



2017

**Policies and Procedures
of the
BC Seniors Games Society**

Revised: November 2016

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Preface

The Policies and Procedures 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 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 and Committees to follow the Policies and Procedures.

The Policies and Procedures will be reviewed annually by the Board of Directors and revised by them 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 Columbians 55 years and older.

We do this in two principal ways:

- 1) by organizing the 55+BC Games as an annual opportunity for the 55+ population to participate in physical and social activities;
- 2) by proactively portraying a contemporary image of the 55+ population as physically fit and socially engaged.

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

The Society emphasizes self-education in proclaiming the health and social benefits of participation in sport, recreation and cultural activities to its members and to British Columbians at large.

Policies and Procedures Specific to the BC Seniors Games Society

Terminology

1. "Society" refers to the BC Seniors Games Society
2. "BCSGS" refers to the BC Seniors Games Society.
3. "Board" refers to the Board of Directors of the Society.
4. "Directors" refers to the Board of Directors of the Society.
5. "A Zone" refers to any of the 12 Zones of the BC Seniors Games Society.
6. "An Area" refers to a geographical area administered by a Zone.
7. Words imparting a male person include a female person.
8. "The Objectives" are as described in the Society's Constitution.
9. The "History" is a record of some important events of the Society.
10. "AFA" refers to Agreement for Financial Assistance.
11. "TUA" refers to the Transfer Under Agreement which was replaced in 2014 by the "SCA" which refers to Shared Cost Agreement.
12. "BCGS" refers to the BC Games Society.
13. "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 Society.
14. "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.
15. "Host Community" is the overall community which has been awarded to host the 55+ BC Games. "Host Community" is a general term and may be used interchangeably with "Host Society". Where joint communities are awarded to host the Games, they will be referred to as "Host Communities"; however, only one Society will be registered and formed, which will encompass joint communities.
16. A "team" consists of two or more persons.

Introduction

The British Columbia 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 of the year of the Games. "Permanent Resident" is defined as a person who has a principal residence in B.C.

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 55+ BC Games is one way to help the 55+ population to enrich their lives, get 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

- a) To promote active participation by the 55+ population in sport, recreation, fitness, culture and self-education.
- b) To demonstrate the values and abilities of the 55+ population and create an awareness of their contribution to the Canadian lifestyle.
- c) To encourage physical, social and creative achievement through participation and friendly competition.
- d) To engender a sense of community spirit by providing the opportunity and catalyst for bringing the 55+ participants, their families, and the community at large, together to participate in the 55+ BC Games.
- e) To organize 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 Healthy Living and Sport). 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, 15 and 16, 1988 with 650 seniors competing in 15 sports.

The province was divided into 12 Zones. Each Zone has an organizing committee responsible for ensuring that the playoffs for each sport are well co-ordinated, for local public relations, local fund raising and registration of all Participants in the Zone. The Committee looks 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 is 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 continues to organize and is the main funding partner for the 55+ BC Games.

Operation of the Society

Executive Committee:

The Executive Committee shall consist of seven Members as described in the Overview.

It will be the responsibility of the Executive Committee to deal with the day to day matters pertaining to the Society, to follow the Society's Constitution and Bylaws and Policies and Procedures and to ensure that the Society functions effectively and appropriately.

Overview:

The Executive Committee shall consist of the following members: President, Vice President, Secretary/Treasurer, Past President, Chair - Communications, Chair - Development, and Chair - Marketing/Sponsorship. These members are elected from the general membership (with the exception of the Past President) at the Society's Annual General Meeting. The election of President, Vice President, and Chair of Development Committee will be held at the AGM in even-numbered years. The election of the Secretary/Treasurer and Chairs of the Communication and Marketing/Sponsorship Committees will be elected at the AGM in odd-numbered years. Terms of office are for a period of two years.

Purpose of Executive Committee:

It will be the responsibility of the Executive Committee to deal with 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.

Board of Directors

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

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 one of the Chaired Committees.

See Section "Policies and Procedures specific to the BCSGS Board of Directors" on page 9.

Election of Officers

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 Chair - Development will be elected in even years. Secretary/Treasurer, Chair-Communications and Chair-Marketing/Sponsorship will be elected in odd years.

An Officer, who has a term left and wishes to run for another office, must resign from his/her present position.

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.

See Section "Policies and Procedures specific to the BCSGS Zones" on page 10.

Games

The Games shall consist of a minimum of 20 events. See Section "Policies and Procedures specific to the Games" on page 16.

Host Committee

The Host Committee must register as its own Society. The Committee is then called the "Host Society" and is responsible for the organization 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 Community will select a person to act as President. He/she may be invited to meetings of the BC Seniors Games Society Board of Directors, but will have no vote.

See Section "Policies and Procedures specific to the Host Committee /Society" on page 13.

See Addendum 2 "Proposed Host Committee Structure" on page 67.

Procedure for Submitting Changes to Policy and Procedures Manual

Suggested changes to the BC Seniors Games Society Policy and Procedures must be submitted in writing to the President of the BC Seniors Games Society. Changes will be reviewed by the Development Chair and Committee and forwarded on to the Society Board of Directors for final approval.

