

The Provincial Sport Organization for each sport included in the BC Winter or BC Summer Games signs a Memorandum of Understanding (MOU) with the BC Games Society. The MOU outlines the key deliverables for both parties.

Attached is a standard version of the MOU. The MOU is customized for each sport.

Memorandum of Understanding



A – General Information

The intention of the partnership between

the **BC Games Society**
and

XXXX (PSO)

is to provide exceptional experiences for all participants and volunteers of BC Summer and BC Winter Games and the Team BC program.

This memorandum of understanding outlines the parameters of this partnership for inclusion/participation in the BC Winter or BC Summer Games and/or the Team BC program preparing for participation in the Canada Games. An addendum for each Games in which the PSO is participating in will be added to this memorandum based on the timelines below and will outline specific details relating to inclusion in each Games. This general section as well as each addendum (as it is implemented) will be signed by representatives of each organization.

This general section of the memorandum of understanding will be in place beginning in 2016 and will be in effect until a new version is provided based on the timeline below. The Games-specific addendums will be implemented based on the timeline below.

Games	General Section	Specific Addendum Added
2018 BC Winter Games	fall 2016	fall 2016/early 2017
Team BC (2017 Canada Summer Games)	spring 2017	fall 2016/early 2017
2018 BC Summer Games	spring 2017	fall 2017/early 2018
2019 Canada Winter Games	early 2018	spring/summer 2018
2020 BC Winter Games	early 2018	fall 2018/early 2019
2020 BC Summer Games	early 2018	fall 2017/early 2018

Sports are evaluated after each Games before their inclusion in the next Games is confirmed and/or determined.

The intention is that either party will bring forward any challenges in meeting the parameters outlined in this agreement well in advance of the Games.

B - Both Parties agree to:

1. Value and Promote the Partnership

For the PSO this means to their members, partners, participants, and volunteers and for the BC Games Society this means to the sport-sector, partners, volunteers, and host societies.

- a. Include the other party's logo on their website(s) and also where appropriate in posts, articles, and stories. PSOs to ensure the proper use (by all parties associated with the PSO) of the BC Games, Team BC, Canada Games Council, or respective host society logos, only as is outlined in the Graphic Standards for the society, program, and/or the respective Games.
- b. Include a link to each other's website(s) on their website(s) and engage the other party on social media.
- c. Participate in post-Games evaluation. The PSO will ensure documentation is filed in a timely manner. The BC Games Society will provide the opportunity for PSOs (and their various representatives) to provide feedback on their involvement.
- d. To jointly address discipline issues of any PSO participant in a timely manner (this includes issues that arise at the Games or during travel to/from the Games). The PSO will follow-up on any disciplinary action required as a result of the actions of their participants and to report the outcome/action taken to BC Games staff.
- e. Work together to consider promotion of the partnership and inclusion in the Games. This includes providing information and/or contacts for media, story, release, communications, marketing, etc. purposes, as well as ensuring messages are consistent and discussed with the respective parties.

