CALEDONIA
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P.O. Box 1243,
Prince George BC, V2L 4V3
PHONE/FAX 250.564.3809

Policy Manual

Caledonia Nordic Ski Club

10/5/2017

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Prince George BC, V2L 4V3
PHONE/FAX 250.564.3809

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PREFACE

The Caledonia Nordic Ski Club is a full-service ski club incorporated under the Societies Act of British Columbia (BC Society # S-0005294). As such, the Caledonia Nordic Ski Club (hereafter referred to as "Club") has responsibilities to its members, to Cross Country B.C., and to the public. The primary goal of the Club is to provide a cross-country skiing facility for its members and the paying public. The Club executive, with both elected and appointed members, is tasked with providing direction and guidance to the Club and the members. This includes programs for instruction, training, coaching, and touring, as well as unstructured recreational skiing.

The Club trails located at the Otway Nordic Centre, 8141 Otway Rd, provide a year-round facility for non-motorized recreational use including, but not limited to, skiing, biathlon, cycling, hiking, running, walking, and orienteering. To cope with the needs of such a diverse range of activities and user groups at the Otway Nordic Centre, the Club executive has developed this Policy Manual to assist the executive when making decisions about the proper use of the facility.

Members of the Club are encouraged to read this Policy Manual and make suggestions to the executive.

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CLUB MISSION

At the Caledonia Nordic Ski Club, our values reflect the way in which we conduct our business operations. Our core values are present and considered as a part of every decision that is made by a staff member or volunteer on a daily basis. Caledonia Nordic Ski Club's values can best be expressed in the following value statements:

Community - We strive to create a happy environment and atmosphere that promotes Sport for Life.

Accountable – We are open and transparent about what, how and why we operate.

Collaborative – We work with our members and partner with key stakeholders to enhance our programs, services and facilities.

Service Oriented – We lead and support our community with passion and integrity.

Family –Our club fosters togetherness through the appreciation of nature and love for Nordic sport and summer recreational activities.

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1. DIRECTORS POLICIES

1.1 POLICY MANUAL

The Club executive will review the Policy Manual annually, normally before the Annual General Meeting. Whenever possible, major policy changes will be introduced to the Club at the Annual General Meeting

Written By: CNSC Board of Directors
Approved By: CNSC Board of Directors 2017
Revised/Reviewed: September 2017
References: None

1.2 CONSTITUTION & BYLAWS

In case of disagreement between the Constitution/Bylaws and the Policy Manual, the Constitution/Bylaws are the final authority.

Written By: CNSC Board of Directors
Approved By: CNSC Board of Directors 2017
Revised/Reviewed: September 2017
References: None

1.3 ANNUAL GENERAL MEETING

The Caledonia Nordic Ski Club is required by law to hold an Annual General Meeting (AGM) once each fiscal year. It must be held within three (3) months of the Club's fiscal year-end (currently July 31), at a date, time, and location to be announced on the club website and in the local newspaper.

Written By: CNSC Board of Directors
Approved By: CNSC Board of Directors 2017
Revised/Reviewed: September 2017
References: None

1.4 CONFLICT OF INTEREST

The Caledonia Nordic Ski Club adopts the Cross-Country B.C. Conflict of Interest Guidelines, first published in September 1992.

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http://www.crosscountrybc.ca/14-conflict-interest-policy

Written By: Cross Country BC 1992
Approved By: CNSC Board of Directors 2017
Revised/Reviewed: September 2017
References: None

1.5 PRIVACY

CALEDONIA NORDIC SKI CLUB (The "Club")
PRIVACY POLICY (The "Privacy Policy")

"**Personal Information**" means information about identifiable individuals including their name, age, gender, address(es), phone number(es), fax number(s), email address(es), medical information, occupation, education, interests, preferences, personal profile, personal identification numbers including medical card, driver's license, social insurance, or credit card numbers), and any other information which is reasonably regarded as private.

GOAL

Personal Information necessary for Club programs and activities is collected, used, disclosed, protected, and accessible for correction according to the wishes of Club members and the law.

OBJECTIVES

The Club will only collect such Personal Information as is reasonably necessary for Club programs and activities.
The Club will reasonably ensure the accuracy, privacy, and security of Personal Information.

PURPOSES

The Club will collect and use Personal Information from its members ("Members") that directly relates to or is necessary for a Club program or activity and may collect, use, and/or disclose Personal Information to:

- register Club membership;

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- collect dues;
- register Members for Club programs or activities;
- post lists of participants, volunteers, and officials for Club programs or activities;
- send Club newsletters, bulletins, and announcements to Members;
- collect necessary, relevant medical information for safety purposes;
- contact appropriate people in case of emergency;
- obtain the consent of guardians for their children to participate;
- protect the Club and its Members, agents, or employees, from legal liability.

CONSENT

- Each applicant for Club membership or participation in a Club program or activity must give informed consent to the collection, use, and disclosure of Personal Information in accordance with purposes stated in the Privacy Policy and any additional purpose stated or obvious at the time consent is given as follows:
- each applicant named in an application who is capable of giving consent must give consent by signing the application; and
- a guardian of any minor applicant named in the application who is incapable of giving consent must give consent by signing the application on behalf of the minor.
- An individual is deemed to consent to the Club's collection, use, and disclosure of Personal Information if, at the time of deemed consent, the purpose for collection, use, or disclosure of Personal Information would be obvious to a reasonable person, and the individual voluntarily provides the personal information to the Club for that purpose.
- Anyone may withdraw consent to the collection, use, or disclosure of his or her Personal Information, provided however that:
- the Club may, upon withdrawal of consent, and following notice to the member, cancel the individual's membership in the Club or deny the individual the right to participate in a Club program or activity;
- despite withdrawal of consent, the Club may retain, use, and disclose such Personal Information as is allowed by law to protect the legal interests of the Club or its Members, agents, or employees; and
- the Member may not withdraw consent if the withdrawal will frustrate performance of a legal obligation.

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Permitted Collection, Use and Disclosure

- In order to operate the Club and manage Club programs or activities, the Club may disclose Personal Information to Club executives, leaders, and volunteers who are trained to follow the Privacy Policy.
- The Club may disclose such Personal Information to Cross Country British Columbia as is necessary to meet the CCBC membership requirements and the Club will take reasonable steps to seek privacy protection of such Personal Information by Cross Country British Columbia.
- The Club may collect, use, or disclose such Personal Information to Club executive, leaders, volunteers, ski patrol members, doctors, paramedics, appropriate medical or emergency personnel, next of kin, family members, or friends of Members as may be reasonably necessary to manage medical or emergency conditions, or protect life, health, security, or safety.

