

Policy Manual

Table of Contents

DIRECTORS' POLICIES

- 1.1 Code of conduct
- 1.2 Responsibilities of directors
- 1.3 Attendance at meetings
- 1.4 Conflict of interest
- 1.5 Committees & task forces
- 1.6 Confidentiality

FINANCE POLICIES

- 2.1 Accounting practices
- 2.2 Financial reporting
- 2.3 Budget and expenditures
- 2.4 Travel and expense

STRATEGIC PLANNING POLICIES

- 3.1 Strategic Plan

COMMUNICATION POLICIES

- 4.1 Board meeting notes
- 4.2 *In camera* business

OPERATING POLICIES

- 5.1 Risk management
 - 5.2 Fair play
 - 5.3 Criminal record check
 - 5.4 Firearms
 - 5.5 Minimum coaching standard
 - 5.6 Health and safety
 - 5.7 Emergency response plan
 - 5.8 Dog policy
-

DIRECTORS' POLICIES

1.1 Code of conduct

12 March 2007 Policy created
9 February 2009 Policy revised.

The fundamental responsibility of a Director is to advance the mission and objectives of the club as stated in the Strategic Plan by providing direction the Club Manager. A Director shall perform his/her duties, including committee duties, in good faith in a manner he/she reasonably believes to be in the best interests of the Society and with such care, diligence and skill as an ordinary prudent person in a like position would use under similar circumstances.

In general, it is expected that:

- Directors' contribution to discussions and decision-making shall be positive and constructive.
- Directors' interaction in meetings shall be courteous, respectful and free of animosity.
- Directors will support the Club's mission, vision and mandate.
- Directors will abide by and support decisions of the Board made by majority vote and after due deliberation.
- Directors shall be prepared for meetings, having read pre-circulated material in advance of the meeting.
- The Club Manager is responsible to the entire Board. Consequently, no single Director or Committee has authority over the Manager.
- Directors shall not attempt to exercise individual authority or undue influence over the organization, other Directors or staff.
- When Directors perform volunteer service they are acting as volunteers, and as such, report to the Club Manager.
- Directors shall conduct themselves in an ethical and professional manner at all times.
- Directors shall bring credibility and goodwill to the organization.
- Directors will not publicly criticize other Board members or staff.
- Directors will not divulge decisions and deliberations of the Board to any outside body or person before they are made known to the staff, members and the public through agreed upon channels of communication.

1.2 Responsibility of directors

12 March 2007 Policy created
9 February 2009 Policy revised.

While exercising the above standards of conduct, the responsibilities of the Directors include: Assist the development, approval, implementation, and monitoring of the organization's strategic plan and budget.

- Identify principal risks of the organization's operations and ensure that appropriate systems are in place to manage these risks.

- Hire, monitor and evaluate the performance of the Club Manager.
- Ensure ethical behaviour of the organization and compliance with all laws and regulations;
- Ensure accuracy of financial information; ensure compliance with all accounting and audit principles; approve and monitor annual budgets.
- Ensure personal integrity in all dealings with and on behalf of the organization, including ongoing responsibility to disclose conflict of interest.
- Establish appropriate governance structures to ensure efficient and prudent stewardship of the organization and assess board's own effectiveness.
- Review and approve material transactions that are not in the ordinary course of business.
- Participate as appropriate on board committees/task forces which may be established from time to time.

1.3 Board meetings

12 March 2007 Policy created.
9 February 2009 Policy revised.

To facilitate maximum attendance of Directors at meetings, the Board will establish a regular meeting time and date. Attendance to all Board meetings is expected except in cases of illness, family issues, and absences from the area or previous work commitments. Directors who do not attend monthly Board meetings without notification to the Executive for three months consecutively could be asked to resign in order that the position is filled with an individual who is able to contribute more significantly to the organization.

1.4 Conflict of interest

12 March 2007 Policy created.
9 February 2009 Policy revised.

In general, a conflict of interest exists for directors who use their position at the organization to benefit themselves, friends or families. A conflict of interest is defined as any situation where the direct or indirect personal interest of any director, officer, employee, or person who has obtained confidential Society information, may prevent him or her from acting in the Society's best interest or prevent them from acting fairly, impartially, and without bias on behalf of the Society. An indirect personal interest includes the interests of a close friend, family member, business associate, company or partnership in which the person holds an interest, or a person to whom an obligation is owed.

