regional Representative.

Internal Transportation

Internal Transportation is the transportation of Games participants within the Host Community.

1. The Host Community is responsible for arranging the internal transportation system for participants attending the Games in their community.
2. A minimum of six (6) courtesy cars must be made available for the exclusive use of the Northern BC Winter Games Society.

Exclusions from the Policy:

1. Any participants required to travel at any other time or by any other manner, must request and receive approval from their Regional Representative (except officials) before departing for the Games. Participants will not be refunded their registration fee nor will they be provided any financial assistance (except officials) if they choose to travel on their own.

**Northern BC Winter Games Society
Board of Directors Policy Manual**

Policy Category: Society Policies 6.5 Accommodation and Meals
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Policy Purpose:

To provide safe and appropriate accommodations/meals for athletes during the Games.

Scope and Application Procedures:

Accommodation:

1. All participants 18 years and under are required to stay in Games billet accommodation. Any requests for alternate accommodation arrangements must be made in writing to, and approved by, the Regional Representative upon registration. All participants 18 years and younger must be properly chaperoned.
2. Participants 19 years and over are responsible for securing their own accommodation at their own expense.
3. Participants with disabilities and their support personnel may have the option of staying in Games billet accommodation or securing other accommodation at their own expense. These participants should communicate their choice to the Regional Representative upon registration.
4. Coaches, managers, and chaperones who accompany teams or individual athletes 18 years of age and younger are required to supervise their participants.
5. Coaches are required to let their Regional Representative know where they will be staying while at the Games.

Meals:

1. Participants 18 years and under will be provided with breakfast and dinner by the billeting families. Lunches will be the responsibility of the participants unless specifically told otherwise by the Regional Representative.
2. Participants 19 years and over are responsible for their own meals at their own expense.

Exclusions from the Policy: No exclusions from this policy.

**Northern BC Winter Games Society
Board of Directors Policy Manual**

Policy Category: 6.6 Billeting	Society Policies
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Policy Purpose:

To provide safe housing for athletes while they are participating at the Games.

Scope and Application Procedures:

1. All participants 18 years of age and younger (as of December 31 prior to the Games) are required to be billeted in homes in the Host Community.
2. No fewer than two participants will be assigned to a billet home. In the case where only two participants are assigned to one billet home and one of the participants cancels at the last minute, the remaining participant will be reassigned to another billet home or another participant will be assigned to that billet home.
3. Approval of billet homes shall be subject to all adults who may be alone in the home with the billet(s) completing a criminal record review. Those billet homes where one or more adults in the home have been found to have committed crimes of violence or abuse (physical, sexual or other) shall not be approved.
4. Participants shall be given the opportunity to request a particular billet home in the Host Community (i.e. relatives, friends of the family etc). These billet homes are required to register with the Host Community and all adults who may be alone in the home with the billet(s) are required to complete a criminal records review.
5. Permission to not stay in a billet home must be made through, and approved by, the Regional Representative.
6. Billeted participants are provided with suitable sleeping accommodation and two meals per day.
7. Billeted participants will need to bring their own sleeping bag, pillow, foam mattress, etc.
8. Use of alcohol or drugs is not tolerated by billets. Violation is to be reported to the Host Community Games Office immediately and is subject to disciplinary action by the Northern BC Winter Games Society.
9. Curfew is 12:00 midnight; however, billet home adults or the athletes' coach(es) may set earlier curfews if they so choose, taking into consideration the athletes competition schedule. Any violations of curfew will be reported to the Host Committee Games Office immediately.
10. Adult supervision is required in billet homes while participants are present.
11. An athlete is not permitted to request another athlete as a billet partner.

Exclusions from the Policy:

1. Athletes with a disability may arrange and pay for their own accommodation.
2. For athletes under 10 years of age exceptions may be made.

**Northern BC Winter Games Society
Board of Directors Policy Manual**

Policy Category: Society Policies 6.7 Athlete Competition and Registration

Policy Purpose:

To ensure that the procedures for qualifying and registering athletes in all regions is fair, consistent and equitable.

Scope and Application Procedures:

The Northern BC Winter Games is intended for the beginning and intermediate caliber athlete as determined by the individual sports organizations and the Northern BC Winter Games Society. Provincial elite and national caliber athletes are restricted, for most sports, from competing in these Games.

Eligibility of Competitors:

1. Competitors in the Northern BC Winter Games may not have participated in, or have qualified to participate in a national or international level of competition for their sport in the year previous to the Games. Due to the nature, level of development or age group chosen for the Northern BC Winter Games, the Society and some Provincial Sport Organizations have restricted eligibility of competitors further to those restrictions outlined earlier. . Refer to the Sport Technical Package for specific information of each sport.
2. Athletes or teams competing in the Northern BC Winter Games must be approved by the Regional Representative for their Region.
3. The minimum age for competitors shall be 12 years of age. Some sports may include lower age groups only upon approval of the Northern BC Winter Games Society, and if granted, will be indicated on the Sport Technical Package.
4. a) The Northern BC Winter Games shall be open to individuals whose major domicile has been one of the Northern BC Winter Games regions for a period of at least three (3) months immediately prior to the Games and at least one (1) month prior to the Regional Playdown for the sport. Exception to this rule is students studying outside the Region.
b) Each athlete, coach, and manager shall compete only for the Region in which s/he makes her/his permanent residence.
c) Each athlete, coach, and manager may participate in only one sport at the Games.
d) Each athlete may participate in the playdowns for more than one sport and may register as a substitute in more than one sport as long as they meet the eligibility requirements for the sport and are registered as substitute by the deadline.
d) Any special or unusual circumstances must be authorized by the Regional Representative before an athlete can compete in the Games.

Athlete Registration Fee:

1. A registration fee of \$65.00 per participant, coach, manager and chaperone shall be collected by the Regional Representative by the registration deadline.
2. Refunds will be at the discretion of the Regional Representative for circumstances other than those covered in the general rules and based on the policy outlined in section 6.26.

Registration Deadlines:

1. All sports shall have the same registration deadline. This deadline will be within the first week of January and will be established for each Games by the September prior to the Games .
2. All online registration must be completed by the registration deadline. No registration will be accepted after the established registration deadline.
3. Accreditation of participants at the Games occurs by 11:00 p.m. on Thursday unless given an exclusion from the policy by the Regional Representative. In the event that exclusion is given, the Regional Representative must provide the Host Community, through BC Games Society staff, with the name(s).