The Club may collect, use, or disclose Personal Information without express consent if:

- the collection, use, or disclosure is clearly in the interest of an individual and the individual's consent cannot be obtained in a timely way;
- the collection, use, or disclosure is necessary for medical treatment of an individual who does not have the legal capacity to give consent; or
- the use is necessary to respond to an emergency that threatens the life, health or security of an individual.
- The Club may collect, use, and disclose such Personal Information as may be reasonably necessary to:
    - protect the Club or Members from legal liability;
    - protect the Club or Members from fraud;
    - investigate a breach or anticipated breach of law;
    - enforce the Club's legal rights;
    - comply with the law, including giving compellable evidence; or
    - obtain legal advice.

RESTRICTIONS

- The Club will not collect, use, or disclose and individual's Personal Information except with the informed consent individual for the purposes for which it was collected.
- The Club will not disclose Personal Information to Club Members except in accordance with the Privacy Policy.

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- The Club will not disclose Personal Information to third parties for promotions, solicitations, advertising, marketing, or commercial purposes.
- The Club will not contact Members except to facilitate or promote Club goals, programs or activities.

Security, Retention, and Destruction

- The Club will take all reasonable security measures to protect Personal Information from unauthorized access, collection, use, disclosure, disposal, disclosure, distribution, copying, modification, or similar risks.
- If the Club uses a Member's Personal Information to make a decision that directly affects the member, the Club will retain that Personal Information for at least one year after being used so that the affected Member has a reasonable opportunity to obtain access to that Personal Information
- The Club will retain Personal Information only as long as is reasonably necessary to carry out the purposes of the Privacy Policy and will then destroy it so that it is unreadable.

Privacy Officer

The Club Privacy Officer is the General Manager, who will on behalf of the Club, take reasonable steps to and be responsible for:

- ensuring Club compliance with the Personal Information Protection Act, the Privacy Policy, or any applicable privacy laws;
- implementing the Privacy Policy;
- disclosing to any individual the individual's Personal Information under the control of the Club, how it is being used, and to whom it has been disclosed;
- correcting inaccurate Personal Information;
- reasonably accommodating special privacy needs or concerns of Members, provided however that such accommodation is not required if the cost to the Club (in time and/or money) is onerous;
- establishing procedures to receive and respond to privacy complaints;
- receiving, responding to, and attempting to resolve privacy complaints made in writing and delivered to the Privacy Officer;
- answering questions about the Privacy Policy;
- educating Club executives, volunteers, and leaders about the Privacy Policy;
- advising the Club about the Privacy Policy and privacy laws; and
- recommending appropriate changes to the Privacy Policy and privacy practices of the Club from time to time.

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Information

- The Club will publish the Privacy Policy on the Club website and in the Club Policy Manual, and will provide a copy to any Member on request.
- The Club will publish the name and contact information for the Club Privacy Officer on the Club website and in the Club Policy Manual and make this information available to any individual on request.

Written By: Glen Nicholson & Sue Bond
Approved By: CNSC Board of Directors 2017
Revised/Reviewed: September 2017
References: None

2. MEMBERS POLICIES

2.1 MEMBERSHIP INFORMATION

All Club members must display a current season pass when skiing. Day use skiers must display their day pass when skiing. CNSC waives day passes for people participating in courses/events hosted by CNSC or for racers and coaches who are registered and are carrying out pre-race training however they must sign a waiver.

The membership year is from October 15 to October 14.

Written By: CNSC Board of Directors
Approved By: CNSC Board of Directors 2017
Revised/Reviewed: September 2017
References: None

2.2 CODE OF CONDUCT and DISCIPLINARY ACTION

Occasionally the Caledonia Nordic Ski Club's positive and supportive environment may be disrupted by the actions of one or more of its users. When such disruption continues, the overall positive experience of other club members can be affected and the wellbeing of the club is negatively impacted. In situations where the CNSC code of conduct or the CCBC code of Conduct and Ethics is not being adhered to, as

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authorized by Section 2c of the Club's Constitution, the Board may suspend or expel a member.

Code of Conduct and Disciplinary Action Procedures

When the General Manager or a Board Member receives a report of possible misconduct by a club member they shall immediately report the incident to the Club's President.

The President will, after consultation with the General Manager and others, make a determination whether or not to proceed with a review of the incident.

First, the club president and/or other members of the executive committee will discuss the problem privately with the disruptive individual(s)and encourage him or her to help maintain the club's positive atmosphere. The club should try to rectify the situation before taking steps to sanction the member.

If the behaviour does not improve, the executive committee may wish to ask the person to resign or to proceed with disciplinary action, which could include suspension or termination of the person's membership.

If disciplinary action is considered it is important that the individual(s) be offered an opportunity to meet with the Board and:

- Have all of the information about the reasons why the executive committee is considering disciplinary action
- Be given enough time to prepare for any meetings.
- Must have a right to speak at the meeting.

It is critical that the board and its members are not biased or making their decision for personal reasons.

The outcome of a discipline meeting must be provided in writing to the affected member.

Written By: CNSC Board of Directors
Approved By: CNSC Board of Directors 2017
Revised/Reviewed: September 2017
References: None

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2.3 LIFE MEMBERSHIP

Life memberships are not saleable or transferable
Upon reaching age 21, a child will no longer be covered under the parent's Life Membership.

Written By: CNSC Board of Directors
Approved By: CNSC Board of Directors 2017
Revised/Reviewed: September 2017
References: None

2.4 BUSINESS FROM THE MEMBERS TO THE CLUB EXECUTIVE MEETINGS

That any new business coming to the executive meetings from people not on the executive needs to be mailed or e-mailed to the President and Secretary not later than one week prior to the executive meeting. The person will have up to five minutes (at the executive meeting) to summarize the issue, followed by a question period.

Written By: CNSC Club Executive 2000
Approved By: CNSC Board of Directors 2017
Revised/Reviewed: September 2017
References: None

2.5 DETERMINATION OF VOTING MEMBERS AT A BOARD MEETING

The quorum necessary for the transaction of business by the Board of Directors shall be six of the elected positions of whom two must be members of the Executive Committee. A director may attend by telephone call or any other electronic means that allows him or her to hear the proceedings and participate in the debate. A director can give a proxy to another director.

Written By: Members of Annual General Meeting, Oct 19, 2011
Approved By: CNSC Board of Directors 2017
Revised/Reviewed: September 2017
References: None

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PHONE/FAX 250.564.3809

2.6 ROLES OF DIRECTORS

At the first directors meeting, immediately after the election of the directors, the directors will nominate one of themselves to be charged with the responsibility to liaise with and to oversee the committee heads of each of the program areas of the society. These areas can vary based on directors and strengths, but will include:

- Director of Programs
- Director of Competitions
- Director of Facilities
- Director of Trails
- Director of Social Events

Written By:	CNSC Board of Directors
Approved By:	CNSC Board of Directors 2017
Revised/Reviewed:	September 2017
References:	None

2.7 INSURANCE

The Club's insurance through Cross Country BC (CCBC) covers members for most Club-related activities.

http://www.crosscountrybc.ca/sites/default/files/documents/2017%20CCBC%20Membership%20Insurance%20Guide.pdf

The following items are specifically NOT covered by the insurance (refer to the CCBC website for details):

Non-Club or non CCC/CCBC activities:

- Training activities which are of high risk (such as mountain climbing)
- Operation of personal vehicles (individuals using their own vehicles for Club activities and especially carrying passengers should carry a minimum 3rd party personal liability coverage of not less than $1,000,000)

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- Open competitions which are outside the usual scope of cross country skiing; this would include but not be limited to triathlons which involve a component of mountain biking or ski jumping)

Mountain biking and road cycling are covered for training purposes only, and in no case, does the coverage include racing events or time trials. For mountain biking, there is only 3rd party liability, even if it is a training activity.