Each director, officer and employee must act in the best interest of the Society and disclose the material facts regarding his or her interest in a proposed transaction should it potentially give rise to a conflict of interest.

A director should not take personal advantage of an opportunity available to the organization unless the organization has clearly and irrevocably decided against the opportunity and the opportunity is also available to the public.

No director, officer or employee of the Society shall enter into any transaction including acceptance of a loan, loan guarantee or share capital, granting of a loan, loan guarantee or share capital, or engaging in contracts for goods and services to an immediately related party, either directly or indirectly, except as in special circumstances provided that:

- a) The decision is made by the Board to approve such loans, irrespective of the existing delegation of lending authority;
- b) The conflict of interest is declared by the director, officer, employee of the Society or any Immediately Related Party and recorded in the minutes of the Board; and,
- c) The director, officer, employee of the Society or any Immediately Related Party does not participate in the decision and refrains from attempting to influence, lobby or persuade the Board.
- d) For goods and services contracts a minimum of three competitive bids are obtained where practicable; and,
- e) The contract offering the lowest cost or best value is selected.

A director, officer, or employee must arrange his or her private affairs and conduct him or herself in a manner to avoid a conflict of interest, or the appearance of a conflict of interest which could appear to interfere with the director's judgment in making decisions in the organization's best interest. This includes situations where a person may obtain an indirect benefit from his or her relationship with the Society, engage in unauthorized use of corporation property, take unfair advantage of an opportunity available to the Corporation, use his or her position with the Society to solicit clients for personal business, or business in which the person has a significant interest.

A director, who accepts a position with any outside organization, business or association that could lead to a conflict of interest or situation prejudicial to the organization's interest, should disclose the implications of accepting such a position with the Board Chair recognizing that acceptance of such a position might require the director's resignation from the Board.

A director, officer, or employee may only accept a gift if it has no more than \$50.00 value, if it is the normal exchange of hospitality or a customary gesture of courtesy between persons doing business together, if the exchange is lawful and in accordance with local ethical standards, and if the gift could not be construed by an impartial observer as a bribe, pay off or improper or illegal payment. A director, officer, or employee may not make a gift, charitable donation, or political contribution on behalf of the Society, using Society property, without authorization from the Board.

Disclosure of Conflict of Interest

A conflict of interest must immediately be disclosed in writing to the Board when the conflict of interest first becomes known, even if the person involved is not aware of the conflict of interest until after a transaction is concluded.

Existence of a conflict of interest

If a person is in doubt about whether he or she may be in a conflict of interest, he or she must request the advice of the Board or person the Board designates to determine if a conflict of interest exists.

Resolving Conflict Of Interest

Any person involved in a conflict of interest situation must immediately take steps to resolve the conflict of interest or remove suspicion that it exists.

1.5 Committees and task forces

12 March 2007 Policy created.
9 February 2009 Policy reaffirmed.

The Board of Directors has the power to appoint committees and task forces when it considers appropriate, and may give committees/task forces powers as it sees fit. Each committee/task force must have at least one director from the Board. Other members may be solicited from the community according to the skills and abilities required for the operations of the committee. Each committee/task force may formulate its own rules of procedure, subject to Board regulations. Each committee/task force is responsible for providing the Board of Directors with reports as to committee meetings, progress up-dates and resolutions. The committee/task force will remain active until the Board deems its work to be complete. The Board of Directors will provide terms of reference for each committee/task force

1.6 Confidentiality

12 March 2007 Policy created.
9 February 2009 Policy reaffirmed.

All materials and information gathered within the organization's administration, programming and so forth shall be considered confidential. Directors and employees should neither during nor following the termination of their Board appointment or employment, disclose such information to any outside person unless authorized. Similarly, directors should never disclose or use confidential information gained by virtue of their association with the organization for personal gain or to benefit friends, relatives or associates.

All internal documents are considered to be property of the Society and the Board of Directors should approve requests for this information. The Provincial Information and Privacy Act shall govern all requests for information.

FINANCE POLICIES

2.1 Accounting practices

12 March 2007 Policy created.
9 February 2009 Policy re-affirmed

The Society will follow Generally Accepted Accounting Principles (GAAP) and keep financial records in accordance to the Society Act and the Park Use Permit. Books of account will be kept in such a way to provide detailed analysis of the Society's business.

