



# Sovereign Lake Nordic Club

## Policy and Procedures Manual

Revised March 29, 2021



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## **1.0 Board of Directors' Responsibilities**

**Created: 2007-03-12**  
**Revised: 2009-02-09**  
**Revised: 2010-10-20**  
**Revised: 2015-05-27**  
**Reaffirmed: 2015-10-03**

### **Preamble**

The fundamental responsibility of the Board of Directors is to advance the mission and objectives of the club. The responsibilities of the Directors include assisting in the development, approval, implementation, and monitoring of the organization's strategic plan and budget.

### **Policy**

Directors shall perform their duties, including committee duties, in good faith in a manner that he/she 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.

### **Procedures**

In general, the responsibilities of Directors include:

- Identifying principal risks of the organization's operations and ensuring that appropriate systems are in place to manage these risks.
- Hire, monitor and evaluate the performance of the General Manager.
- Ensure ethical behavior of the organization and compliance with all the laws and regulations.
- Ensure accuracy of financial information; ensure compliance with all accounting and audit principles; approve and monitor annual budgets.
- Establish appropriate governance structures to ensure efficient and prudent stewardship of the organization and assess the boards' own effectiveness.
- Review and decide on non-budgetary transactions that are not in the ordinary course of business.
- Participate as appropriate on board committees/task forces that may be established from time to time.

In general, it is expected that:

1. Directors' contribution to discussions and decision-making shall be positive and constructive.
2. Directors' interaction in meetings shall be courteous, respectful and free of animosity.
3. Directors' will support the Club's mission, vision and mandate.
4. Directors will abide by and support decisions of the Board made by majority vote.
5. Directors shall be prepared for meetings, having read pre-circulated material in advance of the meeting.
6. Directors shall conduct themselves in an ethical and professional manner.
7. Directors shall bring credibility and goodwill to the organization.
8. Directors will respect the confidentiality of the decisions and deliberations of the Board and only communicate those decisions and deliberations through agreed upon time lines and channels.
9. All internal documents are considered to be the property of the Society and the Directors should approve requests for this information. The Provincial Information and Privacy Act shall govern all requests for information.
10. Directors shall acknowledge that they do not have individual authority to influence the organization, other Directors or staff.
11. Directors shall disclose a conflict of interest if decisions being deliberated at the Board table directly or indirectly benefit themselves, their family or friends. If such a conflict of interest does exist, the Director involved will be asked to step away from the deliberations and decision making until the matter is decided.



**1.1 Board of Directors' Meetings**

**Created: 2007-03-07**  
**Reaffirmed: 2009-02-09**  
**Revised: 2010-10-10**  
**Revised: 2013-10-28**  
**Reaffirmed: 2015-10-03**

**Preamble**

The Board of Directors will meet regularly to ensure the business of the Society and the Sovereign Lake Nordic Club (SLNC) is attended to in a timely fashion.

**Policy**

The Board of Directors for the SLNC will meet regularly, on a predetermined schedule. The expectation exists that all Directors will attend the monthly meetings except when unforeseen circumstances arise.

**Procedures**

- Board Meetings will be held monthly, on a predetermined schedule.
- Agendas for the meetings will be circulated no less than a week in advance
- Directors who do not attend monthly meetings for three months consecutively without prior notice to the Board 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.
- Special committees may be struck when the Board considers it appropriate, and may give committees powers as it sees fit. Each committee must have at least one director from the Board and other members may be solicited from the community according to skills and abilities required for the operation of that committee. The designated Board Director will be required to report progress, updates and resolutions from that committee.
- The Board of Directors will provide terms of reference for each committee.

## **1.2 Policy and Procedures**

**Created: 2018-11-26**

### **Preamble**

This approach to policy development establishes:

- a standard for policies and procedures through clear definitions of these terms
- clearly delineated responsibilities for the development, maintenance, approval, implementation and review of policies and procedures
- standardized policy and procedure formats
- a mandated review period for policies and procedures (see policy review section below).