Exclusions from the Policy:

1. Students attending school on a full-time basis in a Region other than that of their Northern BC Winter Games Region. Any other exceptions must also have approval of the Northern BC Winter Games Society through the Regional Representative.
2. Exclusion from the 11:00 Thursday deadline may only be given by the Regional Representative and requires the name of the participant to be forwarded to the Host Community, through BC Games Society staff, prior to Accreditation.

**Northern BC Winter Games Society
Board of Directors Policy Manual**

Policy Category: Society Policies 6.8 Replacement Teams
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Policy Purpose:

To ensure that there is a full field of competition, a minimum of four (4) regions in each sport must be registered.

Scope and Application Procedures:

When one or more of the eight Regions is missing representation from a team sport (as defined below), it is possible for that sport to register one "replacement team" from another Region to round out the competition. In such circumstances, the following conditions apply:

1. Team sports are defined as those whose entire Region compliment is involved as a single team, competing against other regions and where there are no individual events as a part of the Games Tournament.
2. The replacement team must be fully eligible as outlined in the Rules and the Sport Technical Package.
3. Except in unusual circumstances, replacement teams must have participated in the Regional playoff or Regional selection process.
4. All replacement teams must be approved by the Northern BC Winter Games Society Director-Sport.
5. Replacement teams must be registered as substitutes on Games Registration forms by the registration deadline
6. The Host Community has the last opportunity for supplying any replacement teams.
7. Replacement teams are eligible for transportation to and from the Games and will be provided with Games Billet accommodation, where required by age.

Exclusions from the Policy: No exclusions from this policy.

**Northern BC Winter Games Society
Board of Directors Policy Manual**

Policy Category: Society Policies 6.9 Substitutions (Athletes, Coaches, Officials, Chaperones)

Policy Purpose:

To ensure as many of the eight berths as possible are filled in each sport.

Scope and Application Procedures:

Competitors:

1. Athletes and substitutes must be registered via the Online Participant Registration , by the registration deadline.
2. Substitution for athletes may be made at the time of accreditation in the Host Community, only if the substitute was previously registered as a substitute via the Online Participant Registration.

Coaches, Manager, Officials and Chaperones:

1. Names of coaches, managers, officials and chaperones may be substituted for or added to at accreditation in the Host Community, as long as the maximum number of allocated adults, or officials, per region for the sport is not exceeded.
2. The Regional Representatives will determine the deadline for registration payment for substitutes.

Exclusions from the Policy: No exclusions from this policy

**Northern BC Winter Games Society
Board of Directors Policy Manual**

Policy Category: Society Policies
6.10 Primary and Secondary Sport Program and Host Community Sport Selection Policy

Policy Purpose:

To ensure that sport development in northern BC is enhanced and that the Northern BC Winter Games are viewed an integral part of the overall sport system in British Columbia through positive partnerships with the provincial sport organizations.

Scope and Application Procedures:

The list of sports at the Games is determined by the Northern BC Winter Games Society in consultation with the Host Community. The number of participants allocated to each sport is determined by the Provincial Sport Organization in consultation with the Northern BC Winter Games Society Director– Sport. Each sport must be able to field athletes or teams from at least three (3) regions, not including the Host Region.

Primary Sports

The proposed list of sports for each year is be determined based on discussions with each PSO and are subject to future partnerships with the PSO's being negotiated and consideration of the average number of venues available in communities. The rationale for the primary sport policy is to ensure that the Northern BC Winter Games honours its partnerships with the PSO's and to better facilitate athlete development and planning on the part of PSO's.

Host Communities must host all primary sports (unless a venue is not available) as determined by the year of the Games:

Even-Calendar Years

Sport	Sample Categories and Ages*
Archery	M&F: 12-13, 14-15, 16-17, 18+
Badminton	M&F: singles, doubles & mixed doubles: Under 16, Under 19, 19+
Basketball	Junior Boys
Bowling	M&F mixed teams: Youth (11-18), Senior (55+), Special Olympics
Curling	M&F Mixed teams: 16 & under; Under 21, Special Olympics
Artistic Gymnastics	Men: Level 1 & 2 Under 10, 10-12, 13 and over Women: Provincial Beginner, Provincial 1 and Provincial 2 (11 categories)
Hockey	Pee Wee (11-12) House Team Women (13+) House Team
Karate	M&F: 8-9 (Host Community only), 10-11, 12-13, 14-15, 16-17, 18+
Skiing – Alpine	11-12, 13-14, 15-16, 17-18
Swimming	11-18 years, Special Olympics, Swimmers with a Disability
Tae Kwon Do	10-15, 16+
Volleyball	Midget Girls
Wrestling	M & F: 12-18 years

Odd-Calendar Years

Sport	Sample Categories & Ages*
Archery	M&F: 12-13, 14-15, 16-17, 18+
Badminton	M&F, singles, doubles & Mixed doubles: Under 16, Under 19, 19+
Basketball	Junior Girls
Bowling	M&F mixed teams: Youth (11-18), Senior (55+), Special Olympics
Curling	M&F Mixed teams: 16 & under; Under 21, Special Olympics
Figure Skating	9-20 years
Judo	10-12, 13-15
Artistic Gymnastics	Men: Level 1 & 2 Under 10, 10-12, 13 and over Women: Provincial Beginner, Provincial 1 and Provincial 2 (11 categories)
Hockey	Pee Wee (11-12) House Team
Karate	M&F: 8-9 (Host Community only), 10-11, 12-13, 14-15, 16-17, 18+
Ringette	11-12 years
Swimming	11-18 years, Special Olympics, Swimmers with a Disability
Volleyball	Midget Boys
Weightlifting	Men & Women
Wrestling	M & F: 12-18 years

* Final Categories and ages are determined by the PSO in conjunction with the Northern BC Winter Games Society

Secondary Sports

Table Tennis is designated as a secondary sport for the Northern BC Winter Games.

Process for Adding Sports

A Host Community may request (or be requested) to hold sports on the alternate year's list.