2.2 Financial reporting

12 March 2007 Policy created.
9 February 2009 Policy revised.

The Treasurer will work with the Accountant and the Club Manager to produce monthly reports which will allow the board and staff to ensure the organization is operating effectively. These reports are to include, but not limited to, the following: Income & expense statement, Balance Sheet and Performance Measures/Statistics which reflect operational efficiencies and the well being of the Club. Financial reports will be made available to any member upon written request.

2.3 Budgets and expenditures

12 March 2007 Policy created.
To be re-assessed in March 2009

Annual budgeting process.

All budgets will be approved by the board prior to the start of the fiscal year.

With respect to individual expenditures, no single expenditure outside of the approved budget greater than \$500.00 can be made without board approval unless outlined in this policy below.

Exceptions to Board Approval Policy:

- 1) Payroll cheques
- 2) Payment to CCBC for membership dues
- 3) Repairs to equipment deemed necessary for the continued operations.

Individual expenditures of greater than \$1,000.00 will require estimates from three different vendors where practicable. Final selection will be made jointly with the Club Manager and the Board.

2.4 Travel and expenses

12 March 2007 Policy created.
16 October 2008 Policy revised.

Preamble

1. SLNC employees, volunteers and skiers are frequently required to travel on Association business. SLNC undertakes to pay for the legitimate costs of such travel, either directly or by reimbursing individuals for the expenses they incur.

Aim

2. The aim of this policy is to describe the entitlements and related procedures for SLNC employees, volunteers and athletes when traveling on behalf of the Association.

Policy Principles

3. Legitimate costs incurred in the performance of SLNC business will be borne by the Association. Where it is uncertain whether a cost is “legitimate”, approval must be sought from the Board of Directors, Committee Chair or the Executive Director before the cost is incurred. Staff travel and expenses must be pre-approved by the Executive Director. Volunteer travel and expenses must be pre-approved by the Committee Chair.

4. The standard of travel, accommodation, meals, etc, that is envisioned and that is covered by this policy is “reasonable”, rather than “extravagant”. The Association’s budget is finite, and the intent is to conserve limited resources for commitment to programs that directly support the achievement of the Association’s mission. Business class travel, luxury hotels and expensive restaurants do not fall within the parameters of this policy.

Air Travel

5. The majority of SLNC’s air travel bookings for staff and volunteers will be made through the Executive Director, using the designated SLNC travel agency. Flight bookings will be made with the most economical carrier, and bookings should be made well in advance in order to take advantage of seat sales that may become available.

6. Individuals who are unable to make their arranged flight or who need to make changes are asked to notify the person who booked the flight immediately. Those knowing that they will miss their flight are requested to cancel their ticket with the airline and claim for a credit note for the value of the ticket. This credit note will stay on file at SLNC for future travel. Those needing to make a change of flight dates or times must realize that there is a minimum \$155 charge for any changes made to tickets. This amount will be subsidized by SLNC for valid reasons only.

7. Airport departure fees will be reimbursed by SLNC on the presentation of receipts when an Expense Claim is submitted.

Ground Travel

8. Personal Motor Vehicles. Individuals may elect to use a personal motor vehicle for SLNC travel when this method of travel is more economical than air travel or rental vehicle. To protect SLNC’s liability, the insurance policy on a personal vehicle used for CCC travel must provide at least \$1 million third party liability coverage (PLPD) (a Treasury Board standard). Travel by this means will be reimbursed at either \$0.48 per kilometer or by submission of fuel receipts. Daily travel to and from work is not covered by this policy.

9. Rental Vehicles. If the use of a rental vehicle is approved, reimbursement will be for the cost of the rental plus any fuel receipts. When SLNC has a sponsorship or rebate arrangement with a rental company, that company is to be used whenever possible.

Hotel Accommodation

11. Staff and Volunteers. The majority of accommodation requirements for SLNC staff and volunteers will be for conferences and meetings, and will be coordinated by the Executive Director. The principles which will govern accommodation are as follows:

- a. Shared room occupancy, on the basis of one bed per person, unless it is impossible to match schedules and genders.
- b. Best rate, group rate or economy rate at the selected hotel. When SLNC has a sponsorship or rebate arrangement with a hotel or hotel chain, this option is to be exercised as the first priority of choice.
- c. Occupancy from the night of or prior to the first official meeting, through to the night before the last official meeting. Exceptions will be made when departure travel is unavailable for the last day of meetings. In that case, accommodation will be provided until departure can be arranged.