### **Policy**

#### **A. Developing new policies**

New policies and procedures may be developed as required in accordance with the Policy on Policies and Procedures. The SLNC Board is responsible for the development of new policies. Individuals or committees who are beginning to develop a new policy should contact the pertinent Board Member who can act as their Champion.

#### **B. Policy review**

Policies must be reviewed to ensure that they are concise, functional and accessible is a key strategy for enhancing organizational effectiveness.

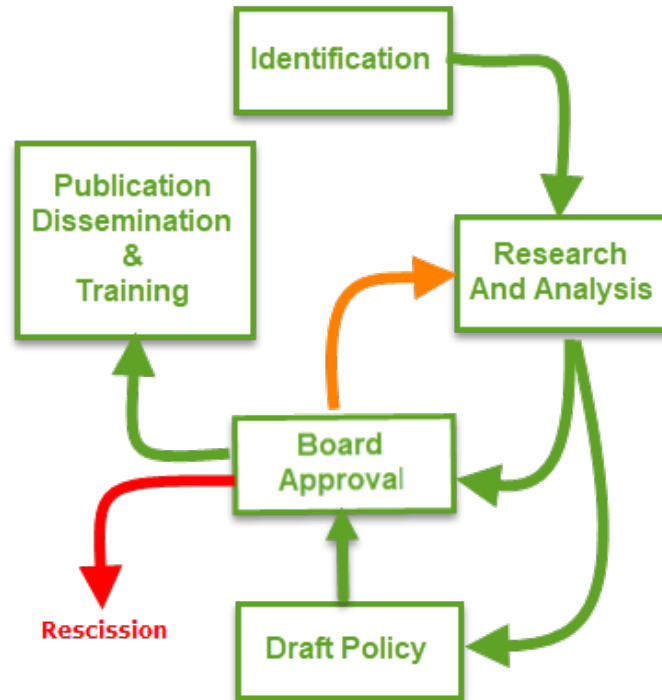
In accordance with the Policy on Policies and Procedures, the Board is responsible for the maintenance and review of policies and procedures. Individuals or committees who are planning revisions to an existing policy or procedure should contact the pertinent Board member who can act as their Champion.

The policy review process entails the review of all policies and procedures against the standard established in the Policy on Policies and Procedures to create and maintain a collection of user-friendly policies and procedures that are relevant to the needs of the club.

Policies created or reviewed after Oct 2018, must be reviewed within two years of its last review or creation date. Policies created or reviewed prior to Oct 2018, will be scheduled to be reviewed within the next two years.

## Procedures

### A. Policy development or review process



#### identification

As we become aware of potential issues, we consider whether existing policies address those issues or if new policies are needed. Some indicators that a review is necessary include:

- Policy Review Date
- The identification of potential issues by stakeholders or staff;
- The results of a judicial review.
- Compliance with amended legislation.

#### Research and analysis

Once an issue is identified and a Board Member is tasked to be head the development or review process, we begin the research and analysis phase which may include stakeholder consultations. Based on the research results, we then develop an analysis and determine the appropriate action which could be one of:

- Drafting a new Policy
- Drafting amendments to an existing Policy
- Recommending that the Policy remain unchanged
- Recommending that the Policy be rescinded

#### Draft Policy

A draft of the new or modified policy and its procedures, consistent with the Policy Format, is prepared.

**Board Approval**

The draft policy or recommendations are presented to the Board for approval. The possible outcomes are:

- Approved.
- To be amended. The Board requests that the Policy be redrafted as per directions from the Board.
- Rejected. No further action required.
- Publication and Dissemination

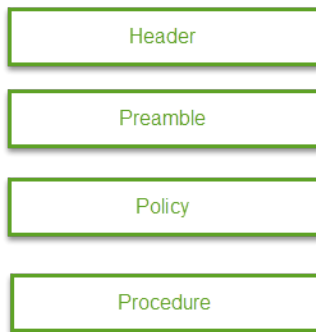
If approved, the policy is published by incorporating it into the Policy and Procedure Manual. Notice of a new or revised policy is posted on the web and sent to those that are affected by the policy.

If rescinded the Policy text is removed and the Date that it was rescinded is added to it's header.