Space and facilities permitting, a Host Community may propose to add sports from the Secondary Sport List, the alternating year's Sport List, or other sports that have support and interest in their community. Note that where a sport has a PSO, the Sport Technical Package established by the PSO must be used.

In order to add sports to the Primary Sport List, the Host Community must submit in writing to BC Games staff, the following for presentation at the Northern BC Winter Games Society April meeting:

The venue to be used for each Primary Sport

Including venue specifications indicating that the venue meets the requirements for the sport as established by the PSO

and whether or not the venue will be shared with another sport or used for another event (i.e. Opening Ceremony).

- A list of proposed additional sports, in rank order, with the following information provided:
 - The proposed venue along with specifications indicating that the venue meets the requirements for the sport as established by the PSO (where applicable) and whether

or not the venue will be shared with another sport or used for another event (i.e. Opening Ceremony).

- The number of, and ages of, the proposed athletes (for sports where there is a PSO the established Sport Technical Package must be used)
- Letters of support from the local club for sports without a PSO (for sports with a PSO, the Northern BC Winter Games Society will confirm with the PSO that support exist for hosting the event).
- Documentation indicating the number of homes (residences) in the Host Community, the percentage within a 10 minute drive of downtown, the percentage within a 20 minute drive of downtown, and the percentage beyond a 20 minute drive
- Other info about the Community that shows ability to host all Primary and proposed Sports

Timeline

The final list of sports will be determined by the Northern BC Winter Games Society in consultation with the Host Community after the Games have been awarded and the Host Community Board is in place.

The Northern BC Winter Games Society Director - Sport will work with the Host Community Board to determine the Sport Package for the Games. The final list of sports and the Sport Technical Packages will be approved by the Northern BC Winter Games Society's Director - Sport and adopted by the Society at the February meeting prior to the Games.

Any changes or modifications to the Sport Technical Packages must be approved by the Society's Director – Sport and completed by BC Games staff.

Exclusions from the Policy: No exclusions from this policy.

**Northern BC Winter Games Society
Board of Directors Policy Manual**

Policy Category: Society Policies 6.11 Corporate Partners, Funding Partners, and Friends of the Games
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Policy Purpose:

To ensure that the Corporate and Funding Partners and other sponsors of the BC Family of Games and the Northern BC Winter Games Society are recognized in a consistent manner and commensurate with the level of contribution.

Scope and Application Procedures:

1. The Northern BC Winter Games Society logo can only be used with Corporate Partner and Funding Partner logos, or in conjunction with the Host Community logo. The Northern BC Winter Games Society logo cannot be used with Friends of the Games logos. Friends of the Games may use the Host Community logo on items, at the discretion of the Host Community Board of Directors.
2. Corporate Partner and Funding Partner logos must appear on all publications and print material (excluding letterhead and business cards). Refer to the Corporate and Funding Partner Protocols for details.
3. BC Games Society staff must review and approve all publications and materials with Corporate Partner and Funding Partner logos, prior to printing/production, to ensure correct positioning.
4. Corporate Partner and Funding Partner signage must appear at all Games venues/events in primary locations as outlined in the Corporate and Funding Partner Protocols.
5. BC Games Society/ Northern BC Winter Games Society recruited Corporate Partners are communicated with only through/in consultation with BC Games Society staff/Northern Games Society Board as designated.

(Note: See Corporate and Funding Partner Protocols – Northern BC Winter Games Society)

Exclusions from the Policy: No exclusions from this policy.

Northern BC Winter Games Society Board of Directors Policy Manual

Policy Category: Society Policies 6.12 Legacies of the Host Community Games
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Policy Purpose:

To ensure that any surplus revenue from the Games benefits the Host Community and the Northern BC Winter Games Society in general.

Scope and Application Procedures:

The Host Community Board will operate the Games to develop, foster and encourage interest and participation in sport and sporting activity in northern British Columbia.

In the event that the Host Community Board has a surplus of funds at the conclusion of the Games, sixty percent (60%) of the surplus is retained with the community and forty percent (40%) up to the total operating grant issued by the Society, is to be forwarded to the Northern BC Winter Games Society for the betterment of future Games. The Society will not be responsible for any debts incurred by the Host Community Board.

Disbursement of Host Community Games Legacy funds:

1. A community-based Committee will be formed consisting of at least two (2) Host Community Society Directors, as well as representation from the regional district/city council, Regional Sport Centre (if applicable) and other community groups.
2. Criteria will be set by the Committee that will reflect the mission, vision, values of the Northern BC Winter Games Society and the criteria will be used to allocate the surplus funds.
3. An advertisement will be sent out in the Host Community(ies) for a call for proposals for projects that benefit the sport and recreation community (facility enhancement, KidSport Fund, ProMOTION Plus, etc.)
4. Northern BC Winter Games Society and City Council of the Host Community have final approval of disbursements within the Host Community, which includes a process of a proposed list of disbursements, recipient organization, amount and a brief overview of the project being funded.
5. Seventy-five percent (75%) of the Host Community funds will go to sport (as defined below), while twenty-five (25%) may go to recreation, culture, or other non-sport projects.

Definition of Sport:

For the purposes of establishing a legacy policy and the distribution of legacy funds, sport shall be defined as sports that are included in the Northern BC Winter Games as either Primary or Secondary sports or are included as Core or Optional Sports (or the equivalent) in any of the BC Family of Games (BC Summer Games, BC Winter Games, BC Disability Games, BC Seniors Games).

Exclusions from the Policy: No exclusion from this policy.

**Northern BC Winter Games Society
Board of Directors Policy Manual**

Policy Category: Society Policies 6.13 Abuse and Harassment Prevention

Policy Purpose:

Abuse and Harassment free sport and recreation experiences are the right of every individual. Youth and vulnerable populations are particularly at risk.

Scope and Application Procedures:

Verbal, physical, emotional, or sexual abuse and harassment will not be tolerated. All participants, volunteers and staff are expected to abide by the Northern BC Winter Games Society's Harassment Policy.

1. The Northern BC Winter Games Society will adopt the BC Games Society Harassment Policy which is based on the Sport BC template.
2. The Northern BC Winter Games Society will require the Host Community to adopt the Northern BC Winter Games Harassment Policy for Host Communities and train their own Harassment Advisors.
3. The Northern BC Winter Games Society Harassment policy is contained on the Northern BC Winter Games website and is available from the Regional Representatives or Board members.