12. Ski Team. SLNC Ski Team coaches will normally make accommodation arrangements for athletes and staff for trips and camps. They are expected to obtain accommodation that is consistent with the above principles, while also meeting the requirement of convenience to the competition or training site. Accommodation options may include rental houses, condominiums, etc.

Meals

13. Domestic Travel – Staff and Volunteers. For staff and volunteers who are required to eat in restaurants while traveling on SLNC business in Canada, a per diem allowance of \$40.00 will be provided for every full day. For partial days (i.e. when travel begins or ends part way through the day, or when some meals are provided at no incremental cost to the individual), a per meal allowance will be provided as follows:

- a. Breakfast - \$8.00;
- b. Lunch - \$12.00; and
- c. Supper - \$20.00.

Note: A meal allowance will not be paid when a meal is provided during an airline flight, at a conference, etc.

14. International Travel – Staff and Volunteers. The cost of restaurant meals can be much higher in countries other than Canada. Therefore, expenses in these situations will be reimbursed on the basis of actual cost, with the submission of receipts. Personnel in these situations are expected to exercise discretion in the interests of budget economy.

15. Alcoholic Beverages. SLNC will not reimburse individuals for the cost of alcoholic beverages consumed when they are traveling on an “actual cost” claim. However, individuals who are receiving a per meal allowance or a per diem allowance are at liberty to spend their allowance as they wish.

16. Entertainment. At the discretion of the Executive Director or President, wine or beer in limited quantities (i.e. one drink before dinner, one with dinner) may be provided at SLNC’s expense to accompany one group meal during each meeting of the Board or extended staff and Committee Chair planning meeting. This expenditure is justified in consideration of the considerable time and effort which is contributed to the Association by these individuals without compensation.

Incidentals

17. A daily allowance of \$5.00 will be paid for incidentals and miscellaneous expenses (e.g. telephone calls, newspaper, laundry, tips) incurred during travel on behalf of SLNC.

18. Other expenses incurred for airport shuttles, parking fees or taxis will be reimbursed upon submission of the appropriate receipts.

Expense Claims

19. Expense claims are to be submitted to the Executive Director for payment on the SLNC Expense Claim Form, with supporting receipts where required. The form is available in electronic format. Claims should be submitted as soon as possible after the completion of travel.

STRATEGIC PLANNING POLICIES

3.1 Strategic Plan

12 March 2007 Policy created

16 October 2008 Policy revised

A Strategic Plan will describe the mission and goals of the club, will identify focal issues to be addressed for the duration of the plan, and will be used to guide major decisions and the direction of club activities. The Strategic Plan will be reviewed by the Board every 3 years.

COMMUNICATION POLICIES

4.1 Board meeting notes

12 March 2007 Policy created.

9 February 2009 Policy reaffirmed.

It is the Secretary's responsibility to ensure that effective notes from all Board Meetings are taken. If the Secretary is not present, the Chairperson can appoint another director. The notes are to be circulated to the board within 14 days of the Board Meeting.

Board Meeting Notes from the previous meeting are to be approved at the current Board Meeting. These notes are then to be submitted for posting on the website within 7 days of approval and made available in the lodge upon request by members.

4.2 *In camera* business

9 February 2009 Policy created

It is at the discretion of the Board Chair to determine whether or not a portion of the meeting be identified as an *in camera* session. There will be an opportunity for an *in camera* session at all Board meetings. A separate agenda for *in camera* sessions will be prepared and the circulation

restricted to the participants of the *in camera* session. Matters that will generally be dealt with in an *in camera* session include, but are not limited to:

- a. assessing, rewarding or disciplining individuals;
- b. discussions and dealings with other entities or persons where the information being discussed may compromise the relationship of the Club with them or its relationship with its stakeholders;
- c. labour relations or human resources issues;
- d. financial, personnel, contractual and/or other matters for which a decision must be made in which premature disclosure would be prejudicial;
- e. matters related to civil or criminal proceedings;
- f. personal health information related to an individual.