Training, if required, is scheduled and made available to those who need it.

**B. Policy Format**

All policies with use the following format:



- Header:** The Header identifies the following Policy meta-data:
- Number:** The Number assigned to the Policy. (See note below)
- Name:** The name of the policy
- Created:** The original Approval Date
- Revised:** The date that the Policy was revised
- Reaffirmed:** The date that the Policy was reaffirmed
- Rescinded:** The date that the Policy was rescinded

- Preamble** The Preamble set the context and rational for the policy.
- Policy:** The policy is the statement of intent.
- Procedures** The Procedures state what is to be done, who is to do it, how it is to be done and for (or to) whom it is to be done, to implement the Policy.

**Policy Numbering**

Policy numbers consist of two numbers separated by a period. The first number represents the policy's category, the second its sequence within the category.



## **2.0 Financial and Accounting Policy**

<b>Created:</b>	<b>2007-03-12</b>
<b>Reaffirmed:</b>	<b>2009-02-09</b>
<b>Revised:</b>	<b>2010-10-20</b>
<b>Revised:</b>	<b>2013-10-28</b>
<b>Reaffirmed:</b>	<b>2015-10-03</b>
<b>Revised:</b>	<b>2020-06-29</b>

### **Preamble**

The SLNC believes in the principle of sound financial management in order to operate the Sovereign Lake Nordic Club, to develop and run programs that encourage Nordic skiing for all age groups, and to raise the profile of the sport of cross-country skiing. The Club also believes in the principle of living within our means and ensuring that all financial decisions leave the club without debt unless debt has a solid repayment plan.

### **Policy**

The Board of Directors is committed to working with the membership to develop a 5 Year Strategic Plan to guide the decisions and resource allocation of the Board. The 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 directions of the clubs activities.

### **Procedures**

#### **A. Accounting Practices**

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.

The Treasurer oversees finances and accounting along with the Finance Committee usually comprised of two to three Board members.

#### **B. Financial Reporting**

The Treasurer will work with the Accountant and the Club Manager to produce monthly reports, which will allow the Board, and the staff to ensure the organization is operating effectively. These reports are to include, but not limited to, the following:

1. Income and Expense Statement,
2. Balance Sheet and Performance Measures

Upon written request the Board will make financial Reports available for viewing.

## C. Budgets and Expenditures

The Board will have an annual budgeting process and the board prior to the start of the fiscal year will approve all budgets.

Planned capital expenditures are included in the budget.

No single expenditure outside of the approved budget greater than \$5000.00 can be made without board approval unless outlined in the procedures 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 \$1000.00 will require estimates from 3 different vendors where practical. Sole sourcing may be considered for reasons of market conditions or unique qualities of the vendor. Approval of a sole source requires a written rationale using the Club's current sole source table. Final selection will be made jointly with the General Manager and the Finance Committee.

The GM and the appropriate board members approve cheques and transactions, with two signatures. The invoice is attached to the cheques and reviewed upon signing. The GM codes the expenses and monitors spending as per approved budget.

1. SLNC shall have a strategy to generate sufficient cash flow to replace capital assets based on their useful operating life/cycle.
2. SLNC shall have an expense claim, purchasing and cash management procedure in the staff manual.
3. Assets purchased greater than \$1000 are capitalized on the balance sheet.
4. The GM has a \$1000 spending limit and must obtain Board approval on larger amounts. The exception to this is regularly purchased items such as fuel, merchandise, food etc. that are within the budget limits.
5. A yearly Notice to Reader Year End statements are prepared by an outside accounting firm. The Board approves their appointment.

## D. Travel and expenses

Legitimate costs incurred in the performance of SLNC business will be borne by the Club in accordance with the expense claim procedure. Approval must be sought ahead of time from appropriate authority.

## E. Sponsored Vehicles

SLNC will pay for any required maintenance on sponsored vehicles.

Employees will pay for personal use fuel and will maintain logs for vehicle

## **Sovereign Lake Nordic Club**



use identifying kilometers for Business or Personal Use submitted at the end of each calendar year to the Club Accountant.

