



Policies and Procedures Manual

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Preface

The Policies and Procedures Manual and the Constitution and Bylaws of the BC Seniors Games Society form the basis by which the Society, its Zones and Committees operate and function.

The 55+ BC Games is a trade name of the BC Seniors Games Society (BCSGS) and as such all policies and procedures of the BCSGS apply to the 55+ BC Games.

In order for the Society to function effectively it will be necessary for all members, zones, committees and staff to follow the policies and procedures.

The Policies and Procedures Manual will be reviewed annually by the Board of Directors and will be revised if necessary.

Zones may have their own Constitution and Bylaws and Policies and Procedures, but nothing within same are to contravene these Policies and Procedures. These must be approved by the Board of Directors of the Society.

Mission Statement

The mission of the BC Seniors Games Society is to improve the health, lifestyle and image of British Columbia's 55+ population.

We do this by:

1. Organizing the annual 55+ BC Games as an opportunity for the 55+ population of BC to participate in physical and social activities.
2. Promoting community awareness of the contemporary image of the 55+ population as physically active and socially engaged.
3. Encouraging year-round participation at the Zone level.

By defining the unique needs of this participant group, our organization serves as a bridge between the 55+ population, provincial and local organizations, and recreation departments.

Terminology

1. “BC” refers to British Columbia.
2. “BCSGS” refers to the BC Seniors Games Society.
3. “Society” refers to the BC Seniors Games Society.
4. “Board” refers to the Board of Directors of the Society.
5. “Directors” refers to the Board of Directors of the Society.
6. “Staff” refers to those persons employed by the BC Seniors Games Society.
7. “Zone” refers to any of the 12 BCSGS Zones pertaining to geographical regions of British Columbia as established by the BCSGS (refer to map and zone descriptions at www.55plusbcgames.org).
8. “Area” refers to a geographical area administered by a Zone.
9. Words imparting a male person include a female person.
10. “Objectives” are as described in the Society's Constitution.
11. “History” is a record of some important events of the Society.
12. “AFA” refers to Agreement for Financial Assistance.
13. “SCA” which refers to Shared Cost Agreement.
14. “Host Committee” is a committee within a community which is formed to prepare and submit a bid application to host the 55+ BC Games. When a community is awarded the Games, the committee registers as a Host Society.
15. “Host Society” is the registered Society consisting of a Board of Directors elected by the Host Community to administer the 55+ BC Games. “Host Society” is also referred to when relating to Games financial and/or community matters.
16. “Host Community” is the overall community which has been awarded to host the 55+ BC Games and is a general term which may be used interchangeably with “Host Society”. Where joint communities are awarded to host the 55+ BC Games, they will be referred to as “Host Communities”; however, only one Host Society will be registered and formed, which will encompass joint communities.
17. A “team” consists of two (pair) or more persons.
18. “Games” refers to the 55+ BC Games.
19. “Sports” refers to the competition events at the Games. These, in some cases, may be other activities such as Bridge or Cribbage, but the Society believes including these events in the Games is in-keeping with the mission of the Society.
20. “Permanent Resident” defined as a person who has a principal residence in BC.

Introduction

The BC Seniors Games Society is a provincial organization representing the 55+ population of BC and is responsible for organizing the 55+ BC Games. The 55+ BC Games are open to all permanent residents of British Columbia who are 55 years of age or older by December 31 in the year of the Games, the exception being in Track & Field, where the Participant must be 55 years of age or older as of the first day of competition of the Games.

Sources of financial assistance and support include the provincial and municipal governments, Corporate and Private Sponsors, and other fund-raising activities entered into by the Society, Zones, and Host Community.

Committees established in each of the 12 Zones are comprised of volunteers who promote, develop and organize their respective Zones for the purpose of sending participants to the 55+ BC Games. They encourage participation in, and the development of sport, recreation and culture within their areas.

Municipal and regional recreation departments are an integral part of the organizing process. They provide leadership and resources, which help to make the volunteers more effective. Upon request, the Provincial Sport and Cultural Organizations provide their expertise, resources, advice and information to help ensure specific events are correctly prepared and run effectively.

The BC Seniors Games Society recognizes the 55+ BC Games is one way to help the 55+ population enrich their lives, get and/or keep active and keep fit. Although competition is an important part of the Games, active participation by seniors in sport, recreation and culture is the goal.

Objectives of the BC Seniors Games Society

The purposes of the Society are to:

- a) Promote active participation in sport, recreation, cultural, educational and creative activities.
- b) Demonstrate the values and abilities of the 55+ population and create an awareness of their contribution to the British Columbian lifestyle.
- c) Encourage physical, social and creative achievements through participation and friendly competition.
- d) Engender a sense of community spirit by providing the opportunity and catalyst for bringing the 55+ population, their families, and the community at large, together to become involved in the 55+ BC Games.

History of the BC Seniors Games Society

The BC Seniors Games Society was organized in 1987 with the assistance of the Recreation and Sports Branch, Ministry of Municipal Affairs, Recreation and Culture (now the Ministry of Tourism, Arts and Culture). The premise was that sport and recreation development for seniors will have a direct bearing on the quality of life for older British Columbians and for the Province as a whole. Activity of both mind and body has a beneficial effect on the health and well being of older adults.

The concept of a Provincial Seniors Games was presented at a meeting of 30 representatives of seniors' groups from all parts of the Province on November 6, 1986. The concept was unanimously endorsed, and a steering committee was formed.

On July 10, 1987, the BC Seniors Games Society was registered and later that year, a core grant was received by the Society from the Recreation and Sport Branch. Seniors Lottery and New Horizons (Health and Welfare Canada) also provided organizational grants, and funding was obtained from corporate sponsors.

The first Games were held in Vernon on June 14 - 16, 1988 with 650 seniors competing in 15 sports.

The Province was divided into 12 Zones. Each Zone had an organizing committee responsible for ensuring that the playdowns for each sport were well coordinated, for local public relations, local fund raising and registration of all participants in the Zone. The Committee looked after the accommodation and transportation of the participants to and from the Games.

On May 17, 1994, the BC Seniors Games Society signed an affiliation agreement with the BC Games Society. The purpose of this agreement was to ensure prosperity, quality and evolution of the BC Seniors Games Society and the BC Seniors Games

In 2015, the name of the Games was changed to the 55+ BC Games. The BC Seniors Games Society continued to organize and was the main funding partner for the 55+ BC Games. However, in the fall of 2017, the working partnership between the BC Seniors Games Society and the BC Games Society ended. All aspects of organizing and managing the 55+ BC Games now rests with the BC Seniors Games Society.

Operation of the BC Seniors Games Society

Executive Committee:

The Executive Committee is responsible for the day-to-day matters pertaining to the Society, to follow the Society's Bylaws and Policies and Procedures, and to ensure the Society functions effectively and appropriately. The Executive Committee shall consist of the President, Vice President, Secretary/Treasurer, Past President, Chair - Communications Committee, Chair – Development Committee, and Chair - Marketing/Sponsorship Committee. These members are elected from the general membership (with the exception of the Past President) at the Society's Annual General Meeting.

Refer to ["Appendix C - Position and Job Descriptions"](#)

Board of Directors

The Board of Directors is responsible for the function of the Society. The Board bears ultimate responsibility for the policies and overall direction of the organization. In implementing these policies, the Board is responsible by law for the appropriate use of the monies received.

The Board is the Society's link to the Zones. The Board will promote the 55+ BC Games, and encourage and support membership in the BC Seniors Games Society.

The duties of the Directors are not just to represent their Zones but also to establish and assess policies, which affect the province as a whole. Directors will be required to sit on at least one of the Chaired Committees.

The Board will consist of one Director from each of the 12 Zones, along with the Executive Committee.

Refer to Section ["Policies and Procedures specific to the BCSGS Board of Directors"](#).

Election of Officers

An elected Officer of the Society cannot be a Zone Director. Election of Officers of the Society will be at the Annual General Meeting. The term of office will be for a two-year period.

The President, Vice President, and Development Committee Chair will be elected in even years. The Secretary/Treasurer, Communications Committee Chair and Marketing/Sponsorship Committee will be elected in odd years.

An incumbent Officer, who has time remaining on their term and wishes to run for another office, must resign from their present position.

An officer can only hold one position on the Board, however, if a position on the Executive becomes vacant during the term of office (resignation, removal or otherwise), it can be filled on an interim basis (by election) to the end of the term by a member of the Executive Committee. Under this circumstance, a Board member can hold two positions.

Zones

Each of the 12 Zones is responsible for the operation of its Zone, as defined in the Society's Constitution and Bylaws, and according to the Policies and Procedures of the Society. The Executive Committee members of

the Zones are elected for a two-year term. Each Zone elects a person to serve as a Society Director for two years, who may or may not be holding office as Zone Chairperson.

Refer to Section "[Policies and Procedures specific to the BCSGS Zones](#)"

55+ BC Games

The 55+ BC Games shall consist of a minimum of 20 sports, chosen by the Host Society from the BC Seniors Games Society's master list of approved sports.

Refer to Section "[Policies and Procedures specific to the 55+ BC Games](#)"

Host Committee

The Host Committee must register as its own Society under the Societies Act of BC. The Committee is then called the "Host Society". The Host Society is responsible for the organization and delivery of the 55+ BC Games and must follow the BC Seniors Games Society Policies and Procedures as set out by the Board of Directors. The Host Society will select a person to act as President. They may be invited to meetings of the BC Seniors Games Society Board of Directors but will have no vote.

Refer to Section "[Policies and Procedures specific to the Host Committee/Society](#)".

Refer to "[Appendix B - Proposed Host Society Structure](#)"

Procedure for Submitting Changes to the Policies and Procedures Manual

Suggested changes to the BC Seniors Games Society's Policy and Procedures must be submitted in writing using the appropriate change form, refer to Appendix "[Suggested P&P Change form](#)". The suggested changes must be mailed, electronically sent (e-mail) or faxed to the following:

BCSGS President and the Administrative and Event Coordinator, BCSGS

president@55plusbcgames.org and info@55plusbcgames.org

Or mail to 203-2453 Beacon Avenue, Sidney, BC V8L 1X7 or fax: 778-426-2941

All suggested changes will be reviewed by the President and the Development Committee Chair and then forwarded to the Society's Board of Directors for final approval.

Policies and Procedures Specific to the BCSGS Board of Directors

1. The Board shall hold a minimum of two meetings per year, which may include invited guests. The location and dates of the meetings are to be decided by the President.
2. The Society and all of its Committees are to adhere to the [Accounting Policy](#) of the Society.
3. Expenses for travel, accommodation, and meals for the BCSGS Annual General Meeting, Board Meetings and attendance at the Annual Games are as set out in the [Financial Policy](#).
4. The Board is the final authority relating to policies, which affect the Society and/or its Committees or Zones.
5. The Board shall prepare a strategic plan on a five-year cyclical basis and review it annually.
6. The Board shall establish Standing and Ad Hoc Committees, as required.
7. The Board through the Bid Committee shall conduct a fair and equitable bidding process for the purpose of hosting the Games. Applications to host the 55+ BC Games are to be reviewed by the Committee with recommendations forwarded to the President. The BCSGS President will then forward the recommendations to the Minister of Tourism, Arts and Culture who will in conjunction with the BCSGS make the formal announcement of the successful communities as soon as possible thereafter.
8. The Board shall determine and approve a master list all sports, which may be considered for the 55+ BC Games. The list of sports will be reviewed and may be amended by the Board of Directors annually.
9. The Board shall conduct a "55+ BC Games Review" at the first Board Meeting following the Games.
10. The Board will attempt to provide the Host Committee with "start up" funds; the amount to be determined by the Board of Directors as outlined in the Agreement for Financial Assistance.
11. The Board shall establish [participant and supporter fees](#), as well as [sport fees](#) for the 55+ BC Games at the meeting following the Games.
12. The Board shall ensure that appropriate insurance for the Society is in place.
13. The Board shall ensure that provincial promotions and public relations are carried out.
14. The Board shall intervene whenever the Philosophy, Standards, Policies or Procedures of the Society are not being met.

Policies and Procedures Specific to the BCSGS Zones

The 12 Zones of the Society operate in an autonomous fashion but are bound by the Constitution and Bylaws and the Policies and Procedures of the Society.