Separate from the sport-related insurance, personal goods (ski equipment, tools, other equipment, etc.) are left at Otway at the owner's risk. **THE CLUB INSURANCE POLICY DOES NOT COVER LOSS OR DAMAGE TO PERSONAL ITEMS.**

If you are unsure about insurance coverage for specific equipment or items that may be left at Otway, contact the General Manager for more information, or take the items home.

Written By:	CNSC Board of Directors
Approved By:	CNSC Board of Directors 2017
Revised/Reviewed:	September 2017
References:	None

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3. FINANCE POLICIES

3.1 PURCHASING

In general, individual directors and the General Manager responsible for a particular group or function are authorized to spend money for that purpose, included in their approved budget. For items not included in the approved budget, board approval must be obtained. In urgent circumstances, the President is authorized to provide the approval.

Preference should be given to local suppliers where practical. Where there is a significant cost advantage to purchasing from other than local suppliers, those purchasing are authorized to do so. Local means: in the case of BC Suppliers - Prince George area, in the case of Canadian suppliers – Province of BC, and in the case of international suppliers – Canadian firms.

For purchases that exceed $500, competitive prices should be obtained, and a note included with the receipt or packing slip outlining the purchasing rationale. For purchases that exceed $2000, consideration should be given to getting formal quotes from competing suppliers, if such an approach is practical. Where there is only one qualified supplier, purchaser should so indicate with a note included with the receipt or packing slip.

Written By:	CNSC Board of Directors
Approved By:	CNSC Board of Directors 2017
Revised/Reviewed:	September 2017
References:	None

3.2 PROJECT APPROVAL AND MANAGEMENT

Work that results in a significant physical alteration of Otway's Trails, Buildings or other Facilities must be specifically approved by the Board during the budget process or at a subsequent meeting.
Work that involves an expenditure in excess of $5,000, or expenditures on planning to carry out work in excess of $5,000 must be specifically approved by the Board.

Project scope is to be communicated to the Board for approval in a manner appropriate to the scale of the project. This would generally include both an

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itemized list of work to be carried out and maps of new trails or drawings of new buildings or building modifications.

Cost estimates are to be developed to an appropriate level of detail for the project at hand and presented to the Board for Approval. (e.g., itemized contractor quotes. It is up to the Board to decide if the level of detail is appropriate),

Upon project approval, a Project Manager will be appointed by the Board to oversee and report on the Project.

- The Project Manager is accountable to the Board and is tasked with keeping the Project within its approved scope and budget.
- The Project Manager is authorized to spend funds and carry out work as identified through project approvals. (and not authorized to carry out work not identified in the original approval!)
- The Project Manager will provide reports to the Board identifying funds committed and progress achieved. Reports will be written and made monthly at a minimum and more frequently if appropriate. Note that project managers should report through the General Manager, if needed. (No additional funds committed and no progress made this month is a report)
- The Project Manager shall identify anticipated cost overruns as soon as they are known and seek approval to deal with the overruns either through scope modification or additional spending. (The PM is not necessarily 'responsible' for cost overruns. By 'Approving' the project the Board took 'responsibility' for the accuracy and adequacy of the scope definition work and the cost estimation.)

Written By:	CNSC Board of Directors 2014
Approved By:	CNSC Board of Directors 2017
Revised/Reviewed:	September 2017
References:	None

3.3 PROFESSIONAL DEVELOPMENT OR ATHLETE SUPPORT

The Professional Development or Athlete Support Policy guidelines of the Caledonia Nordic Ski Club in determining who and how much assistance should be provided to participants in the following groups:

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Officials

Preface

The following forms the policy guidelines of the Caledonia Nordic Ski Club in determining how much assistance should be provided to volunteers that take officials training to support their duties in event hosting for the Caledonia Nordic Ski Club.

The club relies almost exclusively upon volunteer officials to deliver cross country and biathlon events that are awarded on an annual basis by sanctioning provincial and national sport organizations. Besides providing local developmental competition experiences to our athletes without the expense of travel, these events traditionally have been profitable and accumulate either assets or cash for the club. Major events such as the Canada Winter Games, Ski Nationals and NorAm events can bring in external funding to enhance facilities that would otherwise not be readily attainable.

In light of the contribution that these individuals make to athlete development opportunities and revenue generation the club encourages them to become qualified as appropriate for their intended involvement. This encouragement includes financial assistance in some cases as described in this policy.

Aspect	*Policy*
What qualifies for funding?	**Course fees** ▪ Normally course fees will be reimbursed upon successful completion of a course sanctioned by the competitions committee. This includes standard Nordic officials courses supported by Nationals and Provincial Sport Organizations. ▪ Reimbursement of fees can also include special courses, tutorials or seminars developed to fill needs for specialized roles such as race administration, computer timing or snow grooming for example. **Transportation for out of town training** ▪ The most common level of support for transportation will be reimbursement for fuel costs to drive to an out of town course or learning/mentoring race experience. ▪ In exceptional cases where driving is not practical, public transportation costs (flights, bus & train) may be wholly or partially reimbursed. **Accommodation for out of town training** ▪ Normally the cost of modest but comfortable accommodation will be reimbursed for pre-approved out of town training opportunities.

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Who qualifies for funding?	**Qualifying Persons** ▪ Club members who demonstrate a commitment to assist with event hosting at club events. ▪ In exceptional cases, non-club members who commit to assisting with event hosting at club events, normally to fill a gap not filled by volunteer club members. ▪ Applicants must be prepared to take a major role in at least one race. (i.e. Chief of Competition, Race Secretary, Chief of Course, etc.) if Level III or higher. ▪ Reimbursement for out of town training costs must be pre-approved.
Who approves funding?	**Director of Competitions** ▪ Officials development costs are included in the competitions budget which is the responsibility of the Director of Competitions. As such, the Director of Competitions will approve or reject requests for reimbursement of training costs. ▪ The Director of Competitions will consult with the competitions committee and chiefs of competitions to balance affordability with demand.
Who provides funding?	**CNSC** ▪ The club provides funding through the competitions budget

SDP Coaches

- The Skill Development Program is user-funded
- Introduction to Community Coaching and Community Coaching Courses will be reimbursed by the Skill Development Program

Junior Racer Coaches

- The Junior Racer Program is user funded
- Introduction to Community Coaching and Community Coaching Courses will be reimbursed by the Programs
- If additional coaching courses are requested then refer to Coaches on the following page.