### **3.0 Strategic Planning Policy**

**Created: 2007-03-12**  
**Revised: 2008-10-16**  
**Revised: 2010-10-20**  
**Revised: 2014-07-15**  
**Reaffirmed: 2015-10-03**

#### **Preamble**

The Board of Directors believes that long and short range planning is necessary to keep our organization focused and moving in a positive direction. It is, therefore, incumbent upon the Board to create both long and short range planning documents to guide the work of the organization.

#### **Policy**

The Board of Directors is committed to working with the membership to develop a 5 Year Strategic Plan to guide the decisions and resource allocation of the Board. The 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 directions of the clubs activities.

#### **Procedures**

##### **A. Strategic Plan Development**

strategic plan will be developed when the board and staff feel necessary, or every 5 years. The Strategic plan will be developed over a ski season and will include extensive consultation with club members on issues and priorities. The plan will be reviewed annually by the Board.

#### **Periodic Member and Day Skier Surveys**

1. A membership survey will be given periodically to gain feedback on club communication, activities and direction and quality of service.
2. A day use customer survey will be conducted periodically to gain feedback on quality of service.

#### **Annual Review**

Staff and board will review progress on the strategic plan annually.

#### **AGM**

The Board will provide an update at the AGM on progress and issues arising out of the Strategic plan reviews.

### **3.1 Human Resources Policy**

**Created: 2015-10-26**

**Revised: 2016-11-22**

**Revised: 2020-10-05**

#### **Preamble**

Sovereign Lake Nordic Club is committed to ensuring fair and equitable practices in managing their employees at all levels. These practices include providing clarity to the employees through consistent language, well-written job descriptions, a comprehensive staff procedure manual and thoughtful job performance evaluation processes.

#### **Policy**

Every employee, manager and Director shares the responsibility for encouraging a positive and productive work environment.

#### **Procedures**

##### **A. Human Resources Committee:**

The Board of Directors shall establish a Human Resources Committee comprised of 3 Board members, which will deal with matters such as hiring and dismissal, performance management, staff development and training amongst other things. The Committee shall meet regularly and report to the Board monthly.

##### **B. Staffing**

There are 3 levels of staff:

Level 1 - General Manager

Level 2 - full-time year-round and full-time seasonal staff as designated by the HR Committee (eg: Program Director, Administrator, Mechanic, Groomer etc.)

Level 3- part-time seasonal (eg: front counter staff, instructors, part-time groomers)

##### **C. Hiring and Dismissal**

The Board of Directors shall determine hiring and dismissal of the General Manager on recommendation from the Human Resources Committee. The only SLNC employee with authority for hiring and dismissals of other employees is the General Manager. (see Levels below for additional considerations)

##### **Hiring**

All hiring, with the exceptions of yearly rollovers of seasonal staff must be done through a public process that includes, at a minimum, the SLNC website and CCBC website where appropriate for the position.

For any yearly rollover of seasonal staff the GM must inform the HR Committee Chair in writing. (eg. e-mail).

For any new hires for existing positions the GM must inform the HR Committee Chair in writing.

For any new position the GM must get approval from the HR Committee Chair in writing (and where it has budget ramifications the Finance Committee). If the new position has governance or policy implications, Board approval is required to approve the position.

### **Dismissal**

For all dismissals the HR Committee Chair must be consulted in writing prior to the termination whenever possible or immediately afterwards if before is not possible due to the severity of the cause for termination. Routine dismissal shall be determined by the GM. Non-routine dismissal shall be done in consultation with the HR Committee.

### **Levels**

Hiring and dismissal of all Level 2 staff working directly for the General Manager shall be determined by the General Manager on recommendation of a selection committee comprised of the General Manager and a minimum of 1 board member designated by the HR Committee.

Hiring and dismissal of Level 3 and all other staff shall be determined by the General Manager with assistance as appropriate by Level 2 positions or HR Committee.

### **C. Performance Management**

The Human Resources Committee and General Manager shall establish a performance management system for all staff consisting of regular setting of priorities (targets) and periodic assessment of performance. All seasonal staff shall have an exit interview at the end of their contract period.