1. The elected Director shall represent the Zone on the Society's Board of Directors. If the Director is unable to attend a Board Meeting then an alternate shall be appointed by the Chairperson of their Zone.
2. The primary responsibility of the Director is to the Society and its operation.
3. As a Zone Representative, the Director:
 - Submits a written Zone report to Society Office at least 21 days before a meeting or as requested;
 - Discusses Zone concerns at the Board meeting;
 - Makes motions and votes on issues;
 - Prepares a written report for the Zone on proceedings at the BCSGS Board meetings. This report is to be presented to the Zone at the first meeting following the Board meeting;
 - Is required to sit on at least one of the chaired Committees .
4. The Director, as a member of the Zone Executive, may be given additional duties by the Zone Chairperson.
5. Zone Elections - Zones shall hold elections at the Annual General Meetings (AGM) of the Zone. This AGM shall be held on or before October 29th of each year. All registered members of the Zone are eligible to vote at the AGM. Zones should advise registered members of the date of the AGM at least 14 days prior to the date of the AGM. The place, time and the general nature of the Zones business should be communicated to the registered Members at this time. To elect a Director and the Zone Executive, a Quorum shall be present at the AGM. A Quorum shall consist of five percent (5%) or ten (10) registered Members, whichever is greater, of the registered Zone Members.
 - The accidental omission to give notice of a meeting or the non-receipt of a notice by any of the registered Members to receive a notice does not invalidate proceedings of that meeting.
 - Every member who appears on the register of members and is in good standing on the day the notice is given, is entitled to receive notice of the meeting.
 - Any registered member may speak to a motion.
 - Voting shall be by a show of hands except in the case of election for office where more than one candidate is contesting the office or when the vote involves the expulsion of a member then the vote shall be by ballot.
6. Zones shall elect an Executive to serve a term of two years. The Executive Committee should consist of a Chairperson; one or two Vice Chairpersons; Secretary/Treasurer or a Secretary and a Treasurer, Past Chairperson and Zone Director. Terms shall be as laid out in the Bylaws of the Society.
7. Zones are encouraged to establish the following Committees, each with a Chairperson; e.g. Event Committee; Publicity Committee; Fund Raising Committee; Transportation and Accommodation Committee. A Zone Board of Directors should be made up of the Executive Committee; Area Representatives, and Sport Coordinators as requested.
8. Each Zone should be divided into workable, geographical units and each unit shall elect a representative to sit on the Zone Board. Zones shall set policies for travel within the Zone in keeping with the Policies of the Society.

9. Zones are responsible for promotion, marketing and public relations within their Zone in collaboration with the objectives the BCSGS.
10. Zones are expected to locate, select and train volunteers to serve as Sport Coordinators, officials, fundraisers, etc.
11. Zones are to ensure Area and Zone playdowns are properly and fairly conducted and at the appropriate time for a particular sport; and in team sports "all star teams" are not formed.
12. Zones are to select their Sport Coordinators for each sport. They are to ensure that these Coordinators are qualified, knowledgeable and capable of properly organizing the sport for which they are responsible.
13. Every effort must be made to give the 55+ population within a zone adequate notice of area and zone playdowns as to time and location.
14. Zones are to ensure that participants and supporters are members of the Society. The Zone is responsible for collecting the current membership fee of \$20.00. The Zone Treasurer shall forward \$14.00 of the said fee to the BCSGS Secretary/Treasurer at the designated date. The membership fee is non-refundable under any circumstances.
15. Zones are to ensure to the best of their ability that all participants have transportation organized to and from the Zone to the Host Community. The cost of such transportation is not the responsibility of the Zones or the Society.
16. Zones are to undertake a program of raising funds. This will take many forms including the application for grants, donations, raffles, etc. All fundraising activities must conform to current Government and BCSGS policies. This money is to be used for the expenses of the Zone and to subsidize participants attending the 55+ BC Games.
17. Each Zone shall establish a Zone financial plan.
18. The Zone shall be seen as a "unit" and not a number of independent parts.
19. Each Zone should establish a Zone Dispute Committee to deal with protests, complaints, and other problems relating to the competition sports, using the Sports Specific Rules for the 55+ BC Games as a reference. Refer to *General Rules Book* for additional information on disputes and protests.
20. At and during the Games, Zone Chairpersons or Directors will deal with problems and difficulties experienced by participants from their Zone.
21. The Zone Chairperson may establish a roster of Zone members to be in attendance at the Zone table at the Games Accreditation Centre. Relevant information shall be provided by the Zone Chairperson to enable these members to answer questions. The Zone Chairperson and/or Director shall be part of this roster.
22. Zones will encourage all participants to dress in their Zone Colours, as follows:

Zone 1 Red & White	Zone 7 Green & White
Zone 2 White & Green	Zone 8 Dark Red & Gold
Zone 3 Blue & White	Zone 9 Red, White, & Grey
Zone 4 Yellow & Green	Zone 10 Grey & Navy Blue

Zone 5 Navy Blue & Gold

Zone 11 Gold, Green & Black

Zone 6 Maroon, Yellow & Grey

Zone 12 Blue & Black

23. Zones are required to hold between three and six regular meetings per year between Zone Annual General Meetings.

24. Zones are asked to provide the appropriate number of Voting Delegates (decided on at the previous Society AGM) to attend the Society's Annual General Meeting.

25. Application for Certificate of Insurance: All venues or events within the zones are covered by the Society Insurance. On request from any venue or event organizer, the above insurance certificate is completed and returned to the Administrative and Event Coordinator at adminassistant@55plusbcgames.org. Each Zone Director has a copy of the certificate in their binder for their use.

Policies and Procedures Specific to the Host Committee/Society

Communities to host the 55+ BC Games are selected by the Bid Committee following a process of assessing bid submissions from the communities. The Society shall ensure that as much lead-time as possible is given to any Host Committee. For example, the Host Society for the 2020 Games was determined in 2018.

The Mayor of the Host Community or a Nomination Committee appointed by the Mayor shall select a President and Board of Directors as outlined in the 55+ BC Games Guidelines documents.

Fifteen months prior to the Games being held in a Community, the Host Society President shall:

- Select Society Directors;
- Prepare a preliminary budget of expenses and revenue for submission to the Society;
- Once all Society Directors have been selected, the Host Society shall develop a plan, which will include a timeline of events.

The Host Committee shall:

1. Form a Society under the Society Act of British Columbia. Once the Host Society is registered, the Host Committee will be called "Host Society".
2. Arrange for the President and Administrator to attend the BC Seniors Games Society November Board meeting to sign an Agreement for Financial Assistance (AFA) with the BC Seniors Games Society.
3. Produce information packages to be available for the BC Seniors Games Society November Board meeting. Packages will consist of:
 - Sport and venue selection;
 - Accreditation Center;
 - Opening Ceremony;
 - Passing of the Flag Ceremony;
 - Thursday night social event;
 - Friday night dance;
 - Accommodation information;
 - Any other venue sites and maps.
4. Follow the guidelines as outlined in the 55+ BC Games Sponsorship program.
5. Develop an organizational structure as outlined in the 55+ BC Games Guidelines documents provided by the Event Manager(s).
6. Establish a bank account, keep accurate accounting of all expenditures and revenues, and prepare a budget.
7. Once approved by BCSGS Board of Directors, the relevant information relating to selected and approved sports and venues for the Host Society's Games should be posted on the website as soon as possible.
8. Obtain and register volunteers and provide them with training and support.
9. Develop Promotional and Marketing plans.
10. Provide a copy of the minutes and progress reports of Host Society Meetings to the BC Seniors Games Society President.

11. Select a Host Hotel, as soon as possible, preferably prior to October 31st, and reserve blocks of rooms (and conference room, if required), as requested by the BCSGS for its Directors, Sponsors, and Dignitaries and as requested by the Event Manager(s) for themselves and other Dignitaries. Best possible prices should be obtained.
12. Place accommodations and venue map on website as soon as possible.
13. Open a Games Office, which is central and easily accessible and notify the BCSGS office of the details.
14. Hire an Operations Manager who will be accountable to the Host Society. The Operations Manager is responsible for the day-to-day operations of the Games Office and will assist the Host Society as defined in the Operations Manager's job description. Notify the BCSGS office of the appointment. Remuneration of this position is the Host Society's responsibility.
15. Provide:
 - Local transportation for Participants, Supporters and Games Family Guests while at the Games as outlined in the 55+ BC Games Guidelines document;
 - Ensure access to food at sport venues and accreditation centre while open on Wednesday, Thursday, Friday, and Saturday of the Games;
 - Facilities and equipment;
 - Sports officials;
 - Medical and security services;
 - Hosts and Hostesses with appropriate apparel;
 - Opening Ceremony;
 - Passing of the Flag Ceremony;
 - Thursday Night Social Event;
 - Friday Night Dance.
16. Determine in conjunction with the current supplier what souvenirs will be sold; how they will be sold and place this information on the website.
17. Follow the procedure for the awarding of [medals](#) as outlined in the 55+ BC Games Guidelines documents.
18. The Host Society Sport Chairs shall prepare the sport schedules, in accordance with the BCSGS General Rules Book, and PSO Officials, where applicable. All schedules must be approved by the BCSGS Rules Committee Chair before being considered as final. All sports schedules are to be published within one week prior to the start of the Games, no sooner.
19. The Director of Sport shall organize a Host Society Sport Chairs' orientation meeting giving each Chair an information package, which includes:
 - BCSGS General Rules Book;
 - The rules of the 55+ BC Games specific for that sport;
 - Provincial Sport Organization (PSO) Agreements/requirements;
 - Scheduling information including examples of past schedules.
20. Post results as they become available.
21. Ensure that each Zone shall have adequate well-marked table space at accreditation.

22. The Host Society will provide a Participant and Supporter Accreditation Package.
23. Hold, within a month following the Games, an evaluation meeting and submit a report to the BC Seniors Games Society.
24. Within 6 full months after the Games have been held, submit an Audited Financial Statement to the BC Seniors Games Society. The cost of the Audit is at the Host Society's expense. Monthly statements are also required.
25. Establish a Committee to distribute any Legacy dollars and adhere to the [BCSGS Legacy Policy](#).
26. The Host Society is ineligible to apply for BC Gaming Grant Funds.

BC Seniors Games Society Liaison Guidelines to Host Society

1. The President of the BC Seniors Games Society is the direct contact with the Event Manager(s).
2. The Host Zone Director shall act as a resource person to the Event Manager(s) and may be invited to attend the Host Society monthly meetings as an observer.

Host Society – Policies

Please reference the 55+ BC Games Guidelines document and supporting documentation for further information regarding all policies for the Host Society. For copies of these documents, please contact info@55plusbcgames.org

Policies and Procedures Specific to the 55+ BC Games

1. Composition of the Games:

- (a) The Host Society shall select a minimum of 20 sports from the BCSGS approved list of sports and as detailed in the Bid Package for the sports they would like to include in the Games.
- (b) The list of the sports will be reviewed for each Bid Package and any changes agreed to by the Board.

2. Additions/Deletions to Sport List:

a) Additions to the Sport Program:

Provincial Sports Organizations (PSOs) wishing to have their sport added to the 55+ BC Games Master List must do so by submitting the application form by September 30th. The required form for submission is available on the BCSGS website together with the notes on how to complete the form. Submissions will be reviewed by the BC Seniors Games Society Rules Committee and they will present their recommendation at the November Board Meeting. Sports added to the list will be included in the Master List and subsequent Bid Document.

b) Deletion of a sport from the Master List:

Any recommendation by the Rules Committee of the BC Seniors Games Society for deletion of a Sport from the 55+ BC Games will be presented and approved by the Board of Directors. The PSO or Organization will be notified in writing of the decision.

3. Participant eligibility:

- a) Participants must be permanent residents of British Columbia who are 55 years of age or older by December 31 in the year of the Games, the exception being Track and Field participants who must be 55 years of age or older as of the first day of competition of the Games.
- b) Participants earn the right to compete in the Games by qualifying through the zone playdowns or, if none are required, registering with the Zone Sport Coordinator or Zone Registrar in the zone in which they make their permanent residence.
- c) All participants must be active members of the BC Seniors Games Society prior to registering for the Games and participating in any zone playdown.