- f. Adhere to (and ensure all parties associated with the PSO adhere to) the policies regarding the placement of logos and sponsors on uniforms, equipment, etc. as outlined in the BC Games Graphic Standards for Participants and the Logo Policy (for BC Winter and BC Summer Games) and in the Team BC Graphic Standards and the Canada Games Council Games Commercialization Policy (for Team BC). This includes encouraging zones to use the appropriate zone names and colours for BC Winter and BC Summer Games and for Team BC, that competitive uniforms are in the BC provincial colours (blue and red with gold or white trim as determined by the Canada Games Council).
2. Timely and Proactive Communication
 - a. The BC Games Society will set and communicate all timelines and deadlines clearly and well in advance. This includes appropriate host society timelines and deadlines. The PSO will ensure timelines and deadlines are communicated to their representatives as appropriate, and that they are met. This includes selected coaches and that post-Games reports are completed.
 - b. Discuss any issues that may impact the partnership and/or the inclusion of the sport in the Games.
 - c. The BC Games Society and the PSO will both be responsible for discipline and sanctioning of individuals. Who initiates the process will depend on when and where the incidents take place and other policies in place to address the occurrence. Both parties will ensure the other is informed of the process and actions taken. Even when action is taken by the BC Games Society or Team BC, the BC Games Society may ask or expect the PSO to take further action (the PSO may also wish to do so). The PSO will inform the BC Games Society of action taken and will be maintained in the official records for the sport.
 3. Parameters for Inclusion in the Games
 - a. For BC Winter and BC Summer Games:
 - i. Establish mutually agreed upon minimum facility requirements and standard equipment requirements lists that address basic requirements of the sport while making it achievable by the host society.
 - ii. Establish the sport-specific technical package, which includes the ages of athletes, events, and categories, eligibility requirements, and the number of participants for the Games.
 - iii. Develop Sport Schedules and Bus & Meal Schedules within a timeframe that supports planning of the Games competition and addresses the needs of the sport, where possible and feasible. The PSO will provide a first round draft of the Sport Schedule. The BC Games Society will develop working drafts of the Sport and Bus & Meal Schedules for the Provincial Advisor to review and provide feedback. Final versions will be distributed by the BC Games staff close to the Games.
 - b. For Team BC:
 - i. Contribute to the development of the technical package. Draft technical packages developed by the Canada Games Council will be reviewed by Team BC and the respective PSOs. Team BC will communicate concerns expressed by the PSOs to the Canada Games Council.
 - ii. Team BC will provide details of the sport venues and logistics as selected/determined by the Canada Games Council and the host society to the PSOs and will communicate concerns expressed by the PSOs back to these parties.
 - iii. Team BC will provide sport schedules developed by the Canada Games Council and the host society to the PSOs and will communicate concerns expressed by the PSOs back to these parties.
 4. Risk Management
 - a. Each party will purchase and maintain general liability insurance coverage in an amount not less than \$5,000,000 and to include the other party as an additional insured but only with respect to liability which arises out of their activities. The insurance is expected to be in place from the signing of the addendum(s) for the Games the sport is included in, until the conclusion of those Games. Proof of insurance (a certificate of insurance) will be provided by each party to the other party within three months prior to the Games.
 - b. The BC Games Society does not provide injury or accident insurance coverage for Games participants or volunteers. Injury or accident insurance is the responsibility of the PSO and/or the individual Games participant/volunteer. The PSO is responsible for communicating this to its membership, Games participants, and volunteers and/or providing this coverage to them.
 - c. Both parties will ensure that policies are in place to address bullying, harassment, and other discipline issues that occur at the Games or in programs/events leading up to the Games or in travel to/from the Games. In general, BC Games Society/Team BC policies will apply first and PSOs will be informed/involved in the process and if/when the PSO takes over the management of the incident/issue will be determined jointly. The PSO will report to the BC Games Society on actions taken/sanctions applied. The BC Games Society reserves the right to apply additional actions/sanctions to the individuals, specific to the Games/Team BC, if it is felt that this is warranted.

- d. Both parties agree to support the protection of those participating in the Games by ensuring that the appropriate host society volunteers (BC Winter and BC Summer Games), Team BC volunteers, and coaches have undergone a criminal records check (CRC) prior to the Games in keeping with each organization's policy. It is the expectation of the BC Games that all coaches undergo a CRC as per the PSO policy for the position per to the Games.

C - Every PSO agrees to the following:

1. Support and Uphold Rules and Meet Deadlines

- a. Support and abide by the established rules for the Games. This includes ensuring that all PSO representatives understand and uphold the rules. Any requests for exemptions or exceptions to the rules by the PSO are to be discussed and approved by BC Games staff in advance of any associated deadlines.
- b. Ensure that deadlines for naming PSO representatives, technical representatives, coaches, teams/athletes (long and short lists for Team BC), and officials are met and that registration processes, deadlines, and timelines are met and adhered to.
- c. Refer to BC Games and Team BC addendums for specifics.