### **D. General Manager**

The General Manager shall report to the HR committee who shall be responsible for day-to-day supervision, setting priorities and quarterly assessment of performance.

### **E. Program Director**

The Program Director shall report on a day-to-day basis to the General Manager. A committee comprised of the General Manager and one Director from the HR Committee shall be responsible for setting priorities and quarterly assessment of performance.

### **F. Other Staff**

The General Manager shall oversee day-to-day supervision and performance management of all other staff. The General Manager shall report to the HR Committee on the performance assessments of all designated Level 2 staff.

### **3.2 Standards of Conduct Policy**

**Created: 2015-10-03**

#### **Preamble**

This policy outlines standards of conduct for staff and all Board members within the SLNC. These standards satisfy the expectations of employees and management for a Code of Professional behaviour that's common to all staff and Board that conducts our business with all interested parties.

#### **Policy:**

At all times employees are to

- treat our members, customers and other employees with respect and dignity and
- maintain a working environment that is free from discrimination or harassment.
- support the role of management and consistently demonstrate alignment to organizational decisions
- respect confidentiality of information specifically ensuring that all member information is maintained confidential to the organization.
- treat all our partners, associates and service suppliers with respect
- follow the guidelines set out in the conflict of interest policy

At all times employees are expected to demonstrate the following attributes

- Initiative
- Willingness to learn
- Willingness to follow directions
- Honesty
- Dependability.
- Enthusiasm.
- Loyalty.
- Punctuality.



### **3.3 Conflict of Interest Policy**

**Created: 2015-10-03**

#### **Preamble**

The purpose of this policy is to assist SLNC staff and Board members in recognizing and managing any conflicts between their private interests and their duties to SLNC; to facilitate ethical decision making within our organization; and promote member's confidence in the integrity of the club.

#### **Policy**

SLNC defines Conflict of Interest when a club member, staff or Board member's private affairs or financial interests are in conflict, or could result in the perception of conflict, with the club's duties or responsibilities in such a way that:

- The member's ability to act in the club's interest could be impaired; or
- The member's actions or conduct could be seen to undermine or compromise the well being of the club; or
- The trust the club places on the staff or the Board members could be compromised.

#### **Procedures**

##### **A. SLNC employees and Board members shall**

- Perform their official duties in the SLNC's interest in a manner that is not biased or improperly impaired by private interests.
- not hire a family member.
- not assist persons or organizations in their dealings with the SLNC where this would result in preferential treatment; and
- comply with this Policy and its measures, specifically the provisions of subsection 121 (1) of the Criminal Code of Canada that deal with soliciting or accepting economic benefits, as a condition of employment or serving on the Board of Directors of SLNC.

##### **B. SLNC Board shall**

- provide for the implementation of this Policy through transparent procedures that support employees and Board members in identifying, avoiding and resolving conflict of interest situations efficiently and effectively; and

## **4.0 Communication Policy**

<b>Created:</b>	<b>2007-03-12</b>
<b>Reaffirmed:</b>	<b>2009-02-09</b>
<b>Revised:</b>	<b>2010-10-20</b>
<b>Revised:</b>	<b>2015-10-03</b>
<b>Revised:</b>	<b>2021-03-29</b>

### **Preamble**

The SLNC Board recognizes that they have been elected by the membership to work on their behalf and it is incumbent upon them to communicate with the membership and the community at large, in a timely fashion.

### **Policy**

The SLNC Board is committed to the principle of open, two-way communication between members and the Board.

### **Procedures**

#### **C. Minutes**

It is the secretary's responsibility to ensure effective minutes from the Board Meetings are taken. If the Secretary is not present, the Chairperson can appoint another director. The minutes are to be circulated to the Board prior to the next Board Meeting. Board Meeting minutes from the previous meeting are to be approved at the current Board meeting. The minutes 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.

#### **D. In Camera Meetings**

It is 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:

- Assessing, rewarding, or disciplining individuals;
- 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;
- Labour relations or human resources issues;
- Financial, personnel, contractual and/or other matters for which a decision must be made in which premature disclosure would be prejudicial;
- Matters related to civil or criminal proceedings;
- Personal health information related to an individual.