4. Membership:

- a) All registered participants and supporters must be members of the BC Seniors Games Society. The membership year is from January 1st to December 31st. The annual membership fee is \$20.00 and is non-refundable under any circumstances.
- b) Membership forms (including the *Release of Liability Waiver of Claims and Assumption of Risk form*) are available throughout the zones from area or zone representatives at any time during the year and must be completed before competing in any zone or area playdowns. Fees are due at the time the membership forms are submitted to a Zone representative and can be downloaded from www.55plusbcgames.org

- c) These forms must be kept within the Zone as per the [File Retention Policy](#) and would be available if requested (download forms from the 55+ BC Games website, www.55plusbcgames.org).
- d) Membership in a Provincial Sport Organization (PSO) is not a requisite for participation in the 55+ BC Games. Participants are however encouraged to look into/join membership in PSOs for other benefits that might accrue.

5. Isolation area status:

- a) Participants in some areas of the province have difficulty participating in zone playdowns because of distances to be travelled, transportation restrictions or prohibitive costs to attend. These areas have been given isolation area status and are considered part of the geographical zone listed. Isolation areas are Bella Bella (Zone 2), Haida Gwaii (Zone 10), Atlin (Zone 11), Dease Lake (Zone 11), and Fort Nelson (Zone 12). Participants residing in these areas have been given the option of transferring to the Yukon Seniors Games Society.
- b) Participants from isolation areas are eligible to compete for their isolation area but are considered as part of the geographical zone.
- c) Participants from isolation areas must register with the Zone Registrar of the geographical zone, but the number of their registered participants will not count against the eligible numbers for the geographical zone, with the exception of Five Pin Bowling participants.
- d) Participants from isolation areas may advance directly to the Games from their isolation area, with the exception of Five Pin Bowling participants.
- e) Five Pin Bowling participants from isolation areas must compete in any zone playdown to be eligible to become part of the zone team(s).
- f) Medals won by participants from isolation areas count towards their geographical zone totals.

6. Medical:

- a) It is highly recommended that all participants in a physically active sport have a medical examination prior to competing in zone playdowns or at the 55+ BC Games.
- b) All participants with a health problem or concern, e.g. diabetes or heart disease, should carry this information with them along with a list of medications or treatment being taken.

7. Registration and Sport fees:

Completed registrations for participants (including spares) and supporters going to the Games are entered online by the Zone Registrar or Zone Sport Coordinator and must be completed by a date to be determined by the BCSGS President no later than 60 days prior to the start of the Games. Registrations will be forwarded to the Host Society no later than 45 days prior to the start of the Games.

The participant registration fee shall be \$55 and the supporter registration fee shall be \$40 and the Sport fees per participant are listed below. These fees are to be collected by the Zone Sport Coordinator and forwarded along with the completed paperwork to the Zone Registrar. In turn, the Registrar will forward these fees to the

Zone Treasurer. The Zone Treasurer must submit the fees to the BCSGS Secretary/Treasurer no later than 45 days prior to the start of the Games.

8-Ball	\$10.00	Five Pin Bowling	\$20.00	Snooker	\$10.00
Archery	\$20.00	Floor Curling	\$10.00	Soccer	\$15.00
Badminton	\$13.00	Golf*	\$110.00	Sturling	\$25.00
Bocce	\$10.00	Hockey	\$25.00	Swimming	\$10.00
Bridge	\$10.00	Horseshoes	\$10.00	Table Tennis	\$10.00
Carpet Bowling	\$10.00	Ice Curling	\$25.00	Tennis	\$10.00
Cribbage	\$10.00	Karate	\$10.00	Track & Field	\$20.00
Cycling	\$40.00	Lawn Bowling	\$10.00	Trapshooting	\$45.00
Darts	\$10.00	Mountain Bike Racing	\$10.00	Triathlon	\$20.00
Dragon Boat Racing	\$45.00	Pickleball	\$10.00	Whist	\$10.00
Equestrian	\$20.00	Slo-Pitch	\$15.00		

*Participants will be responsible for paying a sport fee which will be one half of the golf green fees and mandatory shared power cart. The Host Society Sports Chair will inform BCSGS the amount of the green fees to be paid, as well as other information relative to the golf event by December 31.

Refund of Registration Fees:

The request for a refund must be submitted to the Zone Director.

Registration fees and sports fees (if applicable) are non-refundable except when a person is ill, has been injured or because of some other unexpected circumstance, which prohibits the person from attending the Games.

Teams who cancel for reasons other than illness or injuries, shall not be refunded any fees by the Society or Zone. Such teams may register in future Games with the BCSGS Rules Committee permission. (Refer to General Rules Book).

Zones will use the 'Record of Refund Request' form to compile a list Participants and Supporters who qualify for a refund as a result of being ill, having been injured or because of some other unexpected circumstance which prohibits the person from attending the Games. This list will be sent to the BCSGS Secretary/Treasurer no later than 7 days after the completion of the Games.

Upon receipt of the refunded fees, the Zone will either return them to the participant, if originally paid by the participant, or to the Zone funds, if paid by the Zone.

The BCSGS is not responsible for any participant refunds after the above time. Any request for a refund not sent in by a Zone within the above time-frame is the responsibility of the Zone.

(a) Participants

- (i) All participants, including replacements, are required to pay a non-refundable (under any circumstances) BC Seniors Games Society Membership Fee. This fee must accompany the *Membership and Release of Liability, Waiver of Claims and Assumption of Risk Forms*.

(ii) Those participants going to the 55+ BC Games must register with the Zone using the approved *Registration Form* regardless of whether or not there has been a Zone playdown. No person will be allowed to compete who has not registered with their Zone.

(iii) On completion of registration prior to the transfer of the database to the Host Society, the Zone Registrar downloads the total registration database.

(iv) Registration Deadlines. Participants must be registered by submitting *Membership, Release of Liability, Waiver of Claims and Assumption of Risk, Registration and Sport Forms* (where required), along with membership fee, Registration fee and sport fees (if applicable) to their Zone Coordinator by a date set by the Zone. The Zone Coordinator must submit them to the Zone Registrar by the predetermined Zone Registration Closure Date. The Event Manager(s) shall submit all registrations to the Host Society no later than 45 days prior to the start of the Games by noon of that day.

(v) All Membership, registration and sports fees are to be forwarded to the Zone Treasurer within 10 days of the close of Registration. The Zone Treasurer or Director shall forward all fees to the Society Secretary/Treasurer no later than 45 days prior to the start of the Games as stated in the Policy and Procedures.

(b) Supporters

(i) Supporters upon payment of the fees established by the Board of Directors (including membership and supporter fees), may participate in designated activities at the 55+ BC Games. Accreditation badge identification should be worn at all times to ensure entry to these activities.

(ii) Completed forms and fees shall be forwarded to the Zone Registrar to arrive no later than 60 days prior to the start of the Games. Refunds of Supporter fees shall be subject to the same conditions and follow the same procedures as for Participants. A supporter whose partner has to withdraw and is eligible for a refund shall also be given a refund.

(iii) A spouse or partner of a replacement participant may be registered as a Supporter after the closure of registration. Please note that late Supporter Registrations must be submitted by a Zone Director to the Event Manager(s) up to five days before the start of the Games. Payment must be submitted to the Secretary/Treasurer prior to the start of the Games using the correct form.

8. Cross-Zone Participants:

(a) Rules applicable to all Zones

(i) The purpose of cross-zone participation is to enable a Zone to register a team (two or more participants). In these cases, exceptions are made to the rule, which states that 'a participant must be a permanent resident of the Zone they are representing'.

(ii) There are no cross-zone participants in single events.

(iii) All cross-zone participants must register and pay fees in their resident Zone.

(iv) All cross-zone participants must be approved by the Rules Committee Chair or their designate.

(b) Zones looking for players

All Zones may export and import players but the procedure is different for different zones as follows:

Zones 1, 2, 3, 4, 5 and 8

If any of these Zones are unable to register enough participants to complete a team or need a replacement for a withdrawal, they may ask the Rules Committee to obtain participants from any other Zone. Direct contact with a player in another Zone is not allowed.

(i) 50% of the participants MUST be from the resident Zone. Except Slo-Pitch, Hockey and Soccer who MUST have eight players on the resident team.

(ii) The application to the Rules Committee must contain the following information:

Zone: Sport: Event: Age Category: Playing Position:

(iii) Once a player has been allotted by the Rules Committee Chair, the player is registered using the appropriate procedure listed in 8(d) below.

Zones 6, 7, 9, 10, 11, 12

If any of these Zones are unable to register enough players to complete a team or to replace a withdrawal, they may obtain participants directly from any other Zone but must adhere to the following procedure:

(i) The non-resident Zone Director asking for the transfer must check to make sure that:

- no in-zone participant would be displaced by the transfer
- that 50% or more of the maximum number of players required to enter a specific team according to that sport's rules must be residents of the Zone entering the team.

(ii) The non-resident Zone Director contacts the relevant Zone Director to request the transfer. The Resident Zone Director must be satisfied that the participants do not have an opportunity to compete in their own Zone.

(iii) If both Directors agree to the transfer then the Resident Zone Registrar or Director must email the information below to the Rules Committee Chair:

Zone: Name: Age: Phone #: Sport: Event: Accreditation:

(iv) When the Zones receive confirmation of the transfer from the Rules Committee Chair the participant is registered using the appropriate procedure listed in 8(d) below.

(c) Participants Looking for a Team

Participants without a place to compete in their home Zone may place their name on a waiting list in the event another Zone is looking for someone. They do this by completing a *Registration Form* and checking the appropriate application to be a replacement boxes and submitting it to the Zone Registrar. The Zone Registrar sends the relevant information to the Rules Committee Chair.

(d) Process for Registering a Cross Zone Participant

There are three time periods for the registration of cross-zone participants, each has its own procedure outlined below.

(i) Cross Zone requests PRIOR to the Zone participants details being transferred to the Host Society

On confirmation from the Rules Committee Chair, the Resident Zone Registrar collects the fees, and registers the participant as a cross zone in the Zone that they will be participating in.

NOTE: If a person is playing in racquet sports, they may have to be registered twice, once for events being played in their resident Zone and again as playing in the cross Zone.

- (ii) Cross Zone requests AFTER the transfer of Zone participants details are transferred to the Host Society up to 5 days from the first day of Accreditation.

The Resident Zone Registrar collects fees, completes the *Withdrawal/Replacement form* with full details of participant's information and emails the form to the Event Manager(s).

- (iii) Cross Zone requests that occur WITHIN 5 DAYS of the first day of Accreditation at the Games.

The Resident Zone Registrar collects fees, registers the participant and completes the *Withdrawal/Replacement form* with full details for the participant's information. At Accreditation, the Zone Director takes the form to the Corrections Table for the transfer and replacement to be approved by the Rules Committee.

On completion of the Games, the Event Manager(s) will ensure conversion of cross-zone participants to their resident Zone.

9. Withdrawals and Replacements:

There are three time periods for the withdrawal/replacement of participants; each has its own procedure outlined below. Refer to the *General Rules Book* for withdrawals during the Games.

- (i) Withdrawal/Replacement requests PRIOR to the Zone participants details being transferred to the Host Society.

All withdrawals and replacements are handled by Zone Registrar or Director

If a cross-zone participant is used, the procedure for cross-zone participation item 8 above is followed.

- (ii) Withdrawal/Replacement requests AFTER the transfer of Zone participants details are transferred to the Host Society up to 5 days (12 noon) from the first day of Accreditation.

The *Withdrawal/Replacement form* must be used and the process described on it followed.

- (iii) Withdrawal/Replacement requests that occur WITHIN 5 DAYS of the first day of Accreditation at the Games.

The Zone Director takes the *Withdrawal/Replacement Form* to the Corrections Table at the Accreditation Centre, noting if it is an in-zone replacement or cross-zone. Replacements who are new participants should take their signed *Registration Form* and fees to the Zone table. The Zone Director or representative will take to the Corrections Table. If the Accreditation Centre is closed then the replacement should report to the Host Society Office.

The information on some forms may have to be completed on arrival at the Games.

All changes made at Accreditation or later must be approved by the Rules Committee Chair and/or designate before being processed by the Host Society.

10. Zone Playdowns:

- a) Zone playdowns will be held in all sports for which there are entries sufficient to require eliminations to meet zone participation limits (refer to sport specific rules for zone participation limits).