Exclusions from the Policy: No exclusions from this policy.

**Northern BC Winter Games Society
Board of Directors Policy Manual**

Policy Category: Society Policies 6.14 Gender Equity, Aboriginal Participation and Inclusiveness

Policy Purpose:

Ensuring that the model of fairness, equity and equality is exemplified in all systems, structures, policies, procedures and committees (including Sport Technical Packages, coach development opportunities, etc) of the Northern BC Winter Games.

Scope and Application Procedures:

1. The Northern BC Winter Games Society Nominations Committee will endeavor to model equality (ideally 50/50 male/female but no more than 60/40 either way) representation on all Boards and Committees.
2. The Northern BC Winter Games Society will ask the Host Communities to reflect equality in their recruitment of Committee Chairs on the Host Community Board. To this end, the Protocol section of the Guidelines will include the following statement:

The Northern BC Winter Games Represent the Community

The Directors will demonstrate a commitment to gender equity and representation that reflects the diversity of the community when selecting their Chairs and will encourage their Chairs to show this same commitment in the recruitment of their volunteers.

3. The Northern BC Winter Games participation statistics will include recording, and reporting on, gender and aboriginal origin.
4. The task of compiling statistical information is BC Games Society staff and the President is responsible to report the information.
5. The Bid Package will include the following statement:

The Host Community will demonstrate a commitment to gender equity and representation that reflects the diversity of the community in the following areas:

- The make-up of the Bid Committee.
- The make-up of the Nomination Committee.
- The composition of the Host Society Board of Directors and selection of Committee Chairs.
- Employment opportunities.
- Volunteer recruitment.
- The use of language that is both gender neutral and sensitive to cultural diversity in all publications and documents.
- The positive portrayal of girls and women and representation of the diversity of the community in any Northern B.C. Winter Games publication, document, or presentation.

Exclusions from the Policy: No exclusions from this policy

**Northern BC Winter Games Society
Board of Directors Policy Manual**

Policy Category: Society Policies 6.15 Provincial Sport Organization Memorandum of Understanding and Sport Technical Packages
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Policy Purpose:

To ensure the Northern BC Winter Games are an integral part of the provincial sport system and there is an enhancement of sport development in northern communities.

Scope and Application Procedures:

1. Agreements with Provincial Sport Organizations and other agencies will be negotiated by the Director-Sport, and/or the President, and approved by the Board.
2. Agreements will be made in writing and updated on a regular basis (maximum length of agreement is 3 years).
3. Agreements will include responsibilities of the Northern BC Winter Games Society and the party in partnership with.
4. Agreements begin with the philosophy that both parties (Northern BC Winter Games Society and the Provincial Sport Organization/Agency) will each contribute resources, including financial, time and volunteer/staff.
5. Where the Host Community is responsible to carry out the actions of a partnership, the details will be provided to the appropriate Directors in the Guidelines, where possible, on the Sport Technical Package, where appropriate, and through BC Games Society staff.
6. The list of the Provincial Sport Organizations and their requirements for Coaching Certification levels is an appendix to this Policy Manual.

Exclusions from the Policy: No exclusions from this policy.

**Northern BC Winter Games Society
Board of Directors Policy Manual**

Policy Category: Society Policies 6.16 Society Financial Policy
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Policy Purpose:

The purpose of the financial policy is to provide Northern BC Winter Games Society and Host Committee with procedures that are to be used by each entity and incorporated into their accounting systems. These policies will help ensure that the records for the Games are maintained in a standard way from year to year.

Scope and Application Procedures:

Society Policies

1. Double entry bookkeeping on an accrual basis is required with the minimum set of books to consist of: General Ledger, Synoptic to record disbursements and receipts, Deposit Book listing in full the source of all funds deposited to the Society Bank account(s), Monthly Statements for each account, Invoices (documents) to support all disbursements, Minute book recording the minutes of all meetings dealing with financial matters.
2. The Northern BC Winter Games Society produces an annual audited statement, which is submitted to the bodies administering the Transfer Under Agreement and Service Agreement, and to the Registrar of Companies, etc.
3. The funds allocated through the Transfer Under Agreement must be expended in the manner articulated in the document.
4. The Northern BC Winter Games Society Board of Directors develops an annual balanced budget which is based on their strategic plan and objectives.

Host Community Policies

1. The Host Community must use the standard chart of accounts outlined in the Guidelines and maintain the books according to generally accepted accounting principles.
2. The Host Community books will be audited after the conclusion of the Games by the auditor appointed by the Northern BC Winter Games Society.
3. The Host Community will provide monthly financial statements to the Northern BC Winter Games Society, through BC Games staff.
4. The Host Community will register for GST and if they are selling souvenirs, for PST. The necessary reports will be filed in a timely manner. GST reporting will be based on the structure established by the auditor and as detailed in the Guidelines.
5. The Host Community will manage its finances in accordance with the guidelines outlined in the Agreement for Financial Assistance and the Funding Guidelines.

Exclusions from the Policy: No exclusions from this policy

**Northern BC Winter Games Society
Board of Directors Policy Manual**

Policy Category: Society Policies 6.17 Regional Representative and Director Reimbursement
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Policy Purpose:

To ensure that Regional Representatives and Board members are reimbursed for bona fide expenses in executing their duties.

Scope and Application Procedures:

No Northern BC Winter Games Society Director shall be remunerated for being, or acting as a Director, but a Director shall be reimbursed for all expenses necessarily and reasonably incurred while engaged in the affairs of the Northern BC Winter Games Society.

Regional Representative Reimbursement:

1. Each Regional Representative may apply to the Treasurer for a petty cash advance of up to \$200.00 to cover regional expenses. The Regional Representative must sign a petty cash advance form acknowledging their indebtedness to the Society for the amount of the advance. Subsequent petty cash advances will be issued upon submission of receipts to the Treasurer. When a Regional Representative leaves the Society, he/she must pay back the entire petty cash advance or submit receipts or a combination of cash and receipts, totalling the amount of the petty cash advance.
2. All Regional Representatives will be paid a per diem for food costs based on the current expense policy as decided by the Board of Directors.