## **4.1 Internal Communications Policy**

**Created: 2010-10-20**

**Revised: 2021-03-29**

### **Preamble**

The SLNC Board Recognizes that they have been elected by the membership to, among other duties, hire and supervise a General Manager who in turn hires and supervises the operational staff. This policy is designed to help all the Board members and staff to understand the appropriate protocol for communication.

### **Policy**

The SLNC Board is committed to the principle of open two-way communication between employees and the Board. They are also committed to respecting the appropriate chain of command between the Board, the General Manager, and the employees and so understand that all staff/board communication must go through the manager.

### **Procedure**

1. Board of Directors will communicate all operational suggestions directly to the manager.
1. Staff will communicate policy issues through the manager that will be forwarded to the Board in a timely fashion.
2. To ensure good internal communications, best efforts will be made to have select board members attend a minimum of 2 staff meetings per season (at season start and season end). Staff also have the ability to request meeting with the Board through the manager on any issues of concern.
3. Staff and Board members may be asked to work together on committees. In these situations, it is expected that both will communicate within the spectrum of the project they are working on.
4. A critical component of the internal communication process is personal communication between the general manager and the operational staff. The manager is responsible for ensuring that his/her staff hear of news affecting the SLNC community directly from them in a timely manner. This will be affected through a combination of regular staff meetings to share information and ad hoc meetings whenever the occasion warrants. In cases where specific news or situation may affect a particular individual, the general manager is responsible for initiating a dialogue with that individual as soon as the manager becomes aware of the news or situation.

## **4.2 External Communications Policy**

**Created: 2021-03-29**

**Revised:**

### **Preamble**

The SLNC Board Recognizes that they have been elected by the membership to, among other duties, provide accurate and timely information to the community at large. This policy outlines the appropriate protocol for external communication for Board members and the General Manager.

### **Policy**

The SLNC Board is committed to provide accurate and timely communication with external stakeholders and the media. They are also committed to define the appropriate roles and responsibilities between the Board and the General Manager with respect to external communications.

### **Procedure**

- A. Media communications pertaining to such issues as SLNC policy, public health and safety, major accident or incident, closure of the club, or an event that adversely impacts members or stakeholders, will be the responsibility of the Board. The Board Chair will in most cases be the spokesperson for the Club unless determined otherwise by the Board. At the Board's discretion, the General Manager will act as the spokesperson for day-to-day operational media inquiries.
- B. External communications with BC Parks, Silver Star Mountain Resort and the City of Vernon relating to management agreements and matters of policy will be the responsibility of the Board. The Board Chair and another Board member, as determined by the Board will represent the Club. The General Manager, will be the spokesperson for general, operations related communications.

#### **C. Website, E-Blasts and Social Media**

The primary method of communications with members and the public will be through the club website, various other social media platforms and E-Blasts. E-Blasts will be distributed by email to all registered club members and will be produced approximately 5-10 times over the operating period of September-March.

Staff will update the website and Facebook page daily during the operating season. The communications committee of the Board will work with staff and be responsible for content and preparation of the monthly E-Blasts.

## 5.0 Risk Management

**Created:** 2006-01-15

**Revised:** 2010-10-20

**Revised:** 2015-10-03

### Preamble

SLNC recognizes that there are risks inherent in the operation of the organization and in the sport of cross-country skiing.

### Policy

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. **Definition:** *For the purpose of this policy, risk is defined as any condition or circumstance that may result in injury, damage or loss to either individuals or organizations.*

### Procedures

1. Club operations are designed to:
  - a. Prevent or limit injury to participants, volunteers, and staff
  - b. Help protect SLNC and its volunteers and staff against liabilities
  - c. Reduce the cost of insurance
  - d. Improve the services provided to SLNC's customers
  - e. Practice sound business management
  - f. Enhance SLNC's image and reputation
2. Prudent measures must be taken to identify, measure and control both predictable and unforeseen risks
3. Risk control strategies and procedures must be reasonable, and must protect 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 (e.g. case law) and common sense.
4. The Club Manager is assigned the specific responsibility for implementing a Risk Management Plan that will give force to this policy within SLNC's operations.
5. The Club Manager will also be charged with the responsibility of taking a proactive and focused effort to ensure that all activities or events are evaluated for essentiality and for associated risks. If an activity is deemed 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.
6. The Club Manager is responsible for all administration related to the maintenance of current and effective coverage through the Cross Country BC insurance policy. The Club manager will communicate with CCBC regarding insurance matters.