2. Volunteer and Organizational Development/Support

- a. Name sport volunteers and representatives for the Games within the timelines established by the BC Games Society and provide support and resources to these volunteers. This includes providing contact information and details of each representative to the BC Games Society based on the timelines provided for each position. Sport volunteers for the BC Games include the Provincial Advisor, Sport Chair, and Zone Representatives and for Team BC, Technical representative(s) and coaches.
- b. Look for ways to build capacity at the local, regional, and provincial levels in the selection and recruitment of individuals to represent the organization/sport.
- c. Ensure that Games participants and those serving in volunteer capacities for the Games or as representatives of the PSO are registered members of the PSO, or its affiliate and ensure that these individuals are covered by the PSO insurance policy.
- d. Ensure those serving in volunteer capacities for the Games or as representatives of the PSO understand their roles and responsibilities to your PSO as well as to the BC Games Society and/or Team BC. Ensure they understand the PSOs position on areas within their responsibility so that they can represent your organization appropriately. Ensure they understand and adhere to the rules and processes for the Games and for their positions.
- e. Ensure communications lines between the PSO and its representatives are clear, defined, and open.
- f. Ensure those appointed to represent your organization participate in meetings and respond to requests in a timeline manner based on the expectations outlined in their specific details (specific to their role).

3. Submit and/or Pay all Required Fees and Costs

- a. This includes registration fees, travel/accommodation costs, uniform costs (i.e. competition, ceremonial uniforms), etc. as appropriate for the Games.
- b. The PSO will also ensure that the PSO, or its local club, members, or Games participants, cover any costs for arrangements that are outside of what is provided to all participants/sports by the BC Games Society, the Canada Games Council, or the host society. This may include but is not limited to team/sport-specific travel, food, or accommodation arrangements, etc.
- c. The PSO will cover costs of their representatives to attend required meetings and events or departure locations, except for those specified to be covered by the BC Games Society, Team BC, or the host society.
- d. The PSO will cover the cost of any damage to BC Games Society, Team BC, Canada Games, or host society property caused by its Games participants, volunteers, or representatives and will sanction the parties as appropriate.

4. Sport Competition Parameters

- a. Register and/or sanction the Games/competition as required, to ensure:
 - i. insurance coverage is in place; and
 - ii. that records and/or recognition of placings and results/finishes for selection of higher levels of competition/teams are available to athletes, if applicable.
- b. For BC Winter and BC Summer Games, also assist the local club and Sport Chair with sourcing of equipment that can be borrowed from other clubs and work with member clubs to ensure access to facilities and equipment are free of charge.

5. Policies and Procedures

- a. The PSO will ensure it has policies and procedures in place to deal with inclusion in the BC Games or Team BC. This includes well defined and clear selection processes for all participants, and appeals to selections, disciplinary actions, etc.

D - The BC Games Society agrees to:

1. Provide planning materials (i.e. Tasks and Timeline, supporting information, resource site, and other documents) to support Games-specific volunteers in meeting the responsibilities of their roles. For BC Games this includes the Provincial Advisors, Sport Chairs, Zone Reps, and Head Coaches. For Team BC this includes Mission Staff, coaches, and athletes). All communication and information will be distributed to the respective individual and also copied to the appropriate or designated PSO representative.
2. Report to the PSO representative any athletes removed from competition as a result of injury or discipline in a timely manner, with timing and process depending on the specific issue.

Signatures:

_____ PSO Representative	_____ Name	_____ Title	_____ Date
_____ BC Games Representative	_____ Kelly Mann	_____ President & CEO	_____ Date

BC Summer/BC Winter Games Addendum

A – General Information

the inclusion of **SPORT** in the **XXXX BC Summer/Winter Games** as a **XXX** Sport is based on the BC Games Society Core Sport Policy.

The goal of the Core Sport policy is to ensure that the BC Summer and BC Winter Games are consistent with the direction established by the BC Games Society Board and are relevant within the sport system. While the technical package is negotiated with each PSO prior to each Games, the Core Sport policy requires all sports to ensure the BC Games are an integral part of their athlete, coaching, and officials' development, as supported by their LTAD model.

This addendum to the memorandum of understanding is for the Games specified above only. Sports that best meet the Core Sport criteria will be included in the BC Summer or BC Winter Games. The status of every sport is based on the BC Games Core Sport policy and is established for each BC Games. The Core Sport policy is available on the BC Games Society website (www.bcgames.org).