Board of Directors Reimbursement:

1. Directors shall be paid travel expenses, for one airfare or mileage equivalency whichever is the least expensive, providing the route is not primarily or wholly in line with a shared vehicle.
2. All reasonable out of pocket expenses i.e. hotel, parking will be reimbursed based on receipts submitted.
3. All Directors will be paid a per diem for food costs based on the current expense policy as decided by the Board of Directors.

Exclusions from the Policy: No exclusion from this policy.

**Northern BC Winter Games Society
Board of Directors Policy Manual**

Policy Category: Society Policies 6.18 Advertising

Policy Purpose

The goal is to let the public know about the Games: the dates, the events, the categories, and who can participate.

Scope and Application Procedures

The Director – Public Relations ensures:

1. That the announcement for the Annual General Meeting of the Northern BC Winter Games Society is circulated throughout northern communities;
2. That a press release is sent out to announce the Host Community;
3. That a press release is sent out to announce the sport package;
4. That posters are produced and distributed advertising each Games and the sports included.

Exclusions from the Policy: no exclusions from this policy

**Northern BC Winter Games Society
Board of Directors Policy Manual**

Policy Category: Society Policies 6.19 Medical

Policy Purpose:

The purpose of the policy is to ensure a safe and injury responsive Games environment and to follow the Province of BC's risk management policy.

Scope and Application Procedures:

The Provincial Government's Risk Management policy dictates that a first aid attendant may not provide second and third visit care to an injured participant. The task and responsibility of a qualified first aid attendant is to assess the person in need of help, render the first aid as per established protocols and arrange for further care if required. If no further care is needed, then the patient is discharged. If the patient returns on his/her own volition, then the first aid attendant should advise and arrange for professional help.

5. Medical Services operate from 6 am to 11 pm per day beginning at 7:00 p.m. on Thursday and ceasing where feasible, at noon on Sunday, or at the conclusion of Games competition.
6. The Medical Directorate shall be responsible for collecting and recording all medical incidents as well as forwarding all medical incident reports to the BC Games Society staff.
7. All sport venues shall receive medical coverage appropriate to the sport as detailed in the SportMed BC Medical Coverage Manual.
8. Coaches will be made aware of any injury that an athlete from their region sustains. The seriousness will dictate notification to the Regional Representative(s). Regional Representative(s) will notify the parent/guardian of the injured athlete, should it be warranted. The Critical Incident Protocols will be implemented when the situation warrants.
9. If the injury requires a different mode of transportation from the Games to their home (air ambulance, ambulance, public transportation, personal transportation) the Northern BC Winter Games Society arranges and pays for that transportation.

Exclusions from the policy: No exclusions from this policy.

**Northern BC Winter Games Society
Board of Directors Policy Manual**

Policy Category: Society Policies 6.20 Protests and Appeals Process
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Policy Purpose:

The purpose of the policy is to ensure that there is an accessible and fair method by which to address protests concerning eligibility.

Scope and Application Procedures:

Sport Chair:

1. Team lists are available through the Sport Chair. Any protests concerning eligibility of players must be directed in writing to the Sport Chair prior to the commencement of the game or event in question. The Games Jury will have the final decision concerning eligibility protests.
2. All official protests must be concisely written, prepared in duplicate, and one copy presented to the relevant Sport Chair immediately after the head official has signed the Official Results Sheet. A second copy of the protest must be forwarded to the Games Results Centre. The time and date must appear on the protest.

Sport Jury:

1. Once a protest is deposited, the Jury appointed for the sport shall meet and render a decision. The Sport Jury shall be made up of a least three officials who have been appointed by the Sport Organization concerned or the Sport Chair and is not to include athletes, coaches or managers.
2. The decision of the Sport Jury must be made within one hour of the original protest. One copy of the decision of the Sport Jury is to be posted at the competition site and one must be forwarded to the Games Results Centre. The time, date and signature of the Sport Jury must appear on the decision.

Northern BC Winter Games Society Jury:

1. The decision of the Sport Jury may be appealed within one hour after the posting of the decision by the Sport Jury. In this case, a written appeal signed by the coach or manager will be presented to the Northern BC Winter Games Jury. This Jury shall be made up of three of the following: Society Director Sport, Society Vice President, Host Community Vice President, Society Regional Representative, Sport Chair for the sport and one member of the Sport Jury. BC Games staff will coordinate the Jury but shall not be a member of the Jury. The decision of the Games Jury will be posted at the competition site of the sport concerned and also at the Games Results Centre. The decision of the Games Jury will be final.
2. It is not the purpose of the Games Jury to alter decisions made by the official in charge during a game or individual event. The Games Jury becomes involved in protests concerning eligibility of a player or players, changes in schedules, or appeals directly affecting the aims and purposes of the Northern BC Winter Games Society.

Exclusions from the Policy: No exclusion from this policy.

**Northern BC Winter Games Society
Board of Directors Policy Manual**

Policy Category: Society Policies 6.21 Backfilling (Individual Sports)

Policy Purpose:

The purpose of the policy is to ensure a consistent process is used for filling each individual sport's maximum number of athletes when some or all Regions cannot fill all of its allocated spots.

Scope and Application Procedures:

When one or more of the eight Regions has not used all of its allocated number of participants (individual sports), it is possible for other Regions to backfill athletes into those unused spots to round out the competition. In such circumstances, the following conditions apply:

1. Individual sports are defined as those that do not meet the criteria of a Team Sport, as described in policy 6.h.
2. The additional athletes must be fully eligible as outlined in the Rules and the appropriate Sport Technical Package and MUST BE registered as substitutes on Games Registration forms for their sport and zone by the registration deadline
3. Except in unusual circumstances, the athletes must have participated in the Regional playoff or Regional selection process.
4. All athletes added through the backfilling process must be approved by the Northern BC Winter Games Society Director-Sport.
5. The Host Community has the last opportunity for supplying any replacement teams.
6. Additional athletes are eligible for transportation to and from the Games and will be provided with Games Billet accommodation, where required by age.

Exclusions from the policy: No exclusions from this policy.

**Northern BC Winter Games Society
Board of Directors Policy Manual**

Policy Category: Society Policies 6.22 Medals
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Policy Purpose:

The purpose of the policy is to ensure a consistent process is for the disbursement of medals at the Games.