- b) Zone playdowns are held for determining which eligible zone participants qualify to represent the zone at the Games.
- c) Medals shall not be awarded at zone playdowns in any sport.
- d) Zone playdowns should be completed at the discretion of the zones so that a participant's registration paperwork is completed and submitted to the registrar to meet the zone's registration deadline.
- e) Some zones, due to factors of size, etc. may declare that the zone be divided into areas for playdown purposes. In such cases, participants will qualify for to participate in zone playdowns by winning the area playdown (refer to Isolation area status section for exceptions).
- f) Playdowns are to be held at a time when there would be normal participation in the appropriate sport i.e. Ice Curling before the end of March; Golf in June, etc.
- g) All participants must be members in good standing of BC Seniors Games Society before competing in any zone playdown or being named to compete in any sport.

11. Participation and Categories:

- a) Each participant shall compete only for the zone in which they make their permanent residence. Exceptions to this rule may be considered for completing a team. Refer to *General Rules Book* for cross-zone participant information.
- b) Participants may compete in as many sports as they wish at the Area or Zone levels, but must register in the first sport that they qualify.
- c) Participants are allowed to compete in only ONE sport at the Games, but they may compete in more than one event within that sport. For example, a participant can compete in singles and doubles in Tennis.
- d) Some sports have more than one age category. A person must not be displaced by someone wishing to play in a younger or more competitive age category.
- e) Participants can only move up in skill level and can only move down in age category.
- f) Giving false information on your registration form may result in disqualification of yourself or your team.
- g) Participants must have their accreditation badge with them during competition. There will be random checks by the Host Society Sport Chair.
- h) Every team with more than five participants must have a UNIQUE and different name (maximum two words). This name must be entered on the sport form e.g. Hunting Eagles
- i) In team sports with five or more participants, a participant can play on one team only, the exception being Dragon Boat Racing where a woman can compete on both a women's team as well as a mixed team.
- j) Membership in a Provincial Sport Organization (PSO) is **not a requisite** for participation in the 55+ BC Games. Participants are however encouraged to look into/join membership in PSO's for other benefits that might accrue.
- k) Individuals or teams that withdraw for reasons other than illness or injuries shall not be refunded any fees by the Society or Zone. A sport(s) cancelled by the Host Society will result in a refund of participation registration fees and sport fees. Registered Supporters of participants affected by a sport(s) being

cancelled by the Host Society are also eligible for a refund of their supporter registration fees. Membership fees are non-refundable under any circumstances.

- l) All participants must be members in good standing of the Society before competing in any Area or Zone playdown or being named to compete in any sport.
- m) It is highly recommended that all participants in a physically active sport have a medical examination prior to competing in area or zone playdown or at the Games.
- n) All participants with a health problem or concern, e.g. diabetes or heart disease, should carry this information with them along with a list of medications or treatment being taken.

12. Disputes or Protests:

**refer to the *General Rules Book*

13. Games Duration:

The 55+ BC Games will have not less than four days of competition or as otherwise determined by the Board of Directors.

14. Competition Format:

Competition will be in the format stated in the sport specific rules.

15. Attendance at Social Events:

Participants, Supporters, Zone Representatives and Society Board of Directors are expected to attend the Opening Ceremony, Passing of the Flag Ceremony and other Special Events scheduled for the participants and supporters

16. Games Flag:

The Games Flag will fly during the Games. It will be raised when the Games are “declared open” and lowered when the Games are “declared closed”. At the completion of the Games, the Flag will be given by the Host Society President to the President of the next Host Society.

17. Games Torch:

The Host Society may have a Games Torch. The Torch should be placed in a central location. Lighting and extinguishing of the Torch should be accompanied by the appropriate ceremony and dignitaries. It may be lit and extinguished at a time deemed best by the Host Society.

18. Street Banners and Posters:

Banners and Posters may be displayed in locations, and for a period of time, determined by the Host Society in conjunction and compliance with local bylaws.

19. Medals:

(a) Medals shall be awarded each year:

1st place finish - Gold Medal

2nd place finish - Silver Medal
3rd place finish - Bronze Medal

(b) The medals should be presented at a formal ceremony at the event. The time(s) should be included in the published schedule of each sport. Multi-age category sports may have more than one ceremony in a day.

(c) The Host Society will arrange to have unclaimed medals, with a list of intended medal recipients, delivered to the appropriate BC Seniors Games Society Zone Director by October 1st. The Zone Directors will present or deliver the medals to their Participants.

Accounting Policy

Purpose of an Accounting Policy

The purpose of an Accounting policy is to provide the Executive of the BC Seniors Games Society, the Host Society Committee, the Executives of the 12 zones and staff or personnel of the BCSGS with the minimum procedures that should be incorporated into their respective accounting systems. These minimum standards will help ensure that the books and records are maintained in a similar fashion each year by providing guidance for succeeding administrations. The standardization of the accounting procedures and the establishment of a good accounting system will eliminate much of the friction often present in a volunteer organization by clearly showing what funds the Society received, how these funds were spent, what funds are left and whether or not the organization's goals were achieved.

General Accounting Procedures

The basis of the Accounting system that is to be used by the BC Seniors Games Society, the Host Society and the 12 zones will be double entry bookkeeping. The minimum set of books should consist of:

- a synoptic journal to record receipts and disbursements;
- a deposit book which will list the full source of all funds deposited to the Society's bank account;
- a triplicate receipt book;
- cheque books;
- Shannon type file to retain invoices and vouchers that have been actioned;
- a minute book recording the minutes of all meetings that dealt with financial matters.

Bank reconciliations to be made monthly. In lieu of the above, a good accounting computer program may be used.

Signing Authorities

The Executive Committee shall have signing authority with the scope of their responsibility as determined by the general membership. Every committee or individual holding Society funds in trust shall provide the Board with a detailed statement of account quarterly, or as required by the Board. Statements will be made in accordance with guidelines set out by the Secretary/Treasurer. Cheques and other contractual documents will be signed by the Secretary/Treasurer along with one of the following – the President, Vice President or Development Chair.

BC Seniors Games Society

The books maintained by the BC Seniors Games Society will conform to generally accepted accounting principles. In order to maintain control over the Society's financial affairs, it is important that the Finance Committee, consisting of Secretary/Treasurer, Vice President and one Director, assess the Society's finances and any over budget items quarterly. At each Board meeting the organization's finances must be a priority item. At that time, the Secretary/Treasurer must review the present state of the organization's finances.

Host Society

The financial records maintained by the Host Society must conform to generally accepted accounting principles. In addition, it is strongly recommended that the Host Society Committee use purchase orders to facilitate control over expenditures. Payments to be made by cheque, with a small Petty Cash float kept to a

minimum. The Host Society Committee has the responsibility of ensuring that the 55+ BC Games are well organized and that the financial affairs of the Host Society are properly controlled. Initially the meetings could be held bi-monthly, but as the Games deadline approaches, the meetings must become more frequent in order to properly deal with a multitude of items that range from scheduling events to financial matters.

At each meeting the Host Society's finances must be a priority item. At that time the Director of Administration should review the present state of the finances and present to the Executive an analysis of how the total revenue and expenditures to date compare to the Games budget. At that time other financial matters such as bank reconciliation, grant revenue and items to be paid should be presented for approval to pay. It is important that accurate minutes be kept of all items discussed at each meeting. Financial statements are to be submitted to the BC Seniors Games Society monthly, with an audit statement submitted within 6 months after the Games have been held.

Zone Committees

The financial records maintained by each Zone shall comply with that of the BC Seniors Games Society. Zones are to forward to the Society a copy of their annual Financial Statement as of the 31st of March as approved by Annual General Meeting of the Zone.

Specific Accounting Procedures – BC Seniors Games Society

The following Accounting Procedures are designed to improve control over cash Receipts and Expenditures.

Bank

A Bank account should be opened in any financial institution, which gives good service in the area. Cash disbursements should be kept to a minimum. All invoices are to be paid by cheque. All cheques require signatures of two signing officers. Each month the Secretary/Treasurer is to prepare a statement of income and expenditures to be reviewed at their meeting and approved. The Society is to ensure that all deposits are properly recorded in the deposit book and entered in the synoptic journal. All receipts are to be immediately entered in the receipt book, which provides a duplicate for the Society's accounting records. Deposit should be made as soon after receipt of funds as possible.

Petty Cash

A small petty cash float may be established under the control of one individual, usually the Secretary/Treasurer. It is important that the petty cash float be kept small in order to ensure that most items are paid by cheque. An upper limit should be set for items that may be paid by petty cash. The petty cash float should not be replenished unless receipts for all purchases are produced, and only replenished by cheque, to this amount. Each time the petty cash float is reimbursed the receipts should be cancelled in a manner that shows they have been actioned. On any change of petty cash holder the unexpended cash along with receipts for expended amounts are to be returned to the Secretary/Treasurer.

Cash Receipts

Two separate receipt books should be kept - one for general purposes, the other for tax purposes showing Society's charity number. Official tax receipts can be obtained from the BC Seniors Games Society. This includes grants, donations, and any unexpended portions of advances, etc. that are returned by Directors. The receipt books must produce an original and duplicate for general receipts, original, duplicate and triplicate for tax receipts. The original to be given to donor, duplicate retained by Zone or Host committee and triplicate forwarded to Society. Each receipt is to indicate the source of revenue, i.e., donation, souvenir sales,

advertising, etc. To facilitate the year-end audit a list should be retained which contains the names and addresses of all individuals or businesses that have made donations. All applications for Grants, Casino or Bingo licenses are to be documented in the Society's minutes. All Grants that are approved are also to be documented in the minutes.

Payroll

It is common practice for the Host Society to hire an Operations Manager to oversee the operations of the Games. The Host Society should utilize government grants where possible to help defray labour costs. The hiring of all staff should be documented in the minutes. Payroll cheques are to be signed by two signatures and the payroll should be reviewed frequently by the directors and compared to payroll costs contained in the budget. Every effort should be made to establish an efficient system of internal control over the Society's cash resources. Each new Host Society should contact the members of the previous Host Society Committee. This hopefully would enable the Host Society of the current Games to make use of the accounting lessons learned during the previous Games.

Alcohol and Cannabis Policy *(updated Nov 2019)*

Alcohol

The sale and consumption of alcoholic beverages will only be permitted at licensed sites, and then only allowed in the viewing/spectator areas for events.

Alcoholic beverage companies may be sponsors of the 55+ BC Games or be Provincial Sponsors

Participants may NOT consume alcoholic beverages during the time they are engaged in active event competition. NO alcohol is allowed on/in the field of play.

Scenarios Involving the Use of Alcohol Products

Sale and distribution of alcohol (including U-Brew products) must comply with provincial law on alcohol distribution.

Further information or clarifications and permits may be obtained from your local Liquor Distribution Branch (Government Liquor Store) or the Liquor Control and Licensing Branch, Ministry of Attorney General, in Victoria.

Cannabis

Under no circumstances is the consumption of any type of cannabis product allowed while a participant is engaged in an active event competition. No cannabis products are allowed on or in the field of play.

Sponsorship by cannabis or cannabis-related companies is strictly prohibited by Federal regulations.

Bid Package Policy

Background: Bid Packages for the 55+ BC Games are sent to BC Communities with a population of 40,000 or more. Bid Packages are sent to the Mayors in each Community with a copy to the Parks and Recreation Department. Packages may also be mailed directly to individuals requesting the information, as well; the Bid Package is to be posted on the BC Seniors Games Society's website for downloading.

Policy:

Bid Packages for the 55+ BC Games are revised and updated by the BCSGS Bid Committee prior to being sent out, traditionally, two years prior to the next set of Games.

Bids will be mailed out the last Friday of January, with submissions to be returned by the last Friday of June to the Chair of the Bid Committee.

A review of the 55+ BC Games submissions is completed by the Bid Committee with recommendations forwarded to the President of the BC Seniors Games Society. The BCSGS President then forwards the recommendations to the Minister of Tourism, Arts and Culture.

The announcement of the winning Communities is arranged by the BC Seniors Games Office in conjunction with the Minister's Office and the applicable Mayor(s) office.