OPERATING POLICIES

5.1 Risk management

15 January 2006 Policy created
To be reassessed in March 2009

Preamble

1. Sovereign Lake Nordic (SLNC) recognizes that there are risks inherent in the operation of the organization and in the sport of cross-country skiing.
2. SLNC is committed to minimizing risks to the organization its members and participants by being proactive in identifying, measuring and controlling actual and potential risks.

Aim

3. The aim of this policy is to provide direction on how the risk management function is to be performed within SLNC.

Purposes

4. The purposes of risk management are to:
 - a. prevent or limit injury to participants, volunteers and staff;
 - b. help protect SLNC and its volunteers and staff against litigation;
 - c. reduce the cost of insurance;
 - d. improve the services provided to SLNC's customers;
 - e. practice sound business management; and
 - f. enhance SLNC's image and reputation.

Authority

5. This document is promulgated under the authority of the Executive Director.

Definitions

6. Risk. Risk is defined as any condition or circumstance that may result in injury, damage or loss to either individuals or organizations.

7. Risk Management. Risk management is a structured approach for reducing the chance of injury, damage or loss by taking steps to identify, measure and control risks.

8. Risk Management Plan. A systematic and comprehensive analysis of activities within CCC to assess potential risks, and the selection and introduction of appropriate risk control measures.

Policy

9. All activities or events undertaken by SLNC must be analyzed from a risk management perspective with a view to protecting SLNC and its members against possible risk.

10. Prudent measures must be taken to identify, measure and control both predictable and unforeseen risks.

11. Risk control strategies and procedures must be reasonable, and must protect SLNC from accusations of negligence by establishing a “standard of care” that is defined by written or published standards, unwritten or unpublished standards (e.g. typical practices within the Canadian sport system or industry), established precedent (i.e. case law) and common sense.

12. Risk management is a shared responsibility. All directors, officers, staff and volunteers have a general responsibility to take appropriate measures within their terms of reference to manage risk.

13. The Executive Director is assigned the specific responsibility for developing and implementing a Risk Management Plan that will give force to this policy within SLNC’s operations.

14. Risk Management Process. Managing risk involves a two step process: identifying and measuring actual or potential risks; and the development and implementation of measures for controlling risks. These two steps are explained at greater length below.

15. Identifying and Measuring Risks. Any risk that may arise as a result of an activity or event shall be identified, and *the probability of that risk* becoming reality and *the related potential effect and/or cost* to individuals or organizations shall be assessed. The sources of risk are generally categorized as: facilities (e.g. buildings, trails); equipment (e.g. office equipment, wax and waxing equipment, grooming machinery); people (e.g. participants, staff, volunteers); and programs (i.e. skiing itself). The main types of risk are categorized as:

- a. physical or mental injury;
- b. loss of rights/wrongful actions;
- c. property loss or damage; and

d. damage to reputation.

16. Controlling Risks. Based on the results of risk identification and measurement, steps shall be taken to control risks. Controlling risks generally entails developing and implementing measures that have one of four purposes:

- a. Retaining the risk – no action is taken because the likelihood of occurrence is low and the risk-related consequences are low.
- b. Reducing the risk and minimizing the exposure – actions are taken to reduce the likelihood of occurrence and/or the consequences.
- c. Transferring the risk – the level of risk is accepted, but the risk is transferred to others (e.g. through insurance or other forms of contracts).
- d. Avoiding the risk – the risk is eliminated through a decision to not continue with the risk-generating activity (e.g. cancel an event or program).

17. Risk Control Measures. Risk control measures or strategies to retain, reduce, transfer or eliminate assessed risk may include, but are not limited to:

- a. policy development;
- b. communication and education;
- c. instruction or special training;
- d. establishment of mandatory qualifications and certification;
- e. use of legally sound agreements and contracts (with athletes, employees, contractors, partners, etc);
- f. supervision;
- g. establishment of complaint handling procedures;
- h. frequent reviews of insurance policies;
- i. emergency systems and procedures;
- j. modifications to equipment and facilities; and
- k. use of warnings and waiver liability forms.

18. Risk Manager. The _____ is appointed the Risk Manager for the Association. The Risk Manager is responsible and accountable to the for Board for preparing SLNC's Risk Management Plan, coordinating its implementation and ensuring that it remains up-to-date.