Scope and Application Procedures:

1. All sports included in the Northern BC Winter Games Society will award medals based on the following policy:

Gold, Silver and Bronze medals will be awarded in all categories or events as specified in Sport Technical Packages for each sport where a competition exists. If there is only one person in an event or category no medal will be awarded; this athlete however, will be presented with a participation certificate. This athlete may compete in an alternate category, if the sport's rules permit.

2. Only Northern B.C. Winter Games Society medals and certificates are permitted to be awarded.

**Northern BC Winter Games Society
Board of Directors Policy Manual**

Policy Category: Society Policies 6.23 Medical Protocol
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Policy Purpose:

- The general health and well-being of each athlete is the priority.
- The long-term ability of each athlete to compete in their chosen sport takes precedence over their ability to compete at the current Northern B.C. Winter Games.
- To support Medical Clinic and venue medical volunteers in the assessment of high-risk injuries that could impact the long-term ability of an athlete to compete in their chosen sport.

Scope and Application Procedures:

1. Absolute indications to remove an athlete from competition will include, but are not restricted to:
 - 1.1 transient mental status impairment, visual impairment, contagious skin conditions, cardiopulmonary instability, concussion, suspected spinal injury, musculoskeletal injuries in which there is significant risk of further injury to the athlete, suspected fractures, and suspected visceral injury.
2. Venue physicians or medical volunteers assess athlete injuries onsite. Where injury warrants, the venue physician or medical volunteer will recommend to the Medical Clinic physician that an athlete be removed from competition. At low risk venues, the venue Sport Therapist or First Aider will make the initial assessment and the recommendation to the Medical Clinic physician.
3. The Medical Clinic physician makes an assessment of the injured athlete and then reports the recommended removal from competition to the BC Games staff responsible for sport and the Medical Services Director.
4. BC Games staff will convene the a committee consisting of the Northern B.C. Winter Games Society Director – Sport and the Northern B.C. Winter Games Society Vice President, the Host Community Sport Director or another member of the Host Community Board, and the Sport Chair or Head Official to receive the assessment from the Medical Clinic physician. This committee will ratify the decision for removal from competition and inform the athlete, the athlete's coach(es), and the athlete's parent or guardian of the decision.
 - 4.1 The athlete will be given a full explanation for the decision to remove him/her from competition by BC Games staff in conjunction with the Medical Services Director and/or the Medical Clinic physician.
 - 4.2 The explanation for removal from competition will be noted clearly on the athlete's medical injury report form by the Medical Clinic physician and the venue physician or medical volunteer involved in the decision. The form will be signed by the Medical Clinic physician.
 - 4.3 The Northern B.C. Winter Games Society will inform the respective Provincial Sport Organization of any athletes removed from competition, after the Games.
5. The decision of the convened committee is final and cannot be appealed. However, after the appropriate treatment, if a reassessment is made and it is determined that the risk to competition no longer exists, the athlete may be permitted to return to competition upon the recommendation of the Medical Clinic physician and ratification of the Sport Jury.
6. BC Games staff will inform the Host Community Board and the Northern B.C. Winter Games Society Director – Sport or Vice President will notify the Northern B.C. Winter Games Society President of the removal of athletes from competition.

7. Competition or play is will not be suspended while the decision process outlined above is being made. Should the injured athlete be permitted to play he/she would be entered back into competition at the next available opportunity.
8. It is understood that an injury may occur that makes it possible for the athlete to continue to compete. This may occur while the venue physician or medical volunteer informs the Medical Clinic physician of their recommendation and the committee is convened. Only the convened committee has the authority to remove an injured athlete from competition.

**Northern BC Winter Games Society
Board of Directors Policy Manual**

Policy Category: Society Policies 6.24 Officials

Policy Purpose:

- To ensure officials are available for the Games.
- To ensure that the costs for providing officials for the Games is kept at a reasonable level.

Scope and Application Procedures:

1. Officials' expenses are paid by the Host Community.
2. Officials do not pay the Northern BC Winter Games Society participant registration fee.
3. The number of Officials per sport whose expenses are paid is established by the Northern BC Winter Games Society in conjunction with the Provincial Sport Organizations.
4. Officials must be confirmed by the sport by the registration deadline.
5. Transportation and accommodation costs will only be paid for Officials who are confirmed and registered by the registration deadline.
6. The total number of officials for the sport cannot exceed the number of officials allocated for the sport and as identified on the Sport Technical Package.
7. Officials from outside of the Host Community will be provided transportation to the Games as follows:
 - 3.1 Officials may travel on Games buses to/from the Host Community at no cost; or
 - 3.2 Officials travelling by car will be provided with payment for gas only and will be required to carpool, where another Official from the same sport is in close proximity
 - 3.2.1 Payment will be provided as follows:
 - 3.2.1.1 The vehicle will be filled with gas prior to leaving the starting location and filled in the Host Community. The receipt(s) for gas will be provided to the Host Community. Payment will be made for the receipt amount(s) times two.
8. Officials from outside the Host Community will be provided with shared hotel or other suitable accommodation.
9. Officials from outside of the Host Community will be paid a per diem rate as set by the Northern BC Winter Games Society.
10. Under special circumstances, as approved by the BC Games staff, in consultation with the Northern BC Winter Games Society Director – Sport and the Provincial Sport Organization, the costs for Officials from outside of northern BC may be covered. This may include payment of air travel.

**Northern BC Winter Games Society
Board of Directors Policy Manual**

Policy Category: Society Policies 6.25 Logos on Uniforms

Policy Purpose:

To ensure the recognition guaranteed to Corporate Partners is not lessened by logos on team uniforms.