School Ski Leaders

- The School Ski Program is user funded
- Introduction to Community Coaching and Community Coaching Courses will be reimbursed by the School Ski Program

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CANSI Instructors

- The CANSI Ski School is user funded
- All CANSI courses will be reimbursed on discretion of the Director of Programs by the CANSI program
- CANSI Instructors wishing to have the cost of their refresher course reimbursed by the CANSI Program must commit to instructing a minimum of 6 lessons that season. Reimbursement will be done at the end of the given season.

See Chart Below:

	Ski School	**Coaches**	**Officials**
Who qualifies for funding?	Must be a club member		
	Those recommended by the Director of Programs	Those who are recommended by the Program Administrator for Skill Development Program; by the School Ski Coordinator for the School Ski Program; and by the head coach for the Junior Racer Program	Those recommended by the Director of Competitions
Who provides funding?	The Program pertaining to who is requesting funding		
What qualifies for funding?	CANSI re-certifications – must commit to a minimum of 6 lessons that season.	Course fees	
		If the course is not offered in Prince George during the year then travel and accommodation.	
	Normally course fees will not be reimbursed. However, if there is a shortage of people in Prince George who have the credentials (CANSI Level 3) to re-certify instructors, the Director of Programs will give consideration to reimbursing the accommodation and travel (in addition to course fees) for a member to achieve the required credentials.	Normally reimbursement for travel and accommodation for courses out of town will not be given. However, if there is a shortage of people in Prince George who have the credentials to provide the required level of coaching, the Director of Competitions and/or Director of Programs will give consideration to reimbursing the accommodation and travel allowance (in addition to the course fees) for a member to achieve the required credentials.

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What qualifies for funding? Cont…		Race support - reimbursement for attending races to provide coaching support is the group's responsibility rather than the main club	
Level of Achievement	Must complete the course and receive a passing grade.	Must be prepared to take a major role in at least one race. (i.e. Chief of Competition, Race Secretary, Chief of Course, etc.) if Level III or higher.	
When should application be made for funding?	Application can be made prior to the event and be given approval in principle subject to acceptable conduct and proof of completion and expenses prior to the end of March in the season that the course took place.		

Athletes

The objectives for providing funding to athletes are to:

- Recognize and reward high performance athletic achievement in cross country skiing and biathlon and
- To provide meaningful financial assistance to these athletes in their pursuit of excellence. Funding is intended to assist long-term club members.

An Athletic Funding Committee (AFC) will review applications in order to determine who receives funds. The AFC will consist of the President, the General Manager, and the Head Coach. Individuals that may be in a conflict of interest situation (real or perceived) must not sit on this committee. The AFC will make recommendations to the Board of Directors. Funding will be awarded to athletes on approval of the Board of Directors. The following conditions will apply:

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	Athletes
Who qualifies for funding?	Funding will be considered upon receipt of a letter requesting funding from the athlete. The letter should describe the event/activity and confirm that the athlete has met all the funding conditions. A copy of the request for funding is to be given to the club president. An athlete applying for financial support must be a member in good standing and have been a member for a minimum of one (1) year prior to application for financial support (the athlete cannot apply for financial support until the 2nd year of membership). To receive funding the athlete must: Be representing CNSC, BC or Canada at the event Be a member of the BC Biathlon or Cross-Country Ski and/or development teams Show commitment and potential for improvement in their discipline. This means that events that will qualify are ones that have the status of Canada Cup, National Championship, Continental Cups or other international races. Athletes should be actively involved in the club by participating in club events and being "visible" to club members. Athletes must be in good financial standing with the PSO and NSO.
Who provides funding?	The main club provides funding. Funding will be awarded at a time determined suitable by the AFC and/or the Board of Directors. Consideration will be given to providing fifty percent of the amount of funding prior to the event. Additional fund-raising efforts are encouraged but should be coordinated by the Ski Team Committee (Team parents and coaches) and must be approved by the executive.
Qualifying for funding.	• Athlete Assistance will be a set amount for set levels. • The level of competition rather than the title of the team will be used to provide equity between cross country and biathlon.

Criteria: Must pre-qualify & attend majority of events offered for their training group.	New Standard Support for High Performance Athletes
World Cup Level	$1500.00
International Level (outside of North America)	$1250.00
North America	$1000.00
National Championships	$500

- Total CNSC Athlete Support Funding will not exceed 5% of membership revenue.
- Individual Athlete Support is limited to 7 years or $7500, retroactive to September 2005.
- Athletes must demonstrate a performance gain each year or provide rationale acceptable to the AFC if performance gain is not evident.

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- Application Deadline is April 15th of each year.
- Total funding per athlete will be scaled according to level of involvement in the club and/or years of membership in the club. Sponsorship from other levels of funding will be considered.
- The Athlete Funding Committee determines the budget for total funding each year.
- Variances to the above policy guidelines for exceptional circumstances will be at the discretion of the AFC
- and/or the Board of Directors.

Written By:	CNSC Board of Directors June 2015
Approved By:	CNSC Board of Directors 2017
Revised/Reviewed:	September 2017
References:	None

3.4 SCHOLARSHIPS

The Caledonia Nordic Ski Club supports two scholarships through School District #57.

In 1995 one scholarship was changed from the Caledonia Nordic Ski Club Scholarship to the Mike Reid Memorial Scholarship. Mike Reid, a respected and active member of the ski Club, died suddenly in 1995 at age 35. He had been a talented athlete, a positive role model, and a mentor to young athletes at both the local and provincial level. The scholarship was renamed in his memory.

*Note - June 2015 The Mike Reid Scholarship is now closed due to depletion of funds.

The Caledonia Nordic Ski Club Scholarship (a second scholarship) is sponsored by Nordic Forest, the company formed to manage the Caledonia Nordic Ski Club's woodlot.

These scholarships are intended to assist the Club's young skiers wishing to continue their post-secondary education.

There is one award of $500 each year for each scholarship. They are open to any student currently enrolled in a secondary school in School District No. 57 who is a current member in good standing of the Caledonia Nordic Ski Club. The candidates will have demonstrated high level of academic achievement in the grade 12 year.

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The candidates will have been active members of the Caledonia Nordic Ski Club during their senior year, by participating as an athlete, coach/instructor and/or volunteer. A committee of Club Past-Presidents will select the successful recipient for each scholarship.

Candidates should describe in writing their involvement with the Caledonia Nordic Ski Club during their grade 12 year of secondary school.

Should there be no successful candidates, additional scholarships may be offered in the following year. Deferment of the scholarships will not exceed one year and the Selection Committee must agree to any deferment. Requests for deferment must be outlined in writing.

The funds for the Caledonia Nordic Ski Club scholarship is provided by Nordic Forest.

Written By:	CNSC Board of Directors
Approved By:	CNSC Board of Directors 2017
Revised/Reviewed:	September 2017
References:	None

3.5 TRAVEL

Junior Racers

Definitions

'Coaches' refers to designated race coaches and includes wax technician.
'Adults' refers to all adults who travel to the race.
'Support Staff' refers to those who are required to assist with race organization, coaching, chaperoning or are required to drive athletes to the race.
'Rooms' refers to rooms in which athlete's sleep, several 'rooms' may be located in a single suite.