Suggested changes must be mailed or faxed to the following address:

President
BC Seniors Games Society
203 – 2453 Beacon Avenue
Sidney, BC V8L 1X7
Fax: 778.426.2941

All suggested changes will be reviewed by the Policy and Procedures Committee and forwarded, by e-mail or fax, to the BC Seniors Games Society 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 Board.
2. The Society and all of its Committees are to adhere to the Accounting Policy of Society.
3. Expenses for travel, accommodation, and meals for BCSGS Annual General Meeting and Board meetings as set out in the Financial Policy on page 37.
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 each year.
6. The Board shall establish standing Ad Hoc Committees, if required.
7. The Board 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 Bid Committee who shall make the final selection followed by ratification by the Board. The Host Municipality or Regional District shall form a Committee and that Committee shall establish a Host Society which shall enter into an Agreement of Financial Assistance (AFA).
8. The Board shall determine and approve all Sports which take place at the 55+ BC Games. The list of events will be reviewed and may be amended by the Board of Directors annually.
9. The Board shall conduct a "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 Non-Participant Fees for the Games at the next 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 annually approve the Official Rules for the Games.
15. 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.
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 of the Board meetings. This report is to be presented to the Zone at first meeting following the Directors meeting.
4. The Director, as a member of the Zone Executive, may be given additional duties by the Zone Chairperson.
5. Elections

Zones shall hold elections at Annual General Meetings (AGM) of the Zone. This AGM shall be held on or before October 29 of each year. All Members of the Zone are eligible to vote at the AGM. Zones should advise 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 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) members, whichever is greater, of the Zone Members.

- (a) The accidental omission to give notice of a meeting or the non-receipt of a notice by any of the members to receive a notice does not invalidate proceedings of that meeting.
 - (b) 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.
 - (c) Any member may speak to a motion.
 - (d) 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. Elections should be completed by October 29 of each year.

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.
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.
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 playoffs are properly and fairly conducted and at the appropriate time for a particular sport; that in team sports "all star teams" are not formed.
12. Zones are to select their Sport Coordinators for each event. They are to ensure that these Coordinators are qualified, knowledgeable and capable of properly organizing the event 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 playoffs as to time and location.
14. Zones are to ensure that Participants and Non-Participants are members of the Society. Membership fees for all Zones shall be \$20.00 with \$14.00 of that amount to be forwarded to the Society Secretary/Treasurer. Participant's fee shall be \$50.00, Non-Participant's fee \$35.00. These fees together with additional sports fees (golf, etc) are to be forwarded to the Zone Treasurer at the designated date. The Zone Treasurer shall forward the fees to the BCSGS Treasurer at the designated date.
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 Site. The cost of such transportation is not the responsibility of the Zones nor 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. "conforming to Government Policies for holding these events". 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 shall establish a Disputes 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.
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 Registration 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
Zone 6	Maroon, Yellow & Grey	Zone 12	Blue & Black

23. Zones are to hold Annual Meetings, as soon as possible, after annual 55+ BC Games, but in no case no later than October 29.

24. Zones are required to hold a minimum of six regular meetings per year between Zone Annual General Meetings.

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

26. 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 certificate is completed and returned to the Administrative Assistant at the BCSGS Office. 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 bidding by communities. The Society shall ensure that as much lead time as possible is given to any Host Committee. For example, the Host Committee for the 2017 Games will be determined in 2015.

Communities in all areas of the province will receive application information and procedures, in January, for hosting the Games. Applications are to be received by the BC Seniors Games Society office by the last Friday of June of that year.

The Board of Directors will ratify the decision of the Bid Committee, as soon as possible, or at the first Board meeting following the Bid Committee decision.

The successful Communities shall be notified by the Minister, after which the non-successful Communities will be notified by letter.

The Host Community shall select a President and Board of Directors as outlined in the 55+ BC Games Guidelines.

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 Society
- once all Society Directors have been selected, the Host Society shall develop a plan, which will include a timeline.