Bid Review Policy

1. The Bid Committee consists of two members of the Executive Committee (not the President), one Zone Director plus the BCSGS Event Manager(s). The President to appoint which member will be the Chair.
2. The President and [Bid Committee Chair](#) ensure that the Bid Committee understands the evaluation criteria and formula to be used in evaluating the bid submissions.
3. An evaluation meeting is arranged by the Chair with the [Bid Committee members](#) (within one month of receiving Bid Submissions).
4. During the meeting, depending on the number of Bid Submissions, 30-60 minute conference calls will be set up with each Community that has submitted a bid to permit the Committee to question the Bidding Community over any items that are not clear, or to provide the Bidding Community an opportunity to add verbally any information they may feel is pertinent to their bid..
5. Bid Documents are evaluated using the established bid criteria and formulas.
6. Chair documents the scoring and decision process to justify the choice of the winning Host Community.
7. Bid Committee submits their recommendations to the President within one week of holding the evaluation meeting.
8. The President will contact the Minister involved, with the bid result(s), to make arrangements for a public announcement.
9. Bid results will be shared with the BCSGS Board of Directors following the Minister's announcement.
10. On the day(s) of the official announcement(s) and or media release, the Zone Directors will be notified by e-mail of the successful city or cities.

Personal Information Protection Policy

The BC Seniors Games Society and the 55+ BC Games is committed to providing our members, participants and volunteers with a safe and enjoyable sporting experience. As providing this service involves the collection, use and disclosure of some personal information about our members, participants and volunteers, protecting their personal information is one of our highest priorities.

While we have always respected our member's, participants and volunteer's privacy and safeguarded their personal information, we have strengthened our commitment to protecting personal information because of British Columbia's *Personal Information Protection Act* (PIPA). PIPA, which came into effect on January 1, 2004, sets out the ground rules for how B.C. businesses and not-for-profit organizations may collect, use and disclose personal information.

We will inform our members, participants and volunteers of why and how we collect, use and disclose their personal information, obtain their consent where required, and only handle their personal information in a manner that a reasonable person would consider appropriate in the circumstances.

This Personal Information Protection Policy, in compliance with PIPA, outlines the principles and practices we will follow in protecting members, participants and volunteers' personal information. Our privacy commitment includes ensuring the accuracy, confidentiality, and security of our members, participants and volunteers' personal information and allowing our members, participants and volunteers to request access to, and correction of, their personal information.

Scope of this Policy

This Personal Information Protection Policy applies to BC Seniors Games Society and its subsidiaries, each of the 12 Zones and the Host Societies for the 55+ BC Games.

This policy also applies to any service providers collecting, using or disclosing personal information on behalf of BC Seniors Games Society or the 55+ BC Games.

Definitions

Personal Information – means information about an identifiable individual (for example your name, age, home town, address, phone number, medical information). Personal information does not include contact information (described below).

Contact information – means information that would enable an individual to be contacted at a place of business and includes name, position name or title, business telephone number, business address, business email or business fax number. Contact information is not covered by this policy or PIPA.

Privacy Officer – means the individual designated responsibility for ensuring that BC Seniors Games and 55+ BC Games complies with this policy and PIPA.

Policy 1 – Collecting Personal Information

1.1 Unless the purposes for collecting personal information are obvious and the member, participant or volunteer voluntarily provides his or her personal information for those purposes, we will communicate the

purposes for which personal information is being collected, either orally or in writing, before or at the time of collection.

1.2 We will only collect member, participant or volunteer information that is necessary to fulfill the following purposes:

- To verify identity, we will collect name, home address, telephone number, email address, birthdate;
- To identify member, participant or volunteer preferences, we may collect the sport you would like to participate in and your level of proficiency. As a volunteer we will request your preference and previous experience in areas of participation;
- To understand the registration or safety needs of our member, participant or volunteer, we may collect personal information such as previous medical conditions or your level of proficiency at a sport or activity;
- To deliver requested products and services, we will request your name, address, telephone number, email address, clothing sizing or other information to facilitate the delivery of the product or service;
- To enrol the member, participant or volunteer in a program, we will collect name, home address, phone number, email address, personal preferences;
- To send out association membership information, we will request your name, address, telephone number, email address;
- To contact our members, participants or volunteers for fundraising, we will request your name, address, telephone number, email address;
- To ensure a high standard of service to our member, participant or volunteer, we will request your name, address, telephone number, email address or other information that is important to be able to deliver that service;
- To meet regulatory requirements such as but not limited to our Shared Cost Agreement with the Ministry of Tourism, Arts and Culture or our Provincial Sport partners, we may request your name, address, telephone number, email address, age, sport, results of participation in the Games;
- To collect and process payments, we may request your name, address, telephone number, email address;

Policy 2 – Consent

2.1 We will obtain member, participant and volunteer consent to collect, use or disclose personal information (except where, as noted below, we are authorized to do so without consent).

2.2 Consent can be provided by completing the Membership, Participant or Volunteer registration or it can be implied where the purpose for collecting using or disclosing the personal information would be considered obvious and the member, participant or volunteer voluntarily provides personal information for that purpose.

2.3 Consent may also be implied where a member, participant or volunteer is given notice and a reasonable opportunity to opt-out of his or her personal information being used for email newsletters, the marketing of new services or products, fundraising and the member, participant or volunteer does not opt-out.

2.4 Subject to certain exceptions (e.g., the personal information is necessary to provide the service or product, or the withdrawal of consent would frustrate the performance of a legal obligation), member, participant or volunteer can withhold or withdraw their consent for BC Seniors Games Society or the 55+ BC Games to use their personal information in certain ways. A member, participant or volunteer's decision to withhold or withdraw their consent to certain uses of personal information may restrict our ability to provide a particular service or product. If so, we will explain the situation to assist the member, participant or volunteer in making the decision.

2.5 We may collect, use or disclose personal information without the member, participant or volunteer's knowledge or consent in the following limited circumstances:

- When the collection, use or disclosure of personal information is permitted or required by law;
- In an emergency that threatens an individual's life, health, or personal security;
- When the personal information is available from a public source (e.g., a telephone directory)
- the personal information is collected by observation at a performance, at the 55+ BC Games or a similar event (i) at which the individual voluntarily appears, and (ii) that is open to the public;
- the collection use or disclosure is to determine the individual's suitability (i) to receive an honour, award or similar benefit, including an honorary degree, scholarship or bursary, or (ii) to be selected for an athletic purpose;
- the collection use or disclosure of results for the purposes of maintaining athletic performance records;
- When the collection use or disclosure is on behalf of another organization without consent of the individual to whom the information relates, if it is to assist that organization to carry out work on behalf of the other organization
- When we require legal advice from a lawyer;
- For the purposes of collecting a debt;
- To protect ourselves from fraud;
- To investigate an anticipated breach of an agreement or a contravention of law.

Policy 3 – Using and Disclosing Personal Information

3.1 We will only use or disclose member, participant or volunteer personal information where necessary to fulfill the purposes identified at the time of collection:

- To register or enroll our members, participants or volunteers in our programs such as the 55+ BC Games;
- To create schedules of play or participation at the 55+ BC Games or in our programs;
- To report results of the 55+ BC Games or other programs we may offer;
- To ensure sanctioning of events at the 55+ BC Games;
- To conduct member, participant and volunteer surveys in order to enhance the provision of our services;
- To contact our member, participant and volunteers directly about products and services that may be of interest.

3.2 We will not use or disclose member, participant or volunteer personal information for any additional purpose unless we obtain consent to do so.

3.3 We will not sell member, participant or volunteer lists or personal information to other parties.

Policy 4 – Retaining Personal Information

4.1 If we use member, participant or volunteer personal information to make a decision that directly affects the member, participant or volunteer, we will retain that personal information for at least one year so that the member, participant or volunteer has a reasonable opportunity to request access to it.

4.2 Subject to policy 4.1, we will retain member, participant or volunteer personal information only as long as necessary to fulfill the identified purposes or a legal or business purpose.

Policy 5 – Ensuring Accuracy of Personal Information

5.1 We will make reasonable efforts to ensure that member, participant or volunteer personal information is accurate and complete where it may be used to make a decision about the member, participant or volunteer or disclosed to another organization.

5.2 Member, participant or volunteer may request correction to their personal information in order to ensure its accuracy and completeness. A request to correct personal information must be made in writing and provide sufficient detail to identify the personal information and the correction being sought.

A request for correction to personal information should be addressed to:

*President, BC Seniors Games Society
#203 – 2453 Beacon Avenue
Sidney, British Columbia V8L 1X7
info@55plusbcgames.org.*

5.3 If the personal information is demonstrated to be inaccurate or incomplete, we will correct the information as required and send the corrected information to any organization to which we disclosed the personal information in the previous year. If the correction is not made, we will note the members', participants' or volunteers' correction request in the file.

Policy 6 – Securing Personal Information

6.1 We are committed to ensuring the security of member, participant or volunteer personal information in order to protect it from unauthorized access, collection, use, disclosure, copying, modification or disposal or similar risks.

6.2 The following security measures will be followed to ensure that member, participant or volunteer personal information is appropriately protected:

- Volunteers who have access to the personal information must adhere to our Criminal Records Check Policy
- Employees or contractors have access to personal information only as needed;
- Other security measures may include locked file cabinets, restricted access to offices, safety deposit boxes, and for computers: user ids and password-protected electronic files.

6.3 We will use appropriate security measures when destroying member, participant or volunteer's personal information such as shredding documents, deleting electronically stored information.

6.4 We will continually review and update our security policies and controls as technology changes to ensure ongoing personal information security.

Policy 7 – Providing Member, Participant or Volunteer Access to Personal Information

7.1 Members, participants or volunteers have a right to access their personal information, subject to limited exceptions.

- solicitor-client privilege,
- disclosure would reveal personal information about another individual,
- health and safety concerns

7.2 A request to access personal information must be made in writing and provide sufficient detail to identify the personal information being sought.

Request can be forwarded to:
President, BC Seniors Games Society
#203 – 2453 Beacon Avenue
Sidney, British Columbia V8L 1X7
info@55plusbcgames.org.

7.3 Upon request, we will also tell member, participant or volunteer how we use their personal information and to whom it has been disclosed if applicable.

7.4 We will make the requested information available within 30 business days, or provide written notice of an extension where additional time is required to fulfill the request.

7.5 A minimal fee may be charged for providing access to personal information. Where a fee may apply, we will inform the member, participant or volunteer of the cost and request further direction from the member, participant or volunteer on whether or not we should proceed with the request.

7.6 If a request is refused in full or in part, we will notify the member, participant or volunteer in writing, providing the reasons for refusal and the recourse available to the member, participant or volunteer.

Policy 8 – Questions and Complaints: The Role of the Privacy Officer or designated individual

8.1 The BC Seniors Games Society President is responsible for ensuring BC Seniors Games Society's compliance with this policy and the *Personal Information Protection Act*.

8.2 Members, participants or volunteers should direct any complaints, concerns or questions regarding BC Seniors Games Society's compliance in writing to the President. If the President is unable to resolve the concern, the members, participant or volunteer may also write to the Information and Privacy Commissioner of British Columbia.

Contact information for BC Seniors Games Society's President is:

*President, BC Seniors Games Society
#203 – 2453 Beacon Avenue
Sidney, British Columbia V8L 1X7
info@55plusbcgames.org.*

Corporate and Funding Partner Signage Policy

Background:

As part of the BC Seniors Games Society's ongoing agreements with our Corporate and Funding Partners, we are obliged to provide Corporate and Funding signs and/or Banners at all 55+ BC Games functions and venues.

Policy:

The Event Manager(s) working with the Friends of the Games Director/Chair is responsible for ensuring all Partner signs and banners are in place at all functions and venues. Signs, banners, and flags are the property of the BC Seniors Games Society, which is maintained and replaced, when necessary, by the Society.

The Corporate and Funding Partner signs must be displayed in primary and highly visible location. Friends of the Games signs may be placed in secondary locations (separate from the Corporate Funding Partners) and cannot exceed the size of the individual Corporate and Funding signs.

Critical Incident Policy *(updated Nov 2019)*

A *critical incident* is defined as death and/or serious (life threatening) injury or event occurring during any official 55+ BC Games function. Functions and venues could include Accreditation Center, Opening Ceremony, Thursday and Friday special events, Closing Ceremony or any sport competition. A critical incident could affect any registered person(s) such as a participant, volunteer, Games Family, staff or official.

The procedures outlined below may happen simultaneously. Depending on the severity of the incident, some or all of the protocols below will be followed. The following procedures should be implemented only after the appropriate call to emergency services has been completed. In the event of a sudden death or a life threatening injury, 9-1-1 must be called prior to enacting these internal procedures.