BC Games Policies and Rules that govern this memorandum include:

- BC Games General Rules
- Technical Package
- Core Sport Policy
- Injured Participant Policy
- Medical Policy for the Removal of Athletes from Competition
- Discipline
- Target Sports Equipment
- Coach Certification Exemption
- Participants with a Disability
- Minus-One Rule for awarding medals
- Hold Harmless Clause (Conditions of entry)
- Head Coach Exemption Policy

B - The BC Games Society agrees to:

1. Determine the Sport Package for the 2018 BC Summer Games by January 31, 2017.

C - XXX (PSO) agrees to:

1. Meet the Core Sport Criteria
 - a. Core Sport criteria (as detailed in the Core Sport Policy) includes (but is not limited to):
 - i. bringing at least 50% of the maximum allocated number of athletes per zone from six of the eight zones.
 - ii. ensuring that every zone that has athletes has at least one Head Coach who is a fully certified at the sport's equivalent of Level 2 or the agreed upon certification level as outlined in this document and the technical package.
 - iii. ensuring that all Assistant Coaches are certified in the NCCP "Making Ethical Decisions" module prior to the Games.
 - b. Plan for and implement Athlete and/or Coach and/or Officials development opportunities during the Games, as allowed by the Sport Schedule, ensuring that competition or clinics are held on all three days of the Games.
 - c. Discuss any challenges meeting the Core Sport criteria with BC Games staff well in advance of the Games.
2. Ensure participants are registered for the zone in which they make their permanent residence.

3. Ensure results are submitted in a timely manner during the Games as outlined with BC Games staff for your sport. This will include submitting preliminary results for posting to the BC Games Society website or posting these to the PSO website throughout the Games weekend AND submitting final standings (first to last place) for all events to the Results Centre. Details of results submissions will be established with the Provincials Advisor.

D - Both Parties agree to:

(i.e. this may be issues that need to be addressed from past Games or agreements made to adjustments to rules (i.e. attending Games twice).

1. Sport-specific Technical Agreements BC Games
XXXXX
XXXXX
2. Sport-specific Technical Agreements Team BC
XXXXX
XXXXX

Signatures:

_____ PSO Representative	_____ Name	_____ Title	_____ Date
_____ BC Games Representative	_____ Kelly Mann	_____ President & CEO	_____ Date



Team BC Addendum

A – General Information

the inclusion of SPORT as a member of Team BC for the **2017 Canada Summer Games**

Team BC Policies and Rules that govern this memorandum include:

- Code of Conduct
- Policies
- Athlete and Coach Responsibilities
- Canada Games Technical Package
- Team BC Waiver
- Canada Games Waiver(s)
- Host Society Medical Waiver
- Coach Exemption Process

B - The BC Games Society agrees to:

1. Provide ceremonial uniform clothing and additional items for Team BC participants.
2. Name a BC Games Society staff member to monitor and manage the Team BC / Canada Games registration process for each PSO

C - XXX (PSO) agrees to:

1. Set specific performance benchmarks and targets and share with the BC Games Society
2. Ensure at least one member of the coaching staff participates in every Team BC Coaches meeting.
3. Ensure a full team (as outlined in the Technical Package) is fielded and that competitors are entered in all disciplines based on technical package limitations. If a full team cannot be fielded or if the sport is unable to enter competitors in all disciplines, Team BC must be notified no later than three months in advance of the Games.
4. Ensure all athletes participating in the Games have completed the CCES drug education course.
5. Ensure transportation of sport specific equipment follows host society guidelines.
6. Once coaches are selected, to share their respective contact information and ensure they meet coach certification levels, and abide by the Canada Games Council deadlines for the exemption process, where necessary.

D - Both Parties agree to:

(i.e. this may be issues that need to be addressed from past Games or agreements made to adjustments to rules).

1. Sport-specific Technical Agreements BC Games
XXXXX
XXXXX
2. Sport-specific Technical Agreements Team BC
XXXXX
XXXXX

Signatures:

_____ PSO Representative	_____ Name	_____ Title	_____ Date
_____ BC Games Representative	_____ Kelly Mann	_____ President & CEO	_____ Date