7. The Club Manager will keep the Board informed of incidents, practices or situations that are likely to lead to risk.



## **5.1 Coaching Standard**

**Created: 2005-10-13**  
**Reaffirmed: 2008-10-16**  
**Revised: 2010-10-20**  
**Revised: 2015-10-03**

### **Policy**

The Head Coach shall have, or be capable of achieving, Competitions Coaching Development (CCD) certification. This is a requirement for coach grant funding. All volunteer coaches and instructors working within the Skier Development Program or the Ski School Program must meet Cross Country BC or CANSI's requirements for coaching.

### **Procedures**

The Club will pay fees for coaching certification for both paid and volunteer coaches with prior approval of the programs committee



## **5.2 Biathlon Range Usage**

**Created: 2005-10-10**  
**Revised: 2010-10-20**  
**Revised: 2015-10-03**

### **Preamble**

We strive to promote Nordic activities in a fun, safe manner including Biathlon, which needs special consideration due to the nature of the sport.

### **Policy**

SLNC expects all members to act in accordance with International Biathlon Union, federal, provincial, and municipal laws and regulations and in accordance with The SLNC biathlon range policy and procedure.

### **Procedures**

Refer to SLNC biathlon range policy and procedure document as seen on the club website.



### **5.3 Health and Safety**

**Created: 2007-11-15**  
**Reaffirmed: 20-9-02-09**  
**Revised: 2010-10-20**  
**Revised: 2015-10-03**

#### **Preamble**

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 everyone involved with the club shares the responsibility.

#### **Policy**

SLNC will maintain a safety program that will follow the program outlined in the Health and Safety Manual found in the Club Risk Management document.

#### **Procedures**

The Sovereign Lake Nordic Club will:

- Meet or exceed regulatory requirements,
- Orient all employees via staff manual and training 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 guest,
- Encourage members and guests 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.
- The Staff are to report any safety concern to the Manager or supervisor.
- Manager will implement on-snow emergency response training scenario at regular intervals for staff.
- All staff will be trained and certified in motorized equipment usage.
- Staff have the right to refuse unsafe work or unsafe work practices.

Club Manager will be responsible for developing and maintaining an Emergency Response Plan (ERP), and making it readily available to staff, 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.

## 5.4 Dog Policy

Created: 2009-01-12

Revised: 2018-11-26

### Preamble

The Sovereign Lake Nordic Club (SLNC) understands some Club Members wish to ski with their dogs and accepts that some individuals feel threatened by dogs. This policy attempts to find a fair balance between the interests of both.

All Club Members using the SLN Centre Dog Trail are required to be aware of this policy.

The purpose of this policy is to make users of SLN Centre aware of what they can expect related to dogs.

1. To promote responsible use of the trails and by Club Members skiing with dogs.
2. To limit SLNC liability arising from incidents involving dogs
3. To encourage mutual respect between those Club Members who ski with their dogs and those who do not.
4. To prescribe areas where dogs are permitted and to allow for flexibility to accommodate specific events which may take place at SLN Centre
5. To outline procedures for responding to incidents regarding dog and owner behaviour.

### Policy

Skiing with a dog is permitted by Club Members only. Club Members may ski with their dogs in designated areas only and in a manner that will not interrupt the enjoyment or safety of other skiers.