General Philosophy

The intention of this policy is to establish the coaching and support requirements for team trips and provide a mechanism through which rooming arrangements and

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ride sharing can be arranged. The intention is that overall costs for team trips are reduced and shared equitably between all athletes and support staff. Every team trip requires the support of at least one coach and one adult. The required ratio of coaches to athletes and parents to athletes for each race may vary dependent on the age and experience of the athletes, type of races and other factors but is anticipated to be near 3-4 athletes to each coach and 3 athletes to each adult. The ratios required for each race will be set by the head coach and team manager.

Coaches will be designated for each race by the head coach and team manager. Coach expenses are paid by the club in recognition of the time and energy that the coaches put towards the racing program. The required support staff will be determined by the head coach and team manager.

Accommodation Policy

Room bookings are made by the team manager well in advance of races. Hotels are selected for cost, value, waxing facilities, location and must be acceptably clean. Room assignments are made by the team manager with the intent of reducing costs. Effort is made to provide breakfast/cooking facilities in some rooms. The breakfast/ cooking facilities are available to all under adult supervision. Athletes, drivers and coaches are expected to bring breakfast and lunches with them so that they do not have to go to a restaurant before or after a race. Unrelated athletes of different genders do not share bedrooms. Athletes of same gender may be required to share beds, preference for not sharing beds is given to older athletes who are attending races that are trials to qualify for provincial or national teams or higher-level races.

All adults who share rooms with minors other than their own children must have a criminal record check on file with the CNSC office. Adults do not share rooms with athletes of opposite gender other than their children. Adults will be assigned to rooms with their children and other athletes of the same gender.

Vehicle Travel

Athletes and drivers will be coordinated by the team manager, but it is the responsibility of athletes and their parents to ensure that travel plans are adequate. Any driver who is carrying minors other than their own children must have a criminal record check on file with the club office and must carry a minimum of $2, 000, 000 3rd Party Liability Insurance. The team manager will try to place athletes in vehicles with other athletes from their training group. In general athletes travel to

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and from a race with the same driver. If an athlete travels with a different driver on the return trip it is the responsibility of the driver who takes the athlete to the race to ensure that the second driver is aware they are bringing the athlete back.

Cost Sharing

For travel of less than 120 km fuel costs are expected to be shared between those occupying a vehicle through arrangements made directly with the driver. For trips of over 120 km drivers are required to submit fuel and other (e.g. Park pass, ferry etc.) receipts to the team manager within two weeks of the race in order to receive reimbursement. The team manager will apportion fuel costs equally to athletes, adults or other vehicle occupants. Drivers who are not contributing to overall team travel are not eligible for reimbursement of fuel costs.

Athletes and supporting staff are assessed a team accommodation fee of $33 per night. The team accommodation fee is set at an amount which is expected to be nearly cost neutral over the racing season. The fee assists the team manager in booking accommodation, levels costs between venues and allows for straightforward collection of hotel costs in advance.

The CNSC Junior Racer Program subsidizes costs in excess of the accommodation fee for athletes and supporting staff through fundraising and program registration fees. Volunteer coach's share of accommodation costs are paid fully by the Junior Racer Program and coaches are provided with a per diem of $30 per day for food. Others (i.e. non-supporting adults, siblings of athletes) are required to either pay their share of the actual cost of the room in advance, or make other equitable and convenient arrangements with the team manager. Anyone who does not find the team accommodation suitable may make their own arrangements. Anyone who cancels race/room commitments less than 7 days in advance may be required to pay costs. Extenuating circumstances may be considered at the team manager's discretion. Athletes/parents or adults are responsible for cleaning and damage costs from any rooms they occupy.

Administration

The team manager will prepare and distribute a travel plan to all parties in advance of travel. The travel plan will outline departure times, vehicle assignments, room assignments and meal arrangements. The plan will also identify race, accommodation or other fees with details for payment. All accommodation fees will

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be collected in advance of the race by the team manager who arranges payment of the accommodation. All receipts must be submitted to the team manager within two weeks of the race. Any receipts not submitted in this period may be considered a donation to team travel. Accommodation and coaches' travel receipts are processed through the club accounts in order to provide transparency, accountability and appropriate bookkeeping. The team manager will endeavour to have the accounting submitted to the club office and cheques issued in a prompt manner. Receipts showing HST numbers are required for all expense claims in order that the club can recover the HST.

Athletes portion of fuel costs will be reimbursed directly to the drivers. The team manager will communicate these payments to the drivers and athletes in a timely manner following the event. Race registrations are typically done on line at either Zone 4 or biathlonbc.org. It is the responsibility of each athlete to register on time for each race. Race registrations usually need to be completed by midnight on the Monday prior to the race.

Directors/Volunteers

(Approved October 2012)

Travel

1) Out of Province: Air flights are to be preapproved by the CNSC Board of Directors.

2) In Province: Ground travel (regular sized vehicle) fuel expenses are covered. Fuel will be reimbursed for a regular sized vehicle by submitting your gas receipts (not mileage). Receipts claimable include one day prior to the event, during the event, and one day after the event, exclusively. To ensure that you are reimbursed for the gas during this assignment, please follow these instructions:

- Leave your home tank on a full tank of gas, do not submit this receipt.
- Fill your tank during your trip, to and from the course and submit these receipts.
- Fill your tank the day you return from your trip and submit this receipt.

Accommodation

1) Billet is preferred. ($25 gift gratuity for the host) No receipt required.

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2) Hotel/Motel: Most economical rate, shared rooms if possible.
*All travel arrangements to be preapproved by the functional director for that area.
*Meals are not covered for directors/volunteers.

Staff

Travel

1) Out of Province: Air flights are to be preapproved by the CNSC Board of Directors
2) In Province: Ground travel (regular sized vehicle) mileage will be reimbursed at a rate of $.32/km or by submission of fuel receipts.
*Daily travel to and from work is not covered by the policy.

Accommodation

1) Shared room occupancy, on the basis of one bed per person, unless it is impossible to match schedules and genders.
2) Best rate, group rate or economy rate at the selected hotel.
3) Occupancy from the night of, or prior to the first meeting, through to the night before the last meeting. Exceptions will be made when departure travel is unavailable for the last day of meetings. In that case, accommodation will be provided until departure can be arranged.

Meals

For staff who are required to eat in restaurants while traveling on business, a per diem allowance of $50.00 will be provided for every full day. For partial days (i.e. when travel begins or ends part way through the day, or when some meals are provided at no incremental cost to the individual), a per meal allowance will be provided as follows:
a. Breakfast - $12.00;
b. Lunch - $12.00; and
c. Supper - $26.00. *No receipts required.