Scope and Application Procedures:

Recognition on uniforms / sports bags

1. Athletes are allowed to wear their club uniforms that contain up to two sponsor logos that do not conflict with the Northern BC Winter Games Society Corporate Partners.
2. The Northern BC Winter Games Society will publish the list of Corporate Partners one year prior to a Games. If a sport finds a supporter one year or less prior to a Games, the sport sponsor must not conflict with the Corporate Partners of the Northern B.C. Winter Games Society. If a sport finds a supporter one year or more before the next Games and the Northern BC Winter Games finds a new Corporate Partner that would then cause a conflict with the sport supporter, that will be noted in the agreement with the Corporate Partner allowing the exposure of the sport supporter for those Games only. It is the responsibility of the sport to inform the Northern BC Winter Games Society, through BC Games Society staff, of conflicting Corporate Partners.
3. The Northern BC Winter Games Society logo may be used on uniforms where there are no supporters/sponsors logos used. The Northern BC Winter Games Society logo can only be used in partnership with the official Corporate Partners of the Northern BC Winter Games.
4. The Northern BC Winter Games Society logo must be used in its entirety.
5. The Games Host Community logo may not be used on uniforms.
6. Any sport or team wanting to use the Northern BC Winter Games Society logo on their uniforms must contact BC Games Society staff for approval and logo information.
7. The Northern BC Winter Games Society has a policy of non-affiliation with the alcohol and tobacco industries.
8. Sport should ensure that the number and size of cresting meets the standards included in this policy.
9. Athletes at the Northern BC Winter Games whose uniforms have not been approved and do not comply with this policy may be asked to remove their uniforms.
10. The Northern BC Winter Games Society reserves the right to approve all sponsorship markings prior to participation at the Games.

Sponsorship Policy For Markings on Team Uniforms and Team Sport Bags

11. Specifications for Team Uniforms:

10.1A maximum of two (2) supporters that do not conflict with the Northern BC Winter Games Society Corporate Partners, are allowed per uniform. The size of the supplier's name or trademark logo must not exceed 60cm² (see attached samples). The combined total of all uniform supporters' names or trademarks must not exceed 120cm² per uniform.

10.2The Northern BC Winter Games Society logo must not be used on uniforms that contain supporters logos.

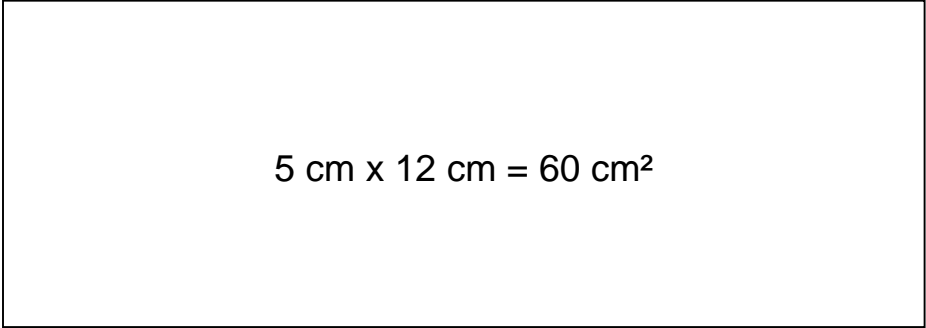
11. Specifications for Team Sport Bags:

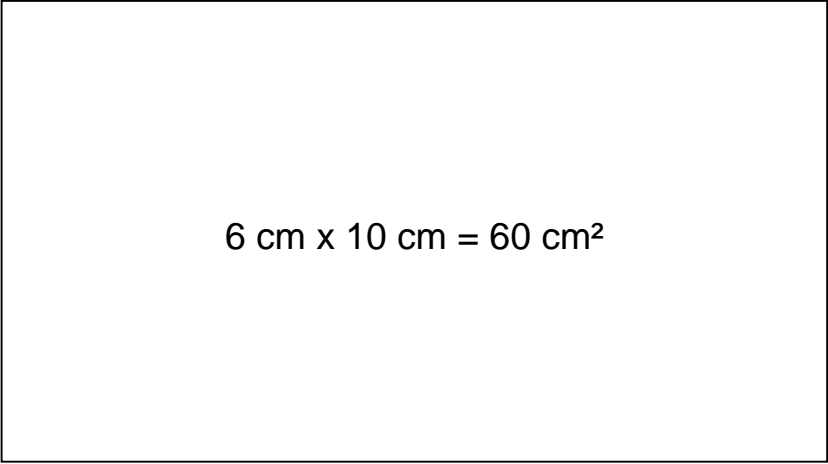
11.1A maximum of two (2) supporters that do not conflict with the Northern BC Winter Games Society Corporate Partners, are allowed per sport bag. The size of the supplier's name or trademark logo must not exceed 200cm².

11.2The combined total of all supporters' names or trademarks must not exceed 400cm² per sport bag. The Northern BC Winter Games Society logo must not be used on bags that contain supporters' logos.