### Procedures

#### A. Dog Permitted Areas

Dogs are permitted in the following areas, under the full control of their owners:

- The Montezuma complex (Montezuma, Montezuma Revenge and White Elephant)' all known as the Zumas
- The route to the Zuma's is from the lower parking lot next to the sliding hill, directly to the stadium and under the bridge, keeping to the edge of the stadium and then into Montezuma.
- Dogs are **not allowed** in the general stadium area or on any other SLN Centre trails used by skiers or snowshoers.

### **B. Complaint of a dog bite or aggressive behaviour**

If a dog bites a human or another dog or displays aggressive behaviour while at SLN Club, the owner of the dog will be contacted immediately by SLNC staff or a member of the SLNC Board. In the interest of safety, the dog's trail privileges will be withdrawn immediately

### **C. Conditions for the use of the Sovereign Lake Dog Trails**

1. There is a fee of \$50.00 for a season pass for each dog. The pass is non-transferable
2. The owner must bring a full-body photograph of the dog when purchasing a season's pass (and when purchasing the first day pass.)
3. The owner will sign that he/she has read the Dog Trail Policy and agrees to follow the Conditions and the stated Code of Conduct.
4. Owners who refuse to comply with the Conditions and Code of Conduct **may have their passes and/or dog passes revoked**
5. A **Maximum** of one dog per skier.
6. All dogs must have a SLNC issued display attached to the neck or harness. This display will have a unique number that is registered with SLN Centre and be easily seen.
7. Dogs must be leashed at all times. The leash length must be not be longer than 3 metres and the leash/skijor line must be secured to the skier and not hand-held. Retractable leashes are not allowed.
8. Dogs must not be secured or left unattended close to public traffic areas.
9. Dogs are not permitted inside the Lodge, Old Warming Hut or Technical building  
Dog Owner

### **D. Code of Conduct**

1. Owners are fully responsible for their dogs.
2. Aggressive behaviour towards humans or other dogs is unacceptable.
3. The owner is responsible for ensuring he/she has adequate skiing ability to stay in control of their dog
4. The owners must clean up after their dog and dispose of the waste in the available receptacles.
5. Pass other skiers slowly and with plenty of warning.
6. Manager.

## **5.5 Criteria for allowing outside instruction/coaching or commercial service within the SLNC Permit Area**

**Created: 2013-03-13**

**Revised: 2015-10-20**

### **Preamble**

The Sovereign Lake Nordic Club has been granted exclusive rights by BC Parks to charge fees and operate programs within our permit area (as defined in the Park Use Permit) and as approved in Annual Operating Plan.

### **Policy**

SLNC recognizes that large group visits are important to achieving our goals as a club and that sometimes these groups do travel with their local ski pros. SLNC will consider activities such as coaching/instruction or commercial service providing they meet criteria required of their grouping and are viewed in the best interest of SLNC by the Board and Management.

Group A includes the following:

1. CCC Sanctioned Clubs, who travel to our facility, to offer programs to their members.
2. Educational Groups traveling from out of area with their own instructors and students.
3. Groups with full time/full season coaches traveling for variety or snow.

SLNC generally grants access to these groups conditional to the following criteria.

1. These groups must allow SLNC first right of refusal on additional coaching/instructional needs.
2. These groups must not compete with core products offered by SLNC.

Group B includes the following:

1. Commercial Tours from out of town.
2. Commercial Products complimentary to SLNC vision
3. Not-For-Profit products complimentary to the SLNC vision

SLNC considers contract use of our facility to Group B conditional to the following criteria.

1. \$10 million 3<sup>rd</sup>party liability insurance naming Sovereign and all other required partners.
2. Non-competitive with existing core products/services.
  - a. Contracted product must not detract or compete directly with our core product/programs
  - b. Contracted product must not create market confusion.
  - c. Contracted product must not compete for staffing resources
3. Congruent to current MOU between BC Parks and Resort Division Branch of FLNR.
4. Work Safe BC registration and coverage for all employees.
5. Function under SLNC code of conduct for employees/contractors.
6. Discretion of the SLNC board/management.



7. Written contract stating terms and fees.

Instructional programs, coaching or commercial enterprises, which do not fit the above criteria, are not permissible within SLNC's permit area; as stated in our exclusive commercial BC Parks Use Permit.