- The first person to know about the incident should contact the Games Information Line who will make first contact with the BC Seniors Games Society President, who is the spokesperson, and then the Host Society President.
- The Games Information Line volunteers should follow the instructions as outlined in their training.
- All inquiries and telephone calls should be handled by the Games Information Line volunteers.
- Phone numbers for the BC Seniors Games Society President or the Host Society President should NOT be given to anyone.
- Messages should be taken by the Games Information Line volunteers if the spokesperson is unavailable.
- The Host Society President, BC Seniors Games Society President, BCSGS Executive Director, BCSGS Event Manager(s), the Promotions Director, Security Director, Sport Director, Information Technology Services Director, Protocol Director, Operations Manager, and Medical Services Director will proceed to the Games Office for a briefing. The person with the most knowledge and involvement of the incident will provide a briefing.
- The BCSGS President or the BCSGS Event Manager(s) will contact the BCSGS Executive Director to attend the briefing.
- An internal communication and/or a public statement, if required, will be drafted and prepared for distribution as outlined below. The communication and/or statement will not provide any details to identify the person(s) involved in the incident; the purpose of the communication is to provide information to the appropriate people that a critical incident occurred.
- Directors should notify their Chairs and volunteers, as deemed appropriate, reminding them not to speak to media.
- The Games Information Line will contact the individuals above, inform them of the incident, and provide the briefing time and location.
- After the Games, BCSGS President and Event Manager(s) to review the Critical Incident Policy.

Summary of Roles during a Critical Incident

Key Individuals at Initial Briefing (to be held at Games office)	Whom They Contact	Action
BC Seniors Games Society President (Spokesperson)	<ul style="list-style-type: none"> Ministry and the Minister of Tourism, Arts and Culture. BC Seniors Games Society Board of Directors Follow up with affected Participant's family 	<ul style="list-style-type: none"> Act as the spokesperson, if required. Respond to all media inquiries, if required. Draft an internal communication to provide to BCSGS Board of Directors and the Host Society President. Draft a public statement for the media, if required. If required, attend and speak at media conference. Visit the venue, when reasonably possible. In the event the incident takes place at a sport venue, the BCSGS President, in consultation with the Host Society President, Director of Sport and the Host Society Sport Chair, will determine if the competition will continue.
Host Society President	<ul style="list-style-type: none"> Host Society Directors 	<ul style="list-style-type: none"> Assist the spokesperson, if required. Notify all identified Directors to attend briefing. Distribute the internal communication to all Directors. Ask all Directors to notify their Chairs, as deemed appropriate, reminding them not to speak to media. All inquiries are to be directed to the Games Information Line. Visit the venue, when reasonably possible. Receive any media inquiries and liaise with BCSGS President If incident occurred in facility other than a city facility, liaise with facility management In the event the incident takes place at a sport venue, the BCSGS President, in consultation with the Host Society President, Director of Sport and the Host Society Sport Chair, will determine if the competition will continue.
Information Technology Services Director	<ul style="list-style-type: none"> Games Information Line 	<ul style="list-style-type: none"> Ensure Games Information Line Volunteers are provided with the prepared internal communication for addressing questions received, if any.
Promotions Director	<ul style="list-style-type: none"> Promotions Headquarters 	<ul style="list-style-type: none"> If any inquiries from the media are received, direct these inquiries to the Host Society President. Provide Promotions Headquarters volunteers with the internal communication and advise volunteers to forward any inquires to the Promotions Director If deemed appropriate, based on incident and number of inquiries, arrange a media conference only as directed by BCSGS President.
Sport Director	<ul style="list-style-type: none"> Host Society Sport Chairs 	<ul style="list-style-type: none"> Ensure all Host Society Sport Chairs are notified and provided with the internal communication Host Society Sport Chairs to ask all volunteers and participants to refrain from commenting to the media from the site of the incident in order to protect the identities of the parties involved.

Key Individuals at Initial Briefing (to be held at Games office)	Whom They Contact	Action
		<ul style="list-style-type: none"> If incident occurred at sport venue, liaise with affected Sport Chair and facility staff In the event the incident takes place at a sport venue, the BCSGS President, in consultation with the Host Society President, Director of Sport and the Host Society Sport Chair will determine if the competition will continue.
Protocol Director	<ul style="list-style-type: none"> Hosts 	<ul style="list-style-type: none"> Brief all Hosts, provide the prepared public statement, and provide instructions on how inquiries are being handled.
Security Director	<ul style="list-style-type: none"> Local RCMP or police detachment 	<ul style="list-style-type: none"> Act as Liaison between the BC Seniors Games Society President and the local RCMP or police detachment.
Medical Services Director	<ul style="list-style-type: none"> Games Medical Clinic 	<ul style="list-style-type: none"> Proceed to the venue, if appropriate. Provide support to medical volunteers at the venue. Arrange for grief counseling, as necessary.
City Liaison	<ul style="list-style-type: none"> Mayor CAO/CEO 	<ul style="list-style-type: none"> If incident occurred at City venue, liaise with City staff and senior management. Liaise with BCSGS President and Host Society President on any municipal protocols triggered by the incident.
Host Society Sport Chair		<ul style="list-style-type: none"> In the event the incident takes place at a sport venue, the BCSGS President, in consultation with the Host Society President, Director of Sport and the Host Society Sport Chair, will determine if the competition will continue.
Operations Manager		<ul style="list-style-type: none"> Provide support as required.
BCSGS Executive Director		<ul style="list-style-type: none"> Provide support as required
Event Manager(s)		<ul style="list-style-type: none"> Provide support as required

Dispute/Arbitration Policy

Background:

The BC Seniors Games Society (BCSGS) and its individuals will be accountable for resolving disputes.

Policy:

Disputes not resolved by the President of the BCSGS will be referred in a written document to a Dispute Resolution Committee, consisting of Host Society Sport Chair, Competition Official in charge (Chief Referee or Umpire), Chair or member of the Rules Committee.

These individuals will be appointed by the respective Boards of Directors and may be a member of the Board or an outside representative, but not staff or the individuals designated to manage the agreements.

Disputes not resolved by the internal resolution process, may be referred to an independent, alternative resolution agency or mediator.

The BC Seniors Games Society is responsible for the costs associated with engaging an outside agency.

File Retention Policy

BCSGS Staff & Board Files

The Society's electronic files are stored on the BCSGS shared drive. Any hard copy documents from the past three years are filed alphabetically in the BCSGS office. Subsequent years are boxed in the BCSGS office or disposed of as per retention period guidelines. Board files are sent to a BCSGS staff member for storage either as they arise or at year-end.

Zone Files

Zones should store their files in a secure manner consistent with privacy. At year-end or as they arise, the following electronic files are sent to BCSGS Administrative and Event Coordinator to be stored on the BCSGS shared drive:

- Financials
- Contact Lists
- Meeting Minutes
- Membership Statistics
- Marketing Materials

Host Society Files

All files, both electronic and hard copy are submitted to the BCSGS as per policy guidelines.

Email Correspondence

BCSGS staff, Executive Committee members and Directors are to use their official BCSGS email address for all email correspondence. Any correspondence completed through a personal email must be forwarded to BCSGS email address for retention purposes.

Sharing Electronic Files

File sharing amongst BCSGS staff is done on the BCSGS shared drive. File sharing amongst BCSGS staff, board, zones, and/or host societies are either emailed or placed on Google Drive and then shared via an emailed link.

PDF Files

Final electronic PDF files sent to BCSGS must be accompanied by the working Word or PowerPoint document for updating purposes.

Confidentiality / Disposing of Information

BCSGS and 55+ BC Games confidential documents should be shredded. Documents containing personal information shall be retained only as long as necessary to fulfill the identified purpose or as required for legal purposes. When they are no longer needed, they must be shredded or deleting of electronic data.

Further information can be obtained by contacting the BCSGS President who is responsible for the [Personal Information Protection Privacy Policy](#) at info@55plusbcgames.org

Retention Periods

Agreements (BCSGS & Host) – AFA , TUA, and SCA, Service and Cooperative	Current, plus 2 previous years
Annual General Meeting -- Sign-in Attendance Sheets, Voting Delegate Lists, Minutes, related pertinent documentation and materials	Permanent
Bid Package and Bid Applications	Current Year, Plus 2 Previous Years
Board Orientation Packages	Until Superseded
Constitution and Bylaws, Society Act related information - Changes to the Constitution and Bylaws, Certificate of Incorporation, List of Officers appointed at AGM, any associated financial transactions	7 Full Years
Contact Lists – BCSGS, Board, Zone, Host Society	Current Year, Plus 2 Previous Years
Correspondence	Current Year, Plus 2 Previous Years
Fiscal Year End / Annual Reports (President/Zones)	Permanent
Financial Records – Statements (audited and otherwise), Budgets, Treasurer’s Report, Canada Revenue Agency and Tax information, Charitable Donations, Grants, Gaming Commission application and other related information.	7 Full Years
Forms: Volunteers, Membership and Release of Liability, Waiver of Claims and Assumption of Risk, and Registration for Participants, Supporters, and Members	Present Year Plus One Year
Host Society Assessments	Current Year, Plus 2 Previous Years
Insurance	Current Year, Plus 2 Previous Years
Memorabilia – medals, photos, history books, etc., as available	Permanent
Minutes and Reports (BCSGS & Zone)	Current Year, Plus 2 Previous Years
Policy and Procedures (BCSGS & Host)	Current Year, Plus 2 Previous Years
Registration and Results	Current Year, Plus 2 Previous Years
Statistics – Participant/Non Participant, Members, etc.	Permanent
Website – Related materials	Current Year, Plus 2 Previous Years

Financial Policy

No Director or Executive Committee member shall be reimbursed for being or acting as a Director or Executive Committee member. They will be reimbursed for all necessary and reasonable expenses incurred by them while engaged in the affairs of the Society.

Travel expenses shall be paid in accordance with current travel policy as laid down by the BC Seniors Games Society.

The President and Treasurer may approve routine travel expenses, (i.e. approved travel, meals at meetings, telephone, etc.) as per Board approved rates.

The Society will not reimburse Board members or staff for the purchase of alcoholic beverages under any circumstances. Third party expenses will require prior approval of the Secretary/Treasurer or President before incurring same. The request should include total estimated cost and benefits to be derived by the Society for these expenses.

Travel Policy *(updated Feb 2021)*

The purpose of a travel policy is to provide the Board of Directors, BCSGS Staff or Personnel and Zones with guidelines for authorized travel expenses within their respective areas of responsibility.

1. Board of Directors, Zone Directors and BCSGS Staff or Personnel

- a) When an Annual General Meeting, Extraordinary General Meeting, or Board Meeting of the Society is called, the expenses of the Executive Committee for the duration of the called meetings will be paid by the Society, and the expenses of the Zone Directors and BCSGS Staff & Personnel will be paid by the Society (when funds are available).
- b) The Society will not be responsible for any additional expenses incurred where a member of the Board of Directors or BCSGS Staff & Personnel remains in the meeting area for personal reasons.
- c) Board Members and BCSGS Staff & Personnel should use the most economical means of travel including airfare, bus fare or kilometre equivalency.
- d) The expenses of the Zone Delegates attending the Annual General Meeting or an Extraordinary General Meeting will be the responsibility of the Zones or Delegates.

2. Zones

Zones shall set a travel policy within the Zone in keeping with the policies of the Society. Travel to the Games will be reimbursed at the discretion of each Zone as to money available.

3. Rates for Travel and Meal Expenses

Travel and meal allowances will be paid at the following rates as per the Revenue Canada meal & vehicle guidelines effective February 1, 2021:

- a) Meal expenses will be calculated using the simplified method at a flat rate of \$23.00 per meal to a maximum of \$69.00 per day.
- b) Mileage allowance will be calculated using the simplified method and will be reimbursed at the rate of \$0.52 cents per kilometer.

Harassment Policy / Appeals Process & Policy

The BC Seniors Games Society has adopted a Harassment Policy for its Society, Host Society and 55+ BC Games. The policies are retained in separate documents from the BCSGS Policy and Procedures Manual and are provided to the BCSGS Executive Committee members and Board of Directors as they are updated.

An Appeals Process & Policy has also been adopted.