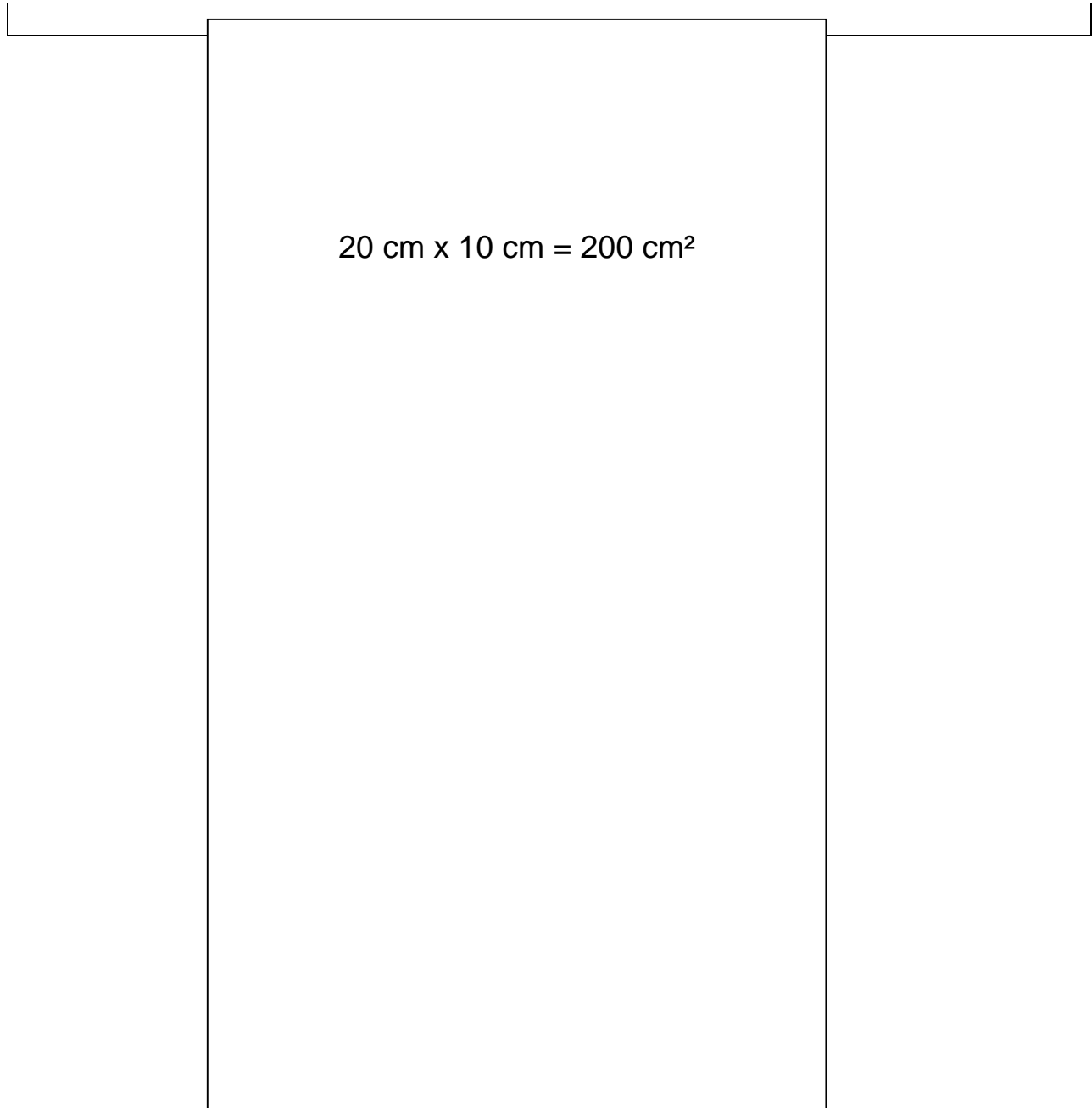
Samples – Team Uniforms


$$7.75 \text{ cm} \times 7.75 \text{ cm} = 60 \text{ cm}^2$$


$$5 \text{ cm} \times 12 \text{ cm} = 60 \text{ cm}^2$$


$$6 \text{ cm} \times 10 \text{ cm} = 60 \text{ cm}^2$$

Sample – Team Sport Bag



Exemptions:

1. House Teams that are registered for the Games must provide their Regional Representative with information about any logos that appear on their uniforms by the registration deadline. Regional Representatives will then provide BC Games staff with this information within two weeks of the registration deadline.

**Northern BC Winter Games Society
Board of Directors Policy Manual**

Policy Category: Society Policies 6.26 Registration Fee Refunds
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Policy Purpose:

To ensure a consistent and documented process for refunding participant registration fees.

Scope and Application Procedures:

1. Requests for registration fees to be refunded must be submitted in writing to the appropriate Regional Representative within 30 days of the Games.
2. The request must state the participant's name, sport, the reason for requesting the refund, and information about where the refund is to be sent.
3. Requests for refunds due to illness, injury, death in the family, etc. are considered obvious and should be approved without hesitation.
4. The Regional Representative may request additional information as he/she deems necessary to consider a request and make a decision.
5. Should the Regional Representative not be sure about the request or require assistance with the decision making process, she/he will discuss the request with the Director - Regional Representatives and together they will make the decision.
6. If the request is denied, a written explanation will be sent to the applicant by the Regional Representative with a copy sent to the Secretary and Treasurer.
7. If the request is approved, the Regional Representative will endorse the request, inform the applicant that the request has been approved and send the endorsed request to the Treasurer for payment.

Exclusions from the Policy: No exclusion from this policy.

**Northern BC Winter Games Society
Board of Directors Policy Manual**

Policy Category: Society Policies 6.27 Recording and Depositing of Funds

Policy Purpose:

To ensure registration fees collected by the Regional Representatives are deposited into the Northern BC Winter Games Society account as soon as possible and to ensure proper recording of the transfer of these funds from the Regions to the Society is maintained.

Scope and Application Procedures:

1. Coaches, Regional Sport Contacts, or club organizers completing the registration for the region's participants will be required to submit one cheque for the sport's entire regional contingent.
2. Cheques from individual participants will not be accepted.
3. Cash will not be accepted.
4. Upon receipt of payment, the Regional Representative will print a report from the registration software (showing the sport and participants covered by the payment) and will forward the list along with the cheque to the Treasurer for deposit in the Society's account.
5. Where arrangements have been made with the Provincial Sport Organization, one cheque may be submitted for all of the sport's participants. In this case the cheque is provided to the Director - Regional Representatives who will then confirm with each Regional Representative, the participants from their region, and will forward payment to the Treasurer with a list of all participants covered by the payment.

Exclusions from the Policy: No exclusion from this policy.

**Northern BC Winter Games Society
Board of Directors Policy Manual**

Policy Category: Society Policies 6.28 Funding for Sport Training, Workshops, and Competitions

Policy Purpose:

To ensure a clear process when the Society provides supports to sport organizations and groups for training sessions, workshops, competitions, and other events.

Scope and Application Procedures:

1. The Northern BC Winter Games Society will consider providing funds for sport training, workshops, competitions, and other events under the following conditions:
 - a) If the clinic or session directly supports the preparation for, and/or hosting of, competition for the Northern BC Winter Games and is a partnership between the Host Community, and/or a Provincial Sport Organization, and/or a BC Multi-Sport Organization and the Society; or
 - b) If the clinic, session, or event, supports the development of sport in Northern BC and is operated by, or connected to, a partner in the sport system; or
 - c) If the clinic, session, or event, supports the development of athletes, coaches, officials, or volunteers from northern BC and is operated by, or connected to, a partner in the sport system.
2. If financial and/or other support is provided by the Society, recognition will be negotiated to ensure that the Society is acknowledged for its contribution. This may include but is not limited to logo placement at the event or in promotional materials, recognition in scripts, speaking opportunities, and invitation to the event.

Exclusions from the Policy: No exclusion from this policy.