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. President and Administrator attend BC Seniors Games Society November Board meeting to sign an Agreement for Financial Assistance (AFA) with the BC Seniors Games Society.
3. Produce 20 information packages consisting of: Accreditation, Opening and Closing Ceremonies, **Friday night social event** venue, other venue sites and map, list of accommodations by mid-November.
4. Follow the guidelines as outlined in the BC Games Corporate Partners program.
5. Develop an organizational structure as outlined in the 55+ BC Games Guidelines provided by the Event Managers.
6. Establish a bank account, keep accurate accounting of all expenditures and revenues, and prepare a budget.
7. Arrange for the best facilities possible for each sport, special event and ceremonies, as soon as possible, preferably prior to December 31. This information should be posted on the Host Society's website and forwarded to the BC Seniors Games Society office.
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 of Host Society Meetings to the BC Seniors Games Society President.
11. Select a Host Hotel, as soon as possible, preferably prior to October 31, 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 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 with the details.
14. Hire an Office Manager who will be accountable to the Host Society. The Office Manager is responsible for the day-to-day operations of the Games Office and will assist the Host Committee as defined in the Office Manager's Job Description. Notify the BCSGS office of the appointment.
15. Provide:
 - local transportation for Participants and dignitaries
 - have concessions at all sport venues on Wednesday, Thursday, Friday, and Saturday
 - facilities and equipment
 - sport officials
 - medical and security services
 - Hosts and Hostesses with appropriate apparel
 - **Friday Night Social Event**
16. Determine what souvenirs will be sold; what business will provide the souvenirs; how they will be sold; and place this information on the website.
17. Determine who will present medals and the procedure to be used.
18. The Sport Chairs shall prepare the sport scheduling, as dictated in the BCSGS Rules Book, and PSO Officials, where applicable.
19. Sports Director shall organize a Sport Chairs' orientation meeting giving each Chair an information package, which includes:
 - BCSGS General Rules
 - The rules of the 55+ BC Games specific for that Sport
 - PSO Agreements/requirements
 - Scheduling information including past examples of past schedules (special note to the Track and Field chair that the prepared schedule is in the Rules of Track and Field, any suggested changes to be sent to the BCSGS Rules Chair by January 15
 - Problems and their solutions that occurred in previous Games.
20. Post results on the website as they become available.
21. Ensure that each Zone shall have a clearly marked table in the Registration Area.
22. The Host Society will provide a Participant and Non-Participant Accreditation Package. The BCSGS is responsible for the Membership Form; Release of Liability, Waiver of Claims and Assumption of Risk Form; and the Registration Form.
23. Hold, within a month following the Games, an evaluation meeting and submit a report to the BC Seniors Games Society.

24. By December 31 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.

Host Society - Gaming Policy

- The Host Society is ineligible to apply for BC Lottery Funds.
- The Host Society may hold Raffles or Draws, conforming to Government Policies for holding these events.

Host Society - Board Governance for Host Communities

Host Society - Board of Directors Code of Conduct

Host Society – Criminal Record Check

Host Society – Guidelines for Food and Beverages Available at Sporting Events in BC

Host Society – Medical Protocol for the Removal of Injured Athletes from Competition

Host Society - Setting up a Schedule/Draw

Host Society - Staff Code of Conduct

Host Society - Standards of Business Conduct and Conflict of Interest Policy

Host Society – Infectious Disease Policy

Host Society - Volunteers Code of Conduct

Host Society – Volunteers Photography Policy

Copies of the above-noted Host Society Policies are retained in the BCSGS office and are available upon request by contacting the Administrative Assistant.

BC Games Liaison

The Event Manager will work under the direction of the President and CEO of the BC Games Society, and the President of the BC Seniors Games. Duties will be as directed by the President and CEO, BC Games Society, and in accordance with the Partnership Agreement between BC Games Society and BC Seniors Games Society.

BC Seniors Games Society Liaison Guidelines to Host Society

- a) The President of the BC Seniors Games Society is the direct contact with the Event Management.
- b) The Host Society Director shall act as a Resource person to the Event Managers and may attend the Host Society monthly meetings as an observer.

Policies and Procedures Specific to the Games

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

2. Additions/Deletions to Sport List:

Additions to the Sport Program:

Sports wishing to add their sport to the 55+ BC Games Grid must do so by submitting the application form by September 30. This form is available on the BCSGS website together with the notes on completing the form. Submissions will be reviewed by the Society Rules Committee and present their recommendation to the November Board Meeting for their approval. Sports added to the list will be included in the Bid Document for the following set of Games.

Deletion of a sport from the Sports Grid:

Any recommendation by the Rules Committee for deletion of a Sport from the 55+ BC Games will be presented and approved by the Board of Directors.

3. Participants:

Participants must be 55 years of age or older as of December 31 in the year of the Games, with the exception of Track and Field, which is the first day of the competition. Participants earn the right to compete in the 55+ BC Games by qualifying through Zone play-offs or, if there are insufficient participants to require play-offs, by being nominated by the Zone Sport Coordinator for the appropriate sport.
4. Residency:

See General Rules - Eligibility Section of the BCSGS Rules Book.

5. 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 players). 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 all Zones may import players but the procedure is different for different zones as follows:-

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

- (i) 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 zones is not allows.
- (ii) 50% of the participants MUST be from the resident Zone. Except, Slo Pitch, Ice Hockey and Soccer who MUST have eight players on the resident team.
- (iii) The application to the Rules Committee must contain the following information:-
Zone: Sport: Event: Age Group: Playing Position:
- (iv) Once a player has been allotted by the Rules Committee the player is registered using the appropriate procedure listed in 5(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 player does 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 Chair:
Zone: Name: Age: Phone #: Sport: Event:
Accreditation:
- (iv) When the zones receive confirmation of the transfer from the Rules Chair the player is registered using the appropriate procedure listed in 5(d) below.

(c) Players 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.

(c) Process for Registering a Cross Zone Participant

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

(i) Cross Zone Requests prior to the Zone participants being transferred to the Host Society

On confirmation from the Rules Chair, the Resident Zone Registrar collects the fees, and registers the player as a Cross Zone in the Zone that he/she 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 his/her 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 to 5 days from the first day of Accreditation.

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

(iii) Cross Zone requests that occur within 5 days of the first day of Accreditation at the Games.