Copies of these Policies are retained in the BCSGS office and are available upon request by contacting info@55plusbcgames.org

Inclusive Language and Gender Policy

The BC Seniors Games Society believes in the power of sport to bring communities and individuals together. As such, the BCSGS is committed to providing a safe and inclusive environment for participation in sport whether that is on the playing field or in the boardroom. We welcome participation by all persons regardless of their gender, sexual orientation, gender equality, or physical challenges. We believe in fostering an environment of respect for the cultural diversity of all British Columbians.

BCSGS requires that all Host Societies will provide opportunities for participation as per the following Policies:

1. The Host Society will demonstrate a commitment to gender equality and representation that reflects the diversity of the community in the following areas:
 - a) The composition of the Host Society Board of Directors and Chairs;
 - b) Employment opportunities;
 - c) Volunteer recruitment.

2. The use of language that is both gender neutral and sensitive to cultural diversity in all publications and documents.

3. The Policy section of the 55+ BC Games guidelines will include the following statement:

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

Legacy Policy *(updated Nov 2019)*

Policy Statement:

Any surplus revenue which accrues to the Host Society from the staging of the 55+ BC Games (the “Legacy Funds”) shall be divided equally between the Host Society and the BC Seniors Games Society.

The 50% of Legacy Funds which are transferred to the BC Seniors Games Society will go towards the staging of future 55+ BC Games. The 50% of Legacy Funds remaining with the Host Society will be spent primarily on the development of facilities or services for the 55+ population, to promote an Active Healthy Lifestyle within the boundaries of the Host Society.

Definitions:

“*Legacy Funds*”: These shall include any and all interest earned on monies given to the Host Society; and the excess of income over expenditures resulting from the staging of the 55+ BC Games.

“*Legacy Committee*”: This shall be established by the Host Society for the purpose of making recommendations for the disbursement of Legacy Funds and may include representatives from the Host Community or Host Communities.

“*Legacy Award*”: This is the amount of Host Society Legacy Funds distributed to the successful applicant(s).

Procedures:

1. The total amount of the Legacy Funds will be determined at the conclusion of the Host Society’s final audit, as specified within the Agreement for Financial Assistance (AFA) between the Host Society and the BC Seniors Games Society. 50% of the Legacy Funds shall be delivered to the BC Seniors Games Society within 30 days following the Host Society’s final audit.
2. The Legacy Committee shall establish the criteria for the disbursement of the Host Society’s 50% of Legacy Funds within the boundaries of the Host Community or Host Communities and shall disburse the Legacy Funds within six (6) months following the receipt of the Audited Financial Statements.
3. The Legacy Committee shall also establish the procedures by which the Legacy Funds criteria will be publicized. Applications will be accepted (including the creation of any necessary application forms), and the received applications will be reviewed, approved or rejected.
4. The recommendation of the Legacy Committee shall be submitted to the BCSGS Executive Committee, and if required, to the local City Council(s) for comments. If either group has concerns about the proposed dispersal of any of the Legacy Funds, these shall be considered by the Legacy Committee and agreement reached between the parties before any announcements are made or funds disbursed.
5. The Legacy Committee must organize and fund a Legacy Awards event where the Legacy Award cheque(s) will be presented to the recipient(s) in attendance at this event. Recipient(s) not in attendance will be contacted and given their cheque(s) after the event.
6. Details of the Legacy Award amount(s) and recipient(s) must be published in the local media. Communication of the Legacy Award will be coordinated through BC Seniors Games Society and the local media.

7. The Legacy Committee shall prepare a complete report, to be submitted to the BC Seniors Games Society and the Host Community or Host Communities within one (1) month of the disbursement of the Host Society's Legacy Fund cheques, indicating how the approved Legacy Funds have been distributed.
8. Should it be determined that the funds have not been spent within that period, or that the funds have not been spent on the approved projects, the Executive Committee of the BC Seniors Games Society shall specify what actions should be taken in respect of such non-compliance.

Medal Contractor Policy/Procedure

Background:

Medals awarded at the 55+ BC Games are supplied to the Host Society by the BC Seniors Games Society

Policy:

Medals are designed using the 55+ logo along with the current year and Host City. The reverse side of the medal is reserved for current or potential sponsors.

Six months prior to the respective Games, BC Seniors Games Society provides the supplier with the number of Gold, Silver and Bronze medals required. The numbers are derived from previous Games information.

The medals are shipped directly to the Host Society six weeks prior to the first day of competition.

The BC Seniors Games Society is invoiced directly by the supplier.

Medical Protocol Policy

Principles / Background

The general health and well-being of each participant is the priority.

The long-term ability of each participant to compete in their chosen sport takes precedence over their ability to compete at the current 55+ BC Games

To assist the Host Society Medical Services Directorate volunteers in the assessment of high-risk injuries that could impact the long-term ability of a participant to compete in their chosen sport.

Policy and Process

Absolute indications to remove a participant from competition will include, but are not restricted to:

- Transient mental status impairment;
- visual impairment;
- contagious skin conditions;
- cardiopulmonary instability;
- concussion;
- suspected spinal injury;
- musculoskeletal injuries in which there is significant risk of further injury to the participant;
- suspected fractures;
- suspected visceral injury.

Medical Services volunteers assess participant's injuries onsite. Where injury warrants, the Medical Services volunteer can decide to remove a participant from competition. The Medical Services volunteer will report the removal to the Director of Medical Services, the Host Society Sport Chair and the Event Manager(s). Event Manager(s) will inform the President, Vice President and Rules Committee Chair of the BC Seniors Games Society of the decision to remove the participant from competition.

The participant will be given a full explanation for the decision to remove them from competition by the Medical Services volunteer and/or Director of Medical Services.

After the appropriate medical treatment the participant may be permitted to return to competition. Should the injured participant be permitted to return, they will be entered back into competition at the next available opportunity if possible.

Participant Hold Harmless Policy

Participant information is collected under the authority of the BC Seniors Games Society (BCSGS) as collector and custodian of this information. The information provided will be used to determine the eligibility to participate in the annual 55+ BC Games and for other reasons as outlined in the [Personal Information Protection Policy](#).

The name, age, home town, and sport of the registered participant will be provided to media outlets and available on the 55+ BC Games and/or the annual Host Society websites. The name, address, sport, age and image of the registered participants may be used in non-commercial promotion/development of sport by the BCSGS.

The names and addresses, and images may be provided to the Premier and the Minister of Tourism, Arts and Culture.

For questions about the collection and use of this information, please contact the BC Seniors Games Society President who is responsible for the [Personal Information Protection Policy](#) at info@55plusbcgames.org

As a condition of entry into the 55+ BC Games, it must be understood that the participants enter entirely at their own risk and will not hold the BC Seniors Games Society, the annual Host Society, and the Province of British Columbia, their staff, agents, and volunteer workers responsible for injury, loss of property damage occurring during the annual 55+ BC Games.

Participants agree to release, discharge and not to undertake commencing any action against the annual Host Society, the BCSGS, and the Province of British Columbia from any and all claims and causes of action, or liability of any kind whatsoever for injuries, property damage, or death, which in any way results from participating in the annual 55+ BC Games.

The annual Host Society, the BCSGS, and the Province of British Columbia do not assume responsibility for loss of wages, medical, dental or hospital care for participants, officials, or volunteers during the annual 55+ BC Games.

Sponsor's Logos on Team Uniforms Policy

This Policy applies to all teams of two persons or more. Zone-produced t-shirts or golf shirts for the participants are the Zone's exclusive property and are not classified as a team uniform.

Sponsors Logo size: maximum 3" x 3"

Placement of Logo: left front of shirt and/or left sleeve

Conflict of Interest Sponsors:

- Tobacco
- Alcohol
- Cannabis
- Politics
- Discriminative
- Religious
- Pornography

Websites associated with above.

Use of Society Name, Logo and Other Graphic Images



Policy Statement:

The BC Seniors Games Society's and the 55+ BC Games name, including other names commonly associated with the Society, as well as the Society's and 55+ BC Games logo and other graphic images are trademarks of the Society and are the exclusive property of the BC Seniors Games Society.

No member of the community, internal or external, is permitted to use the Society's or 55+ BC Games name, logo or other graphic images without written authorization as outlined in this policy.

Authorized use of the Society's and 55+ BC Games name, logo or other graphic images must adhere to the specifications and guidelines outlined in the *Graphic Standards Manual*. The Society's and 55+ BC Games trademarks cannot be altered or distorted in any manner and must remain clear and distinct.

From time to time, the Society and 55+ BC Games may be granted authorization to use the name, logo or other graphic images of governments or organizations associated with the Society or 55+ BC Games as sponsors. These names, logos and other graphic images are only for use on Society and Games publications. Such use is governed by the agreements reached between the Society and the individual government or organization.

Guidelines:

Provincial Level Officers of the Society

These Officers may use the Society's name, logo and other graphic images if such use is:

- Intended for official Society business;
- Intended for internal use or distribution;
- Not for personal use.

Zone Level Use

Officers at the Zone level may use the Society's name, logo and other graphic images if such use is:

- Intended for official Zone business;
- Intended for internal use or distribution;
- Zones may use on Zone jackets and team uniforms, but the logo must stand on its own, on the left hand side of the jacket. The design and colour must be exactly the same as the official logo. If it is not possible to replicate the colours then light grey may be used. Zone numbers must be placed at least 1 ¼ inches below the Society Logo.

Materials for external use (pamphlets, posters) must be submitted to the BCSGS prior to publication in order to ensure correct use of the Society's name, logo and other graphic images.

The Zone does not have the authority to permit the use of the Society's name, logo and other graphic images by associated governments or organizations. Such authorization may be given only by the President of the BC Seniors Games Society.

External Community

The Society does not permit the use of its name, logo or the 55+ BC Games logo or other graphic images in any external announcement, advertisement, publication or report if such use in anyway implies Society endorsement of any product or service, unless there is an agreement in place between the Society and the organization or its advertising agency seeking to so do. The Society will only enter into such an agreement with reputable and financially sound organizations.

Society Domain Name

Domain names that imply association with the Society or the 55+ BC Games cannot be registered regardless of who is providing the domain name service, unless permission has been obtained from the President.



The BC Seniors Games Society has adopted *Standard Graphics Manuals* for the 55+ BC Games Logo and the Host Society Logo. The Manual is retained in a separate document from the BCSGS Policy and Procedures manual and is provided to the BCSGS Executive and Board of Directors as it is updated. Copies of the manual are retained in the BCSGS office and are available upon request by contacting info@55plusbcgames.org

Volunteer Hold Harmless Policy

Volunteer information is collected under the Authority of the BC Seniors Games Society as a collector and custodian of this information.

The information will also be used to allocate volunteers to the various Chair areas, tasks, and functions, and to advise registered volunteers of meetings, training sessions, scheduling, and other Games-related information.

All event officials (referees, umpires, judges, etc.) are volunteers and are therefore governed by this policy.

The names and addresses, and images may be provided to the Premier and the Minister of Tourism, Arts and Culture and the Host Community as outlined in the [Personal Information Protection Policy](#).

For questions about the collection and use of this information, please contact the President of the BC Seniors Games Society who is responsible for the [Personal information Protection Policy](#) at info@55plusbcgames.org

As a condition of entry into the 55+ BC Games, it must be understood that the Volunteers enter entirely at their own risk and will not hold the BC Seniors Games Society, the annual Host Society, or the Province of British Columbia, their staff, agents, and volunteer workers responsible for injury, loss of property damage occurring during the annual 55+ BC Games.

Volunteers agree to release, discharge and not to undertake commencing any action against the annual Host Society, the BCSGS or the Province of British Columbia from any and all claims and causes of action, or liability of any kind whatsoever for injuries, property damage, or death, which in any way results from participating in the annual 55+ BC Games.

The annual Host Society, the BCSGS,, and the Province of British Columbia do not assume responsibility for loss of wages, medical, dental or hospital care for participants, officials, or volunteers during the annual 55+ BC Games.

Zone Sponsorship Program

The BC Seniors Games Society was established in 1987 to produce an annual 'multi sport games' for the 55+ BC residents. The first Games were held in Vernon in 1988 with 15 events and 650 participants. In 2018, the Games were held in Vernon with 27 events and 3,583 participants

The BC Seniors Games Society is a volunteer base non-profit Society which consists of 12 Zones, each of who has its own Executive and Committees. Each Zone is responsible for the organization and administration of the Zones process for registering its members in their choice of the minimum of 20 sports within the 55+ BC Games list of sports as chosen by the Host Society.