19. Risk Management Plan. A Risk Management Plan shall be developed as the mechanism for ensuring a coordinated approach to risk management within SLNC's operations. The Risk Management Plan shall address both identified risks and a process for dealing with unforeseen risks:

- a. Identified Risks. Following a comprehensive risk analysis, the Plan shall identify all of the known risks of any significance that pertain to SLNC and its operations. For each risk, a mitigating control measure or measures shall be specified. A specific appointment within the SLNC staff/volunteer team shall be tasked with the responsibility of managing the selected risk control measure(s). The Plan shall also include a methodology for periodic review of each risk control measure to ensure that it remains current and functional.
- b. Unforeseen or Emerging Risks. The Plan shall identify a process through which

SLNC's operating environment is regularly scanned for new risks. The process must specify the procedure for identifying and measuring new risks, for determining appropriate control measures, for assigning responsibility for control measures and for updating the Risk Management Plan accordingly.

20. Insurance. Insurance is one of the principal risk control measures that SLNC employs:

a. CCC Insurance Policy. CCC maintains an insurance policy on behalf of the directors, members, volunteers and sponsors of CCC, its member divisions and the member clubs of the divisions. The coverage in force is a Third Party Sports Liability Policy that includes Directors and Officers errors and omissions.

b. Management of Insurance Policy. Merely identifying possible risks does not mean that the activity or event is covered by CCC's insurance policy. Therefore a proactive and focused effort shall be made to ensure that all activities or events are evaluated for essentiality and for associated risks. If an activity is deemed to be necessary and it is assessed that insurance is an appropriate control measure for risks associated with the activity, action must be taken to ensure that insurance coverage is in place.

c. Responsibility. SLNC's _____ is responsible for all administration related to the maintenance of current and effective coverage through the CCC insurance policy. The CAC will be the SLNC authority on insurance matters, and is responsible for all communication regarding insurance matters between CCC and its insurer and between CCC and its member divisions.

21. Reporting. To ensure that risk management remains a high and visible priority within SLNC, the following reporting requirements are in effect:

a. Management Committee. Updates on the status of SLNC's Risk Management Plan and insurance policy will be agenda items at all meetings of SLNC's _____ Committee.

b. Board. Reports on the status of SLNC's Risk Management Plan and insurance policy will be made annually to the SLNC Board, normally at its April meeting (on the occasion of the SLNC Annual General Meeting).

5.2 Fair play

15 January 2006 Policy created

9 February 2009 Policy revised

Sovereign Lake Nordic Club supports the principles of Fair Play by:

- promoting nordic sports as fun activities
- helping skiers develop a positive self-image
- promoting respect for the rules, competitors and officials and their decisions
- encouraging skiers to have a constructive attitude toward competition
- encouraging honest rivalry, courteous relations and graceful acceptance of results

- helping skiers develop a sense of dignity under all circumstances
- providing an equal opportunity for all to learn nordic skills
- encouraging all individuals to continue participation in our sport

5.3 Criminal record check

10 Nov 2005 Policy created.
16 October 2008 Policy revised.

All individuals representing SLNC and working directly with children must submit to the Club Manager approved criminal record checks completed not more than 36 months before the start of each ski season.

5.4 Firearms

10 Nov 2005 Policy created.
To be re-assessed March 2009

1. SLNC expects all members to act in accordance with IBU, federal, provincial, and municipal laws and regulations.
2. Any member found guilty of a criminal offence involving firearms will not be permitted to participate in any Biathlon activity at Sovereign Lake and may have their membership in SLNC revoked.
3. Anyone charged with a criminal offense involving firearms may have their membership in SLNC revoked, without reimbursement of annual membership fee, pending the outcome of their court case.
4. Suspended or revoked members will have the right to due process, by providing a written appeal to the executive, indicating why their membership should not be suspended or revoked. This appeal will be accepted only if no court ordered limitations to firearm possession are in effect which would limit involvement in biathlon, and if any court ordered sentence has been completed.
5. A committee of five members, consisting of the executive or such other members as may be appointed for the job, will decide appeals.
 - No committee member shall be in conflict of interest in the case.
 - Discussion of the case will be 'in camera', with no minutes of the discussion kept.
 - Written minutes will be limited to recording the final disposition of the case.
 - After suitable discussion, a decision will be made by simple majority vote. Vote will be by secret ballot if any committee member requests this.