Written By:	CNSC Board of Directors
Approved By:	CNSC Board of Directors 2017
Revised/Reviewed:	September 2017
References:	None

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3.6 REFUND

Season Pass Refund

Season Passes are not refundable unless in circumstances such as injury or illness, in which case there will be a $30 administration fee and a prorated refund based on remaining time left in the ski season. A doctor's note must accompany requests for refunds for injury or illness.

Lesson Refund

Prior to 24 hrs of your lesson there will be a $15 administration fee for cancelling. Inside of 24 hours of your lesson, no refunds will be issued for cancellations.

Program Refund

Program fees are not refundable unless in circumstances such as injury or illness, in which case there will be a $30 administration fee and a prorated refund based on remaining time left in the ski season. A doctor's note must accompany requests for refunds for injury or illness.

Written By: CNSC Board of Directors
Approved By: CNSC Board of Directors 2017
Revised/Reviewed: September 2017
References: None

3.6 DISSOLUTION

Upon winding-up or dissolution of the society, the assets remaining after the payment of all costs, charges and expenses properly incurred in the winding-up, including the remuneration of a liquidator, and after payment to any employees of the society of any arrears of salaries or wages and after the payment of any debts of the society shall be distributed to Cross Country BC, a registered non-profit society. This clause is unalterable.

Written By: CNSC Board of Directors
Approved By: CNSC Board of Directors 2017
Revised/Reviewed: September 2017
References: None

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4. TRAILS AND GROOMING POLICIES

4.1 WINTER GROOMING

Mission Statement:

- To provide the best possible skiing experience for all club members regardless of their skiing ability or technique choice.
- All groups of users at the club should have equivalent attention paid to their grooming needs.
- To manage the longevity of the snow base, while providing cost-effective grooming.

Commencement of Trail Grooming:

- When there is adequate snow depth to support a snowmobile or similar machines, packing of the lower trails will commence, with the goal of building a packed clean base layer of snow for the remainder of the season. This will be accomplished by track-packing, rolling or using a compacting implement.
- Track setting may commence when there is an adequate depth of snow to establish the tracks.
- When the packed base has increased to 13-26 cm (5-10 inches), the heavier snowmobile implements such as the Ginzu and G2 groomers will be utilized, as determined by snow base depth and potential damage to the equipment.
- When the packed base has built up to approximate 33 cm (13 inches), the Pisten Bully snowcats will be cycled into the grooming program.
- Once the packed base is adequate for the full range of equipment, grooming will be accomplished with a combination of snowcat and snowmobile implements, to maintain cost effectiveness and grooming quality.
- The Trails Manager, in conjunction with the General Manager, will determine what grooming equipment will be used on a daily basis, based on snow condition, temperature, objectives for the day and budgetary considerations.

Trail grooming frequency and priority:

- Once there is sufficient snow, grooming of the trails will be completed on a daily basis, with consideration given to set up time, weather and temperature conditions. The Trails Manager will evaluate the risk of overworking the snow

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which results in a breakdown of its molecular structure, resulting in poor skiing conditions for both classic and skate skiers.
- Grooming operations may be suspended if conditions are unsuitable. This would include rain, warm temperatures followed by forecasted cooling temperature, lack of new snow, excessive snowfall, or satisfactory ski conditions which could be made worse by grooming.

- Daily grooming priorities will include Pine Flats (Greenway Corridor, Iceman Cut Off, PFC, Pine Flats, Fingers and Para Nordic), followed by the Dog Trails, core areas (X-country and biathlon stadiums, Night Rider, Gravel Pit, etc.).
- Secondary priorities will include Northern Lights, and one or two mid-elevation trails (Race Maze, High 5, Chute, etc.).
- As time permits, staff will radiate out to other higher elevation trails. This will be dependent on the need to pack new snow or refresh conditions on those trails.
- Classic tracks will be refreshed as weather, temperature and snow conditions permit.
- New tracks will be set when we have new snow or when snow/temperature conditions allow a track to be reset without jeopardizing the longevity of the snowpack. As a result, trails such as Tigger will be reset only when conditions allow since it is a "classic only" trail. Other trails which have a set track(s) and a skating lane, allow the option to refresh the skating lane with the snowmobile with minimal disturbance to the snowpack and without having to interfere with the set track(s).
- When race or competitive events are being hosted, the recreational trails will be groomed to the highest standard possible on those days, and every effort will be made to have all the recreational trails beyond the competition zone open.

Severe weather grooming:

- When the temperature drops to below -22 C, snowmobile and possibly snowcat grooming operations may be suspended or postponed until the temperature rises. The Trails Manager, in conjunction with the General Manager, will decide when grooming will take place by evaluating factors such as temperature, anticipated skier traffic, grooming obligations, machine types to be used, snow conditions and the possible damage to equipment in the extreme cold. Their goal is to balance the anticipated trail use with unnecessary wear on equipment and maintain a safe work environment for outside workers.

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- It is acknowledged that the Trails Manager and General Manager will recognize specific upcoming competitions or other major CNSC events in their decision-making process.

Written By: Ed Day, Trails Director Feb 2017
Approved By: CNSC Board of Directors 2017
Revised/Reviewed: September 2017
References: None

4.2 SUMMER USE

Policy for Trail Usage during the Snow Free Period

The Caledonia Nordic Ski Club (CNSC) within its Otway tenure area has numerous trails for the use of members for skiing and snowshoeing. These trails include both wide trails used for cross-country skiing and narrow trails used for snowshoeing. During the snow free period these trails are used by members as well as the general public for non-motorized activities such as walking, running and biking.

During the snow free period the CNSC does not require membership to utilize these trails and does not receive a monetary benefit from the users of these trails. CNSC does not restrict the use of these trails.

Trails commonly contain features such as:

- Narrow twisting turns
- Steep slopes which could be slippery
- Ground level boardwalks over wet areas
- Bridges over small streams
- Small ramps to allow travel over roots and logs

All features known and maintained by the CNSC meet or exceed standards identified by the International Mountain Bike Association (IMBA) and the Whistler Trail Standards. Key standards include boardwalks and bridges are of a minimum 20 cm in width and no greater than 60 cm in height for that width. The CNSC club does not promote or maintain any technician terrain features which do not meet IMBA/Whistler standards.

Trails are maintained on regular bases during the snow free period to:

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- Prevent erosion
- Minimize soil degradation from use during wet periods
- Ensure required water crossings are in place
- Identify and minimize hazards such as tree fall, erosion, trail map replacement

The CNSC provides signage for a spectrum of reasons including:

- Making users aware of distances
- Making users aware of the relative difficulty of trails
- Minimize the potential for users to lose their way
- Identify preferred direction of travel for specific trails

Signage includes

- Making area maps available
- Providing area maps at key trail intersections
- Establishing difficulty ratings of known trails – using standard Green circle, blue square and black diamond symbols.

CNSC will make reasonable efforts to identify and mitigate known hazards. CSNC recognizes that it can't and will not eliminate all hazards to the various users. Users must recognize their responsibility for risk acceptance. This level of risk acceptance is not within the control of CNSC.