The Resident Zone Registrar registers the player and collects fees, completes the Cancellation/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 will convert all cross-zone participants to their resident zone.

6. Withdrawals and Replacements

Prior To Registration closure date and transfer to the Host Society

All withdrawals/replacements are handled by Zone Registrar or Director.

If a cross-zone participant is used, the procedure for cross zone participation item 5 above) is followed.

From closure of Registration and transfer date to the Host Society to five days (12 noon) from start of Games

Withdrawals:

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

From five days (12 noon) before start of the Games

The Director takes the Withdrawal/Replacement Form to the conflicts table at the Accreditation, 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 conflict 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 Chair before being processed by the Host Society.

The Rules Chair shall keep a list of all changes.

7. Playoffs:

- (a) Some Zones, due to factors of size, etc. may declare that the Zone be divided into areas for play-off purposes. In such cases, Participants will qualify for the right to participate in Zone play-offs by winning the area play-offs;
- (b) Isolation Zones have been declared in four areas of the province. These are Fort Nelson (Zone 12), Atlin/Dease Lake (Zone 11), Haida Gwaii (Zone 10), and Bella Bella (Zone 2). Participants from these Isolation Zones will advance directly to the 55+ BC Games from their own play-offs, except Five Pin Bowling.
- (c) Play-offs are to be held at a time when there would be normal participation in the appropriate sport (e.g. Ice Curling before the end of March; Golf in June, etc.).

8. Participation in Events:

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 for. They are only permitted to compete in one sport at the Games. They may compete in more than one segment of a sport at the Games. For example, a Participant may compete in Tennis singles and Tennis doubles.

9. Age Categories:

Participants may only compete in one age category except in pair's sports. Older age Participants may only compete in a younger age category where specific rules and regulations permit.

10. Medical Examination:

It is recommended that Participants in active or strenuous sports have a medical examination prior to competing in the Games.

11. Disputes or Protests:

(a) Games Level

- (i) Disputes or protests are to be made in writing, signed and given to the Host Society Event Chair within one hour of the incident.
- (ii) The time, date and location of the incident must be noted.
- (iii) In the case of a team event, only the Manager (or Captain if there is no Manager) of the team may sign the protest.
- (iv) A Dispute Committee will rule on the incident within 12 hours.
- (v) The decision of the Dispute Committee shall be given in writing to the person who signed the protest and to the Host Society Event Chair.
- (vi) The decision of the Dispute Committee is final.
- (vii) The Dispute Committee shall be composed of:
 - Event Chair
 - Competition Official in charge (Chief Referee or Umpire)
 - Chair or member of the Rules Committee

(viii) The Event Chair is in charge of play and no person is allowed to create a disturbance by claiming procedure is incorrect. Protest procedure as outlined shall be followed or person causing such disturbance may be asked to leave.

(b) Zone Level

- (i) Disputes or protests are to be made in writing, signed, and sent to the Zone Chair within three days of the incident in question.
- (ii) The time, date and location of the incident must be noted and all significant circumstances surrounding the dispute.
- (iii) In the case of a team sport, only the Manager (or Captain if there is no Manager) may sign the protest.
- (iv) The Dispute Committee will rule on the incident.
- (v) The decision of the Dispute Committee will be given in writing to the person who signed the protest with a copy to the Zone Chair.
- (vi) The decision of the Dispute Committee is final.
- (vii) The Dispute Committee will consist of 3 to 5 persons knowledgeable in the Games Rules and familiar with all the Games Events. The Dispute Committee will be selected by the Zone Chair and the Zone Sport Chair.

12. Registration and Fees:

Registration: Completed registrations for Participants, Spares and Non-Participants going to the Games are entered online by the Zone Registrar or 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.

Fees – Participant and Non Participant: Registration and Sport fees (if applicable) are established by the BCSGS Board of Directors. Fees are collected by the Zone Sport Coordinators and passed on to the Zone Treasurers. Zone Treasurers must submit the Participant and Sports fees to the BCSGS Secretary/Treasurer by no later than 45 days prior to the start of the Games.

Refund of Registration Fees:

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. (see General Rules, Item 6 a. (6)).

Zones will use the 'Record of Refund Request' form to compile a list Participants and Non Participants 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.

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.

13. Billeting:

Any person or resident wishing to billet participants or non-participants in the 55+ BC Games must sign up as a volunteer and fill out a Volunteer Registration Form.

14. Replacements: As per the General Rules item 7. Spares, Replacements and Cross Zone Participants in the Rules Book. Copies of forms and guidelines are in Directors' Orientation Binder.
15. Games Duration:
The 55+ BC Games will have not less than four days of competition or as otherwise determined by the Board of Directors.
16. Competition Format:
Competition will be in the format stated for the specific sport in the Games Rules Book.
17. Attendance at Social Events:
Participants, Zone Representatives and Society Board of Directors are expected to attend the Opening and Closing Ceremonies and other Special Events scheduled for the Participants.
18. 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 Committee President to the President of the next Host Society.
19. Games Torch:
The Host Committee 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 ceremonies and dignitaries. It may be lit and extinguished at a time deemed best by the Host Society.
20. Street Banners and Posters:
Banners and Posters are to be displayed in locations, and for a period of time, determined by the Host Society.
21. 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 venue. The time(s) should be included in the published schedule of each sport. Multi-age group sports may have more than one ceremony in a day.
 - (c) Participants may sign the medal pick up form to acquire medals for fellow competitors or teams in the same sport.
 - (d) The Host Society will arrange to have unclaimed medals, with a list of intended medal recipients, delivered to the **Society's office**.