The continual challenge we face is to make resources available to meet the needs at the Zone level. To this end, we are seeking sponsors who share our commitment to the 55+ population, by helping us provide the opportunity to participate in activities that promote a healthy lifestyle.

We encourage organizations and businesses within the community to consider our sponsorship program.

All sponsors will be listed on the Zone web page.

Zone Level - Sponsorship and Recognition Program:

Spirit Bear \$1500.00 + Sponsorship

- Shadow Box containing current year's medals;
- Company recognition on Zone webpage from January 1 to December 31;
- Company recognition on each Zone newsletter or news updates (if Zone produces one);
- Invitation to speak to Zone members (if applicable);
- Opportunity for in-kind sponsorship up to the monetary value stated above;
- Logo or Company recognition on back fold of Zone brochure information page;
- Invitation to Zone AGM for recognition and appreciation of contribution.

Dogwood \$750.00 + Sponsorship

- Company recognition on Zone webpage from January 1 to December 31;
- Company recognition on each Zone Newsletter or news updates (if Zone produces one);
- Invitation to speak to Zone members (if applicable);
- Opportunity for in-kind sponsorship up to the monetary value stated above;
- Logo or Company recognition on back fold of Zone brochure information page;
- Invitation to Zone AGM for recognition and appreciation of contribution.

Maple \$400.00 + Sponsorship

- Company recognition on Zone webpage from January 1 to December 31;
- Company recognition on Zone Newsletters or news updates (if Zone produces one);
- Invitation to speak to Zone members (if applicable);
- Opportunity for in-kind sponsorship up to the monetary value stated above;
- Invitation to Zone AGM for recognition and appreciation of contribution.

Arbutus \$100.00+ Sponsorship

- Company recognition on Zone webpage from January 1 to December 31;
- Opportunity for in-kind sponsorship up to the monetary value stated above;
- Invitation to Zone AGM for recognition and appreciation of contribution.

In the event that a sponsor elects to provide logos for team uniforms the [Sponsor's Logos on Team Uniforms policy](#) must be followed. They will not be eligible for benefits associated with the above sponsorship levels.

BCSGS Sponsorship Program

If a Zone receives a \$5,000.00 or more cash sponsorship for the BCSGS, the Zone will receive a 25% finder fee.

Zone Sponsorship and Donations Program

Sponsors

Sponsors are businesses, associations, societies, clubs or organizations that wish to be recognized in any of the four sponsorship levels, whether it is in-kind or monetary. Sponsors are able to deduct the full amount of the sponsorship on their fiscal year end financial statements as a tax free donation.

[Zone Team Uniforms](#) - these can be at various values and the recognition comes from their logo being on the team uniforms, not just for one year, but the length of time the uniforms are worn. They will NOT be eligible for benefits associated with the sponsorship levels.

In-kind sponsorships are not monetary but provide the Zone with something they may need. Examples may include advertising in local newspapers, television, or radio, printing of posters or pamphlets, etc.

Donations

Donations can be made to Zones and can be in the form of cash or in-kind contributions. They are generally from individuals/organizations or companies who wish to be recognized by a tax receipt from the Society. A thank you letter from the Zone should also be included.

Any donations received by the Zone are welcome and official tax receipts will be issued by the BCSGS Secretary/Treasurer as per the following procedures.

- In-kind donations are anything that the Zone may need for their own use or for use as a fund raising item (e.g. art work for raffles, etc.).
- A donation is money received from an individual who does not receive any direct benefit in exchange for the money.
- As per the CRA information, charities should not issue official donation receipts to other charities or any other entity for which a benefit is received. Benefits include sponsorship accreditation or display of corporate logo at an event or in promotional material.
- Not for Profit organizations such as seniors' organizations or service clubs do not require tax receipts as they are tax exempt and therefore have no need for the receipt.

Guidelines

Sponsors

This is a direct transaction between the Zone and the sponsor. The Zone Secretary (cc Director) will send the sponsor's name to the BCSGS Administrative and Event Coordinator adminassistant@55plusbcgames.org to place on the Zone web page under the sponsorship level acquired with a link to the Company website, if applicable.

In the event of a Spirit Bear or Dogwood Level of Sponsorship, the Zone Secretary (cc Director) will send the Company name and logo to the BCSGS Communications Committee Chair to be placed on the Zone brochure. In most cases the brochure may have been produced prior to obtaining the sponsorship, and in that event the name/logo will be placed on the following year's edition.

Donations

For any donations in excess of \$25.00 the Zone Director or designate will forward a copy of the cheque to the BCSGS Secretary/Treasurer at treasurer@55plusbcgames.org who in turn will send a tax receipt back to the zone. The original cheque can be deposited to the Zone's bank account.

For in-kind donations, the Zone Director or designate will send an email to the BCSGS Secretary/Treasurer detailing the donation and the representative amount including the means of valuation.

For cash amounts below \$25.00 enter the donor's name on the attached form and send to the BCSGS Secretary/Treasurer who will send tax receipts back to the Zone.

Inclement Weather Policy

In the event of inclement weather, the following procedure will be put into place.

Inclement Weather shall mean the existence of abnormal climatic conditions that will endanger the Participants or place the playing fields, or indoor venues, in an unsafe condition that may influence the play. These conditions could include lightning, high winds, extreme rain, severe dust storm, extreme temperatures, loss of hydro or any other condition, which is deemed unsafe by the committee.

In the event of lightning, while play is in progress, all competition will cease until thirty minutes have passed since the last thunderclap. In the event of a power outage, all indoor activities will cease until the power is restored.

In the event of an ongoing, or predicted, Inclement Weather situation, the BCSGS President, the Host Society President, and the BCSGS Event Manager(s) will have a conference call (or meet in person) at 6:00 AM on the morning of the competition.

They will determine the plan for the upcoming days competition and communicate that plan to the necessary BCSGS committee members using the following:

The BCSGS President will call and email the following committee members - the BCSGS Vice President, the Rules Committee Chair, the Executive Director and the Event Manager(s).

These committee members will call the Zone Directors as follows:

- Event Manager(s) – Zone 1, 2, 3
- Executive Director – Zone 4, 5, 6
- Rules Committee Chair – Zone 7, 8, 9
- BCSGS Vice President – Zone 10, 11, 12

The Zone Directors will call or notify their Participants, Supporters, coaches and managers of the plan.

The Host Society President will notify the Host Society Sport Chairs and it is recommended there be Host volunteers (Protocol Directorate) at each of the venues to inform volunteers, participants, spectators or others that may have missed the communication.

Criminal Record Check Policy – currently under review

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APPENDIX A – SUGGESTED P&P CHANGE FORM



Suggested Policies & Procedures Change Form

(fillable form available on website)

Note: this form must be used to request Policies and Procedures change.

This form must be submitted within 30 days after the completion of the Games to:

Administrative and Event Coordinator, BC Seniors Games Society

info@55plusbcgames.org or mail to 203-2453 Beacon Avenue, Sidney, BC V8L 1X7 or fax 778-426-2941

Policy and Procedure changes are reviewed by the BCSGS Board of Directors. Only suggested changes made in writing on this form will be considered. Forms can be submitted by mail, electronically sent (e-mail) or fax.

Submitted by: _____ E-mail: _____

Suggested Policy/Procedure Amendment: Please use one form for each suggested change.

Item: _____ Page No: _____

Change-or-New Policy/Procedure to read as follows:

Reason for suggested change/comments:

_____ (Use back of form if necessary)

Date: _____ Printed name: _____

Zone: _____ Signature: _____

APPENDIX B - PROPOSED HOST SOCIETY STRUCTURE

The Board of Directors:

President and Vice President

The primary function of a Host Society President and Vice President (if applicable) is to build a team of competent volunteers who will manage their respective areas of responsibility and ultimately host 3500 – 4000 participants in a multi-sport event. The President and Vice President will delegate tasks and with Directors and staff, monitor progress in over 50 chair areas of responsibility.

Directors

Each Director has two main areas of responsibility. First, as a leading member of the community and a member of the Board of Directors, they will develop the vision and policies for the Games in their community, as well as serve as an officer of the Society, responsible for its operations and finances. Secondly, they will lead a team that will organize and deliver one of 12 different, yet interdependent, Directorates or portfolios of responsibilities.

Board Liaisons

The Host Society Board of Directors will identify key organizations within the community with who they will need to work closely. The Host Society Board of Directors appoints liaisons to the Board of Directors from these organizations. Liaisons serve as a conduit between the Board and their respective organizations. The Host Community or Host Communities provides funding and facilities and therefore, appoints a Liaison to attend Board Meeting. Other Board Liaisons may represent regional centres, regional districts, First Nations communities, colleges, tourism and other organizations that may be able to assist the Host Society Board in hosting the Games.

The Directorates:

Administration

Administration volunteers provide several key support services to Chairs in other Directorates. Financial controls, risk management, waste management and recycling, legal services, food concessions, as well as sign and carpentry volunteers assist other Directorates and Chairs in their planning. The hiring and supervision of the local Games Office staff are also important functions of this Directorate.

Ceremonies

The Ceremonies Directorate is responsible for planning all aspects of the Torchlighting Ceremony, Opening Ceremony and Passing of the Flag Ceremony.

Information Technology Services

The Information Technology Services Directorate provides equipment to sustain the need for communications between volunteers during the Games. This Directorate plays a vital role in the day-to-day games hospitality, providing easy access 24 hours a day to family, friends, media and others who may be trying to contact participants or to the public looking for Games information.

Friends of the Games

The Friends of the Games (FOG) directorate recruits and provides recognition for cash and in-kind contributions made to offset budgeted expenditures in all 12 Directorates. This Directorate is also responsible for ensuring Corporate and Funding Partners are given appropriate recognition and exposure.

Medical Services

The Medical Services Directorate is responsible for providing medical coverage at all Games venues and events as well as operating a centralized medical clinic.

Promotions

The Promotions Directorate will promote the 55+ BC Games and raise the community's awareness of these Games in your community. This awareness is critical to the successful recruitment of the hundreds of volunteers that will be needed to stage these Games.

Protocol

The Protocol Directorate prepares for, invites and welcomes guests, organizes and oversees pre-Games and Games official functions, ensures proper protocols are followed, and organizes Hosts and Medal Presentation ceremonies. The Protocol Directorate also takes the lead in two pre-Games events, the Key Volunteer Rally and Community Awareness Event.

Registration & Results

The Registration & Results Directorate manages registration, accreditation and results compilation services for volunteers and participants.

Security

The Security Directorate provides security to the many activities before and during the Games. Security volunteers organize and oversee crowd and traffic control, special events, and overnight security for equipment.

Special Events

The Special Events Directorate is responsible for planning events and activities for Games participants. This includes a Games Village and special events on the Thursday and Friday evenings of the Games.

Sport

The Sport Directorate prepares for all sport competitions, ensuring all sport equipment and venues are available and ready for use.

Transportation

The Transportation Directorate provides transportation for 55+ BC Games participant and non-participants to/from their accommodation sites to sport venues and special events. As well, this Directorate works with the Protocol Directorate to provide transportation within the community for guests invited to pre-Games and Games-time events.

Office Staff

Operations Manager

The duties of the Operations Manager include setting up and managing a fully functional Games office. With local staff assistance, the Operations Manager provides a support network for Directors and Chairs. The Operations Manager reports to the Director of Administration and President and maintains a close link with Event Manager(s).

Administrative Assistant

The Administrative Assistant reports to the Operations Manager and assists with the smooth and efficient running of the Games office. Duties include taking minutes at Board meetings, ensuring that the Games office reception desk operates effectively, and ensuring that the office systems that are set up by the Operations Manager are maintained.

Office Assistants

Office Assistants are typically hired through federal and provincial government work grants. These positions are generally assigned to work with three or four Directorates. They attend Directorate and Committee meetings, assist with correspondence, and other duties related to Games preparations.

APPENDIX C – INDEX OF UPDATES

Created November 2019

November 2019	Critical incident policy updated
	Legacy policy updated
	Alcohol and Cannabis policy updated
	Appendix C – Position and Job descriptions updated - added new position of Registration Chair; title change for Administrative Assistant to Administrative and Event Coordinator
	Sport fee chart updated – trapshooting and golf sport fees; removal of Squash and Fast Pitch
October 2020	Removed appendix C position and job descriptions, index of updates became appendix C
February 2021	Travel Policy updated travel policy, added 3a) and b)