CNSC makes users aware of some of the potential risks of using trails by providing a warning sign at the main Otway parking area. It identifies that the various trails contain hazards specific to the type of use and the skills of the user. Signage is also provided to identify the trail difficulty rating system in use. It assists users to determine the appropriate trails for their ability.

The CNSC obtains general liability coverage to the amount of $5 million for the year-round period as required by the City of Prince George.

Various special events occur at the Otway facility. These special events will be required to obtain special event coverage through their receptive sport organizations. Examples include: Running events covered through BC athletics, cycling events covered through Cycling BC and Skiing events respectively through Cross Country BC or Biathlon BC.

Written By:	CNSC Board of Directors
Approved By:	CNSC Board of Directors 2017
Revised/Reviewed:	September 2017
References:	None

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4.3 DOG TRAILS

During the ski season dogs are not permitted at Otway except at the dog parking lot and Dog Specific trail areas. Dogs may also have direct access to the Greenway along the CNSC Greenway access corridor. During the non- ski season dogs are permitted at the Otway Nordic Centre. Dogs must be leashed in the parking areas, biathlon range and stadium areas. Owners are obligated to pick up after their dog around the parking lots, facilities and directly on the trails. Dogs must be under control at all times.

When using Dog Trails, members must follow these guidelines:

- All skiers skiing on the dog trails should anticipate encountering dogs and their owners and behave in a kind and courteous manner towards both. Dogs have the right of way on the dog trails.
- Dog owners are responsible for their dogs and assume the risk that other dogs will be encountered along the trails.
- A maximum of three dogs per skier and four per group of skiers.
- Dogs must be on a leash in the parking area.
- Keep your dog in your vehicle until you are ready to ski.
- Please remove dog feces from the trail surface. This is especially important in the parking area where people tend to be 'inattentive.'
- Where appropriate along the dog trails use the utensils provided to toss dog feces off the trail into the woods or bag the feces and dispose of it in an appropriate manner.
- Return the 'poop scooper' utensil to the designated post where you acquired it.
- Keep your dogs under control when approaching other skiers and pets.
- Have proof of rabies vaccination.
- Do not bring dogs younger than 4 months to the ski area. They will not have the appropriate inoculations to play with other animals.
- Do not scold, hit or touch someone else's dog.
- Be friendly with other dog owners. It's more enjoyable if everyone is nice!
- If your dog becomes: unruly, stressed or rough; leash the dog and leave immediately.
- If a group of dogs are bullying another dog, make sure your dog is not participating and encourage other owners to do the same.

Members not abiding by these rules will be subject to the club's discipline code.

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Please immediately report all incidents related to the dog trails to the club General Manager.

Written By: CNSC Board of Directors, Updated 2015
Approved By: CNSC Board of Directors 2017
Revised/Reviewed: September 2017
References: None

4.4 HORSE USE

Horses are not permitted at the Otway Nordic Centre in any season. The one exception is horses are allowed on the Greenway access corridor. The corridor follows the Greenway summer trail to the NW Hickory Wing Trail then along the marked PG city boundary line corridor toward Miworth road.

Written By: CNSC Board of Directors
Approved By: CNSC Board of Directors 2017
Revised/Reviewed: September 2017
References: None

4.5 MOTORIZED VEHICLES

Except for approved use, motorized vehicles are not permitted on the Greenway or within the Otway Nordic Centre.

Written By: CNSC Board of Directors
Approved By: CNSC Board of Directors 2017
Revised/Reviewed: September 2017
References: None

4.6 GREENWAY TRAIL ACCESS

At the Greenway Trail entrance, there will be signs directing skiing to the shortest route to the main parking lot. Non-Club members are permitted to ski this route to exit the Greenway Trail.
However, if they wish to ski on more of the trails, they are expected to pay the Day User fee or Club Membership fee.

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Signs will request that skiers using back-country skis (i.e. any skis wider than the groomed trail set by the Pisten Bully) NOT ski in the tracks.

Written By: CNSC Board of Directors
Approved By: CNSC Board of Directors 2017
Revised/Reviewed: September 2017
References: None

5. OPERATIONAL POLICIES

5.1 FACILITY USE AGREEMENT AND WAIVER

Any non-Club group, organization, or event wishing to use the Rotary Nordic Lodge and facilities as the venue shall complete a Facility Use Agreement and Waiver prior to the event. This agreement will be forwarded to the Club Manager for approval. The General Manager reserves the right to refuse to rent any or all of the facility at its discretion.

The agreement defines the booking group's responsibilities for the site. Users are required to have their own event liability insurance.

Written By: CNSC Board of Directors
Approved By: CNSC Board of Directors 2017
Revised/Reviewed: September 2017
References: None

5.2 USE OF TICKETED TRADESMEN

Whenever possible, the Caledonia Nordic Ski Club will use ticketed tradesmen for work at the club facilities. This includes, but is not limited to, heavy-duty mechanics, electricians, and gas fitters.

Written By: CNSC Board of Directors
Approved By: CNSC Board of Directors 2017
Revised/Reviewed: September 2017
References: None

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5.3 OTWAY RESIDENT AGREEMENT

This agreement is between the Caledonia Nordic Ski Club and the owner/resident of the private trailer at 8141 Otway Road. The agreement defines the resident's responsibilities as well as certain negotiable duties. Any activity or duty not defined otherwise in the agreement is the responsibility of the Caledonia Nordic Ski Club.

Written By: CNSC Board of Directors
Approved By: CNSC Board of Directors 2017
Revised/Reviewed: September 2017
References: None

5.4 COLD WEATHER

If the forecasted highs for the day are colder than -20C the office/rental shop does not open and the groomers do not operate.

If the forecasted highs are colder than -16C during the day and -15C in evening then adult ski lessons are cancelled.

Written By: CNSC Board of Directors
Approved By: CNSC Board of Directors 2017
Revised/Reviewed: September 2017
References: None

5.5 SKILL DEVELOPMENT PROGRAM COLD WEATHER

For the safety of the participants, the evening Skill Development classes will be cancelled if the temperature is colder than -15C at 4:30 p.m. on the club website. Weekend SDP classes will be cancelled if the temperature is colder than -17C at 8:30 a.m. Cancellation information will also be posted on the Coaches Calendar and Website

Written By: CNSC Board of Directors
Approved By: CNSC Board of Directors 2017
Revised/Reviewed: September 2017
References: None

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5.6 CRIMINAL RECORD CHECKS

For the safety of all the children and youths involved in Caledonia Nordic Ski Club activities, all adult volunteers working independently with these groups must have a Criminal Record Check on file with the Club. Forms are available from the Club Manager. Volunteers are responsible for completing their own forms, which must then be submitted to the R.C.M.P.

All Criminal Record Check results will remain confidential between the R.C.M.P., the applicant, and Club Manager. As the Caledonia Nordic Ski Club is a registered society, there is no cost to volunteers or staff for completing a Criminal Record Check.

Volunteers and staff must complete a criminal record check every 2 years.