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 City Committee and the Executives of the Twelve Zones 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 Committee 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, and 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 financial signing authority within the scope of their responsibility as determined by the general membership. The signatures of two members of the Executive Committee shall be required on cheques and contractual documents in the following order of precedence: Secretary/Treasurer, President, Vice President, Communications Chair, Development Chair, Marketing/Sponsorship Chair, and Past President. 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.

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, President, 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 City Committee

The financial records maintained by the Host Committee must conform to Generally Accepted Accounting principles. In addition, it is strongly recommended that the Host City 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 City Committee has the responsibility of ensuring that the Seniors Games are well organized and that the financial affairs of the Committee 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 Organization's finances must be a priority item. At that time the Secretary/Treasurer should review the present state of the Organization's 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 Society monthly, with an Audit statement within three months of completion of Games.

Zone Committees

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

Specific Accounting Procedures

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 Committee to hire an Office Manager to oversee the operations of the Games. The Host Committee 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 Committee should contact the members of the previous Host City Committee. This hopefully would enable the Host Committee in charge of the current Games to make use of the accounting lessons learned during the previous Games.

Alcohol Beverages At Events

Approved 2010

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

Participants may not consume alcoholic beverages during the time they are engaged in active event competition.

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 as be posted on the BC Seniors Games Society website for downloading.

Policy:

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

Bids will be mailed out the last Friday of January, with submissions returned by the last Friday of June, followed by a decision and an announcement in September.

Review of the 55+ BC Games submissions is done by the Bid Committee and Event Manager with recommendations forwarded to the BCSGS Board of Directors for ratification.

The BCSGS President then forwards the recommendations to the Minister of Community, Sport and Cultural Development.

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. Committee consists of two members of the Executive Committee (not the President) and one Zone Director, plus the Event Managers. The President to appoint which member will be the Chair.
2. Ensure that the Bid Committee understands the evaluation criteria and formula.
3. Evaluation meeting arranged by the Chair with the Event Manager.
4. Bid Documents evaluated using the bid criteria and formula.
5. Chair documents the scoring and decision process to justify the choice of the winning Host Community.
6. Bid Committee's decision ratified by the Executive Committee and Board of Directors.
7. The President of the BC Seniors Games Society will contact the Minister involved, with the bid result(s), to make a public announcement.

Collection and Storage of Electronic Information Policy

Background:

As the BC Seniors Games Society expands its use of online registration and electronic means to conduct its business, steps must be taken to ensure that personal information is protected and that current laws are adhered to in the receiving, storing, maintaining, and/or disclosing of information.

Bill 13 – 2001 “Electronic Transaction Act” dictates how the BC Seniors Games Society (and its Host Communities) will receive, store, and use information received in electronic format. This Act was used as the starting point for the development of this policy.

The Freedom of Information and Protection of Privacy Act (FOIPPA) dictates how the 55+ BC Games information received by the BC Seniors Games Society (and its Host Communities) can be used. The implications of FOIPPA are outlined in the Protection of Information Policy.

Applicable Parameters of Bill 13 – 2001:

Definitions:

“electronic” means created, recorded, transmitted or stored in digital or other intangible form by electronic, magnetic, or optical means or by any other similar means.

“electronic agent” means a computer program, or other electronic means, used to initiate an activity or to respond to electronic information, records or activities, in whole or in part, without review by an individual at the time of the response or activity.

“electronic signature” means information in electronic form that a person has created or adopted in order to sign a record and that is in, attached to, or associated with, the record.

The use of “in writing” and “signature” and other similar words and expressions does not by itself prohibit the use of information or records in electronic form.

Consent by a person to provide, receive, or retain information or a record in electronic form may be inferred from the person’s conduct.

The requirement that a record be in writing is satisfied if the records is:

- (a) in electronic form, and
- (b) accessible in a manner usable for subsequent reference.

The requirement that a person provide information or a record in writing is satisfied if the person provides the information or record in electronic form and the information or records is:

- (a) accessible in a manner usable for subsequent reference, and
- (b) capable of being retained in a manner usable for subsequent reference.

The requirement that a person provide information or a record organized in a specified non-electronic form is satisfied if the person provides the information or record electronically and the information or record is:

- (a) organized in the same or substantially the same manner as the specified non-electronic form,
- (b) accessible in a manner usable for subsequent reference, and
- (c) capable of being retained in a manner usable for subsequent reference.

The requirement that a person provide an original record is satisfied by the provision of the record in electronic form if:

- (a) there exists a reliable assurance as to the integrity of the record in electronic form, and
- (b) the record in electronic form is accessible and is capable of being retained by that person in a manner usable for subsequent reference.

1. A requirement that a person retain an original record is satisfied by the retention of the record in electronic form if there exists a reliable assurance as to the integrity of the record.

2. For these purposes:

- (i) the criterion for assessing integrity is whether the record has remained complete and unaltered, apart from the introduction of changes that arise in the normal course of communication, storage and display, and
- (ii) the standard of reliability required must be assessed in view of the purpose for which the record was created and other relevant circumstances.

A requirement to retain a record is satisfied by the retention of the record in electronic form if:

- (a) the record is retained in the format in which it was created, provided or received, or in a format that does not materially change the record,
- (b) the record will be accessible in a manner usable for subsequent reference by any person who is entitled to have access to the record or who is authorized to require its production, and
- (c) on provision or receipt of the record, the information, if any, that identifies the origin and destination of the record and the date and time when it was sent or received is also retained.

A record in electronic form is deemed not to be capable of being retained if the person providing the record inhibits the printing or storage of the record by the recipient.

If there is a requirement for the signature of a person, that requirement is satisfied by an electronic signature.

Unless the parties agree otherwise, an offer or the acceptance of an offer, or any other matter that is material to the information or operation of a contract may be expressed:

- (a) by means of information or a record in electronic form, or
- (b) by an activity in electronic form, including touching or clicking on an appropriately designated icon or place on a computer screen or otherwise communicating electronically in a manner that is intended to express the offer, acceptance or other matter.

A contract is not invalid or unenforceable solely by reason that information or a record in electronic form was used in its formation.

A contract may be formed by the interaction of an electronic agent and an individual or by the interaction of electronic agents.

An electronic record created by an individual with an electronic agent of another person is invalid and unenforceable if the individual made a material error in the record, and:

- (a) the electronic agent did not provide the individual with an opportunity to prevent or correct the error,
- (b) the individual notifies the other person of the error as soon as practicable after the individual learns of the error and indicates that he or she made an error respecting the electronic record,
- (c) the individual takes reasonable steps, including steps that conform to the other person's instructions, to return the consideration received, if any, as a result of the error or, if instructed to do so, to destroy the consideration, and
- (d) the individual has not used or received any material benefit or value from the consideration, if any, received from the other person.

Unless the originator and addressee agree otherwise, information or a record in electronic form is sent when it enters an information system outside the control of the originator or, if the originator and the addressee are in the same information system, if the information or record becomes capable of being retrieved and processed by the addressee.

If information or a record is capable of being retrieved and processed by an addressee, the information or record in electronic form is deemed, unless the contrary is proven, to be received by the addressee:

- (a) when it enters an information system designated or used by the addressee for the purpose of receiving information or records in electronic form of the type sent, or
- (b) if the addressee has not designated or does not use an information system for the purpose of retrieving information or records in electronic form of the type sent, on the addressee becoming aware of the information or record in the addressee's information system.

Unless the originator and the addressee agree otherwise, information or a record in electronic form is deemed to be sent from the originator's place of business and is deemed to be received at the addressee's place of business. If the originator or the addressee has more than one place of business, the place of business is that which has the closest relationship to the underlying transaction to which the information or record in electronic form relates, or, if there is no underlying transaction, the principal place of business of the originator or the addressee. If the originator or the addressee does not have a place of business, the references to "place of business" are to be read as references to "habitual residence".

Policy:

Any online registration or collection information processes established by the BC Seniors Games Society for the 55+ BC Games will:

- maintain the integrity of the records as they are provided in electronic form;
- maintain the records complete and unaltered (apart from any changes that arise in the normal course of communication, storage and display);
- maintain records in a manner that is accessible;
- maintain records in a manner that make them usable for subsequent reference by any person who is entitled to have access to the records or who is authorized to require their production;
- retain records in the format in which they were created, provided, or received, or in a format that does not materially change the records;
- identify the origin and destination of the records, as well as the date and time when each record was sent or received;
- provide an individual with the opportunity to return to, append, change, or update his/her record;

- require an electronic signature
 - the provision of the electronic signature will require the person to have accepted the terms of participation in the 55+ BC Games (as outlined in the “Hold Harmless Clause”);
- maintain the records as detailed in the Protection of Information Policy.

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 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 Protocols Policy

Updated September 2014

A critical incident is defined as: death and/or serious (life threatening) injury or event.

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 first person to know about the incident should contact the Games switchboard who will make first contact with the President of the BC Seniors Games Society, who is the spokesperson, and then the President of the Host Society.
- The switchboard volunteers should follow the instructions as outlined in their training.
- All inquiries and telephone calls should be handled by the switchboard.
- Phone numbers for the President of the BC Seniors Games Society or the President of the Host Society should NOT be given to anyone.
- Messages should be taken by the switchboard if the spokesperson is unavailable.
- The Host Society President, the BC Seniors Games Society President, BC Games staff, the Promotions Director, Security Director, Sport Director, Communications Director, Protocol Director, Operations Manager, and Medical Director will proceed to the Games office for a briefing.
 - A public statement will be drafted and prepared for distribution as outlined below.
 - Directors should notify their Chairs and volunteers, as deemed appropriate, reminding them not to speak to media.
- The switchboard will then contact the following individuals and inform them of the incident and provide the briefing time and location.

(please refer to following page)

CRITICAL INCIDENT PROTOCOLS

Key Individuals at Initial Briefing (to be held at the Games office)	Whom they Contact	Action
President of the BC Seniors Games Society (Official Spokesperson)	<ul style="list-style-type: none"> Participant's Family as soon as possible. Ministry and the Minister of Community, Sport & Cultural Development Zone Director and then the other BC Seniors Games Society Board of Directors BC Games Society 	<ul style="list-style-type: none"> Act as the spokesperson Respond to ALL media requests Draft a public statement 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 BC Seniors Games President in consultation with the Director of Sport and the 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 Notify all Directors of the incident Distribute the public statement to all Directors and volunteers Ask all Directors to notify their Chairs, as deemed appropriate, reminding them NOT TO SPEAK TO MEDIA. All enquiries are to be directed to the Switchboard Visit the venue, when reasonably possible
Director of Communications	<ul style="list-style-type: none"> Switchboard 	<ul style="list-style-type: none"> Ensure switchboard volunteers are provided with the prepared public statement for addressing questions received
Director of Promotions	<ul style="list-style-type: none"> Promotions Headquarters 	<ul style="list-style-type: none"> Provide Promotions Headquarters volunteers with the prepared public statement and procedures to follow should they receive any inquiries If deemed appropriate, arrange a media conference
Director of Sport	<ul style="list-style-type: none"> Sport Chairs 	<ul style="list-style-type: none"> Ensure all Sport Chairs are notified and provided with the prepared public statement 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
Director of Protocol	<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
Director of Security	<ul style="list-style-type: none"> Local RCMP 	<ul style="list-style-type: none"> Act as Liaison between the BC Seniors Games Society President and the local RCMP detachment
Director of Medical Services (via phone)	<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 Services volunteers at the venue Arrange for grief counseling, as necessary
Operations Manager	<ul style="list-style-type: none"> Provide support as required 	
BC Games Staff	<ul style="list-style-type: none"> Provide support as 	

Dispute/Arbitration Policy/Procedure

Background:

The individuals charged with managing the Partnership or the Service Agreements between the BC Seniors Games Society (BCSGS) and the BC Games Society (BCGS) will be accountable for resolving disputes.

Policy:

Disputes not resolved by the President of the BCSGS and the President and CEO of the BCGS will be referred in a jointly written document to a Dispute Resolution Committee, consisting of one member from the BCSGS and one from the BCGS.

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 and the BC Games Society will share the costs associated with engaging an outside agency.

File Retention Policy

BCSGS and 55+ BC Games hard copy and electronic files will be retained and / or disposed of in accordance with the file storage notes below:

Confidentiality / Disposing of Information:

All BCSGS and 55+ BC Games information is to be treated as confidential. Paper documents are to be disposed by using a cross-cut shredder or an industrial shredding company. CD/DVDs containing outdated records must be broken/destroyed, before being disposed of.

BCSGS BOARD Files

File Storage:

The Society's documentation will be filed as hard copies and electronic via CD/DVD. The electronic files downloaded monthly and retained in fire proof box in the BCSGS Office.

Retention Period -- Permanent

- Society AGM Minutes
- Annual General Meeting -- Sign-in Attendance Sheets, Voting Delegates Lists, related pertinent documentation and materials
- Statistics – Participant/Non Participant, Members, etc.
- Memorabilia – medals, photos, history books, etc., as available
- Fiscal Year End / Annual Reports (President/ Zones)

Retention Period -- Seven (7) Full Years

- All BCSGS Financial Records – Statements (audited and otherwise), budgets, Treasurer Reports, Canada Revenue Agency and tax information, charitable donations and related information.
- BCSGS 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, etc.
- Host Society Financial Records – Statements, Budgets, Year end Audited Financial Statement, Certificate of Corporation, etc.

Retention Period -- Current year, Plus Two (2) Previous Years

- Bid Package and Bid Applications
- BCSGS and Host Society Contact List - Board of Directors
- Board Orientation Packages – until superseded
- BCSGS and Host Society Policy and Procedures.
- BCSGS and Host Society Agreements – AFA , TUA, and SCA
Service and Cooperative – until superseded
- Registration and Results
- BCSGS Minutes and Reports
- Website – Related materials
- Host Society Assessments
- Insurance
- Host Society Files not mentioned above.

Retention Period -- Present year Plus One (1) Year

- BCSGS Membership; Release of Liability, Waiver of Claims and Assumption of Risk; and Registration Forms for Participants, Non-Participants, and Members.
- Host Society Volunteer forms.

ZONE Files

File Storage:

Zones should store their files in a secure manner consistent with privacy. Documents should be frequently backed-up and stored in a separate location from the originals.

Retention Period -- Permanent

- Memorabilia – medals, photos, history books etc., as available
- Fiscal Year End / Annual Reports

Retention Period -- Seven (7) Full Years

- Zone Financial Statements – Statements, Budgets, Treasurer's report, Year end Statement, Canada Revenue Agency and Tax information, Gaming Commission application and related information.
- Zone AGM minutes

Retention Period -- Current year, Plus Two (2) Previous Years

- Contact List -- Zone Boards
- Zone Minutes
- Correspondence

Retention Period -- Present year, Plus One (1) Year

- Membership and Release of Liability, Waiver of Claims and Assumption of Risk Forms
- Registration Forms

HOST SOCIETY Files

All files are submitted to the BCSGS and dealt with as above.

Financial Policy

Approved November 2012

No Director or Executive member shall be reimbursed for being, or acting as a Director or Executive 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 policies 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. at the following rates:

Meal Rate: \$17.00 per meal (all inclusive of tax)

Mileage Allowance: \$ 0.52 per kilometre

Rates effective November, 2011.

Travel Policy

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

1. Board of Directors:
 - 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 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 remains in the meeting area for personal reasons.
 - c) Board Members 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 policies for travel 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.



The BC Seniors Games Society has adopted Standard Graphics Manuals for its Society Logo, 55+ BC Games Logo and the Host Society Logo. The policies are retained in separate documents from the BCSGS Policy and Procedures manual and are provided to the BCSGS Executive and Board of Directors as they are updated. Copies of these Policies are retained in the BCSGS office and are available upon request by contacting the Administrative Assistant.

Harassment Policies

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 and Board of Directors as they are updated. An Appeals Policy and Process has also been adopted. Copies of these Policies are retained in the BCSGS office and are available upon request by contacting the Administrative Assistant.

Host Zone Director's Policy

The Host Zone Director will serve as a resource to the Event Managers and may attend the Host Society monthly meetings as an observer.

Background:

The BC Seniors Games Society (BCSGS) is made up of 12 Zones within the Province of British Columbia. Each Zone is represented by a Director on the Board of the BCSGS.

Each of the Host Communities is within one of the established Zones throughout the Province, and that Zone Director becomes the Host Zone Director of the 55+ BC Games.

Inclusive Language and Gender Policy

Future 55+ BC Games Bid Packages will include the following:

1. The Host Community 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 selection of Committee 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 Protocol 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 their Chairs and will encourage their Chairs to show this same commitment in the recruitment in their volunteers.

Legacy Policy

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.

Further, the 50% of Legacy Funds which are transferred to the BC Seniors Games Society will go towards the staging of future 55+ BC Games, while 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 moneys given to the Host Society; all profits from the sale of souvenirs; 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 Society's municipality(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 Society's municipality(s) 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 Municipal Council 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. A Legacy Awards evening may be organized, sponsored by the local municipality(s) or by using money from the Host Society's Legacy Funds, at which the successful applicants will be presented with their Legacy Fund cheques.
6. Alternatively, cheques may be sent to successful applicants with details of the amounts and intended expenditure purposes published in the local media.

7. The Legacy Committee shall prepare a complete report, to be submitted to the BC Seniors Games Society and the local municipality(s) 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

Background:

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

The BCSGS Executive Committee approves medal art design and quantities required for each Game.

Policy:

The medal supplier is selected through a tendering process and is awarded a contract based on quality, price, and customer service. The contract is signed between the BC Seniors Games Society and the medal supplier.

Six months prior to the respective Games, the President provides the contractor with the number of Gold, Bronze, and Silver medals required, as well as the art work.

The medals are shipped directly to the Host Community 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:

- (a) The general health and well-being of each Participant is the priority.
- (b) Long-term opportunity of each Participant to compete in their chosen sport and enjoy a reasonable quality of life takes precedence over the ability to compete in the current 55+ BC Games.
- (c) To support Medical Clinic Physician assessment of high risk injuries and medical problems that could impair the long-term ability of the Participant in competing in their chosen sport.

Policy and Process:

- (a) Absolute indications to remove Participant from competition will include, but not restricted to:
 - transient mental state impairment;
 - visual impairment;
 - temporary loss of speech;
 - loss of balance;
 - sudden chest, neck and arm pain;
 - sudden weakness and numbness of face or limbs;
 - suspected fractures;
 - visceral injury.
- (b) Games Medical Team and Clinic Medical Physician assess Participant for immediate evacuation or on-site medical attention. Reports to BC Seniors Games Rules Chair or designate and Medical Services Director. Explanation of injuries or medical problem causing removal from competition noted clearly on the Participant's medical injury form by the Medical Clinic Physician and signed by him.
- (c) Rules Chair or designate will inform Host Society President and BC Seniors Games Society President.
- (d) In the case of a serious medical emergency, requiring hospitalization, the Medical Clinic Physician and the President of the BC Seniors Games Society would inform the Participant's next of kin.

If a Participant is injured:

⇒	Games Medical Team or Medical Clinic Physician determines immediate evacuation of Participant or on-site medical treatment and the ability or inability to continue to compete.
⇒	Games Medical Team or Clinic Physician informs Rules Chair or designate
⇒	Rules Chair or designate informs Host Society President and BC Seniors Games Society President.
⇒	In the case of a serious emergency, Medical Clinic Physician and BC Seniors Games Society President notify the Participant's next of kin.

Note:

Competition or play may not be suspended while the decision process, outlined above, is being made. Should the injured Participant wish, and is permitted by the Medical Team or Medical Clinic Physician to continue on competing, he/she would be entered back into the Competition at the next available opportunity.

Medical Protocol for the Removal of Injured Athletes from Competition