- A decision will be reached in a timely manner, at minimal cost to SLNC, but not later than the next AGM.
- The committee's decision will be based, exclusively, on what is perceived to be the best interest of SLNC.

6. Every member has the responsibility to make the executive aware of any member to whom section 2 or 3 may apply.

7. It will be the responsibility of the executive to ascertain the details of each case, and inform any member, as soon as possible, in writing, if a suspension or revoking of their membership is in effect.

8. Every member has the responsibility, on becoming aware of another members activity that may be contrary to regulation or law, to make that member aware of their possible errors as soon as possible, preferably by direct communication; or if deemed appropriate, to inform a law enforcement officer of the infraction.

9. Every member has the responsibility, on seeing or becoming aware of unsafe practices of another member, to make that member aware of their error, as soon as possible, preferably by direct communication, or by informing the appropriate coach, or the executive of SLNC.

5.5 Minimum coaching standard

13 October 2005 Policy created.
16 October 2008 Policy reaffirmed

All coaches and instructors working within the Skier Development Program or the Ski School Program must meet Cross Country Canada/CANSI's requirements for coaching.

5.6 Health and safety

15 Nov 2007 Policy created.
9 February 2009 Policy reaffirmed

Philosophy

SLNC will operate in a manner that protects its workers, members and guests while respecting our environment. SLNC believes that the health and safety of our employees, members and guests is our primary objective and is a responsibility shared by everyone involved with our club.

Sovereign Lake Nordic Club's Commitment to Safety

SLNC is committed to a safe work place and a safe Nordic skiing experience. SLNC will implement and maintain an effective Safety Program that will evolve and continually improve to meet the needs of our employees, members and guests. SLNC's Safety program will; meet and exceed regulatory requirements, orient all employees so they understand their safety

responsibilities, create an environment that provides our employees with the knowledge to work safely and provide a safe Nordic skiing experience for our members and guests, encourage all members and guests to take responsibility for their personal safety and the safety of others, be reviewed annually and implement corrective actions necessary to continually improve SLNC's safety performance.

Responsibility for a safe Nordic experience

The club, its employees, members and guests are all collectively responsible for ensuring a safe nordic skiing experience. The Board of Directors are responsible for: creating an environment that fosters cooperation, a safe workplace and a safe nordic skiing experience, ensuring club employees, members and guests have the necessary resources to work and ski safely, provide clear and consistent direction to ensure a safe nordic skiing experience.

The Club Manager is responsible for: ensuring that all employees are oriented and trained to perform their jobs safely, enforce the safety rules in the Safety Program and comply with health and safety legislation, act and correct unsafe acts of employees, members and guests, act and correct unsafe conditions, both observed or reported, report and track all unsafe acts, close calls and incidents and report to the Board of Directors.

Club Employees are responsible for: working safely and conforming with the Safety Program, understanding and complying with all applicable health and safety legislation, understanding and performing their job duties in conformity with the Safety Program, reporting all close calls, incidents, unsafe conditions or unsafe behaviour to the Club Manager.

Club Members and Guests are responsible for: following all club rules, skiing safely, reporting all close calls, incidents, unsafe conditions or unsafe behaviour to the Club Manager, accepting their responsibility for a safe and enjoyable Nordic skiing experience.

5.7 Emergency Response Plan

15 Nov 2007	Policy created.
9 Feb 2009	Policy reaffirmed

The Manager will be responsible for: developing and maintaining an Emergency Response Plan (ERP); making the ERP is readily available to staff; and ensuring that staff adhere to the ERP. The ERP will describe the procedures that staff must follow in the event of an emergency, and will include a regular inspection procedure to ensure the maintenance of emergency equipment and the safety of SLNC facilities.

5.8 Dog policy

12 January 2009	Policy created.
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Dogs are not permitted at SLNC, except on Gold Mountain trail and in the parking lot. Dogs must be on leashed at all times.

Sovereign Lake Nordic Club Policy Manual

A maximum of two dogs per skier.

Dog owners are expected to remove dog waste.

Dog owners are expected to ensure that their dogs do not disrupt the safety and enjoyment of other skiers.