Written By:	CNSC Board of Directors
Approved By:	CNSC Board of Directors 2017
Revised/Reviewed:	September 2017
References:	None

5.7 BIATHLON – USE OF FIREARMS

The safety of all skiers at the Otway facility is of the utmost importance to the Club and the Executive. This is especially important in the area of the Biathlon range. All coaches, athletes, officials, and volunteers must follow the policies laid out by Biathlon B.C. The Caledonia Nordic Ski Club endorses and adopts the policies of Biathlon B.C. (details are available through the Biathlon BC website). This specifically includes the following:

- Harassment Policy
- Codes of Conduct - Athletes, Coaches, Officials, Volunteers
- Drug Free Environment
- Fair Play Policy
-

There are specific rules for the Otway facility as related to the Biathlon area. This includes following all applicable Federal and Provincial laws related to the safe handling, firing, and transport of the firearms and ammunition required for the sport

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It is recognized that off-season training requires transport of rifles and ammunition to the range area. For insurance and liability reasons, only specified coaches will be allowed to drive their personal vehicles to the range, for the sole purpose of transporting rifles and ammunition. Athletes and other participants are not permitted to drive on the ski trails.

Written By: CNSC Board of Directors
Approved By: CNSC Board of Directors 2017
Revised/Reviewed: September 2017
References: None

5.8 BIATHLON RIFLE IN BUILDINGS

<u>As per Biathlon sport rules</u>
Unless the rifle is being used on the range or carried during competition, the rifle must be in a rifle case, either soft case or hard case with a trigger lock. This includes transport to and from the range.

As per Federal Firearms Regulations, the rifle must be supervised by someone with a valid Firearms Possession and Acquisition License (PAL), or valid Minors License and cannot be left unattended anywhere on the Otway facility or its buildings, including the range and ski racks.

The rifle can be carried into the lodge and other buildings as long as it follows Federal Regulations:
1) it is carried in a soft or hard case and
2) it has a trigger lock on it.

The rifle cannot be left unsupervised anywhere in the facility, for any reason. It must be supervised by someone with a PAL at all times.

Written By: John Huybers, Club President 2017
Approved By: CNSC Board of Directors 2017
Revised/Reviewed: September 2017
References: None

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PHONE/FAX 250.564.3809

5.9 BIATHLON RIFLE RENTAL

Purpose
Rental rifles will be made available to new athletes that are interested in trying the sport of biathlon for a period of up to two years. After the second year, athletes continuing with the sport will be expected to acquire their own personal rifle. This is necessary so that continuing athletes can customize the rifle fit. . Rental rifles are subject to availability. Rental prices may vary from year to year based on annual budget plans.

Eligibility
The athlete must be a member in good standing of the Caledonia Nordic Ski Club and a member in good standing of the junior racing program, Biathlon Division The athlete must also be a member in good standing with Biathlon BC or Biathlon Canada.

There are two classes of rifle rentals available. The athlete does not take the rifle home, whether it is after competitions or after practices. The Biathlon Coach has official possession of the rifle and transports it to and from every practice or competition. This usually occurs when no one in the family has a **Possession and Acquisition License (PAL)** and thus is not legally allowed to take the rifle home. The athlete is still responsible for the proper and safe care of the rifle and is responsible for any damage that may occur to the rifle while he/she is using it. Parents are encouraged to get a PAL as soon as possible and take full possession of the rifle. A CNSC "Class 1" Rifle Rental Agreement must be signed by the athlete or parent (if athlete under 18 years of age) before beginning to use the rifle.

The athlete takes possession of the rifle and takes the rifle with him/her after each practice or competition. The athlete (or parent) is fully responsible for the safety and maintenance of the rifle during the period of the rifle agreement. The athlete or parent must have a PAL or a Minors Permit. The athlete is responsible for any damages or loss that may occur to the rifle and/or accessories during the period of the rental agreement. A CNSC "Class 2" Rifle Rental Agreement must be signed by the athlete or parent (if athlete under 18 years of age) before taking possession of the rifle and beginning to use the rifle.

The athlete must demonstrate firearm safety and respect.

P.O. Box 1243,
Prince George BC, V2L 4V3
PHONE/FAX 250.564.3809

The athlete/family must obey all Provincial, Federal, Regional and City of Prince George laws with regards to firearm safety including, cleaning, storage and transportation. In the case of athletes under the age of 18 yrs., the parent/guardian of the athlete must ensure that all necessary permits, i.e. firearms license/firearms acquisition license and carrying /transportation permit, must be in order and inspected by the CNSC biathlon coach (s) before any transfer may take place. If the athlete is between the age of 14 and 18 inclusive, they must apply and acquire a **Minors Permit**. If the athlete is 18 yrs or over then he/she must have a current firearm **Possession and Acquisition License / Possession Only License** and any **pertinent carrying permits** (if needed) before any transfer may take place.

Term
The term of the rental agreement is twelve calendar months. Generally, this term will start in September and end August 31 of the following year. Athletes that are member of the CNSC Junior racing program are expected to attend CNSC Junior Racing Program practices, races and competitions both in Prince George and elsewhere that are appropriate for their abilities and experience and that follow the Long Term Athlete Development (LTAD) model adopted by the Club.

Rates
The rifle rental rates will be set each year.
Non-compliance with any of these conditions may result in the athlete / family being asked to return the rental rifle to the CNSC biathlon coaches.
For more information, contact the CNSC Biathlon coaches.

Written By:	CNSC Board of Directors
Approved By:	CNSC Board of Directors 2017
Revised/Reviewed:	September 2017
References:	None

5.10 ROLLER SKIING

The Caledonia Nordic Ski Club adopts the Cross-Country B.C. Roller Skiing Policy, first published in 2003 and Updated in 2012.

http://www.crosscountrybc.ca/sites/default/files/documents/CCBC%20Roller%20Ski%20Policy%202012v2.pdf

CALEDONIA
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Written By: CCBC Board of Directors 2003
Approved By: CNSC Board of Directors 2017
Revised/Reviewed: CCBC Board of Directors 2012
References: None

6. INFORMATION FROM RELATED ORGANIZATIONS

In addition to the information included within this Policy Manual, the Club also follows the Policies of the Provincial Sport bodies (Cross Country B.C. and Biathlon B.C.) For the most recent versions of this information, contact CCBC or Biathlon BC directly. This includes, but is not limited to, the information listed below:

6.1 CCBC

http://www.crosscountrybc.ca/

Membership / Insurance Guide
Conflict of Interest Guidelines
Program Delivery Suggestions
Typical Full-Service Club Infrastructure

Email: office@crosscountrybc.ca
Phone: 250-545-9600
Fax: 250-545-9614

6.2 BIATHLON B.C.

http://biathlonbc.ca/

Harassment Policy
Codes of Conduct - Athletes, Coaches, Officials, Volunteers
Drug Free Environment
Fair Play Policy

Email: president@biathlonbc.ca
Phone: 604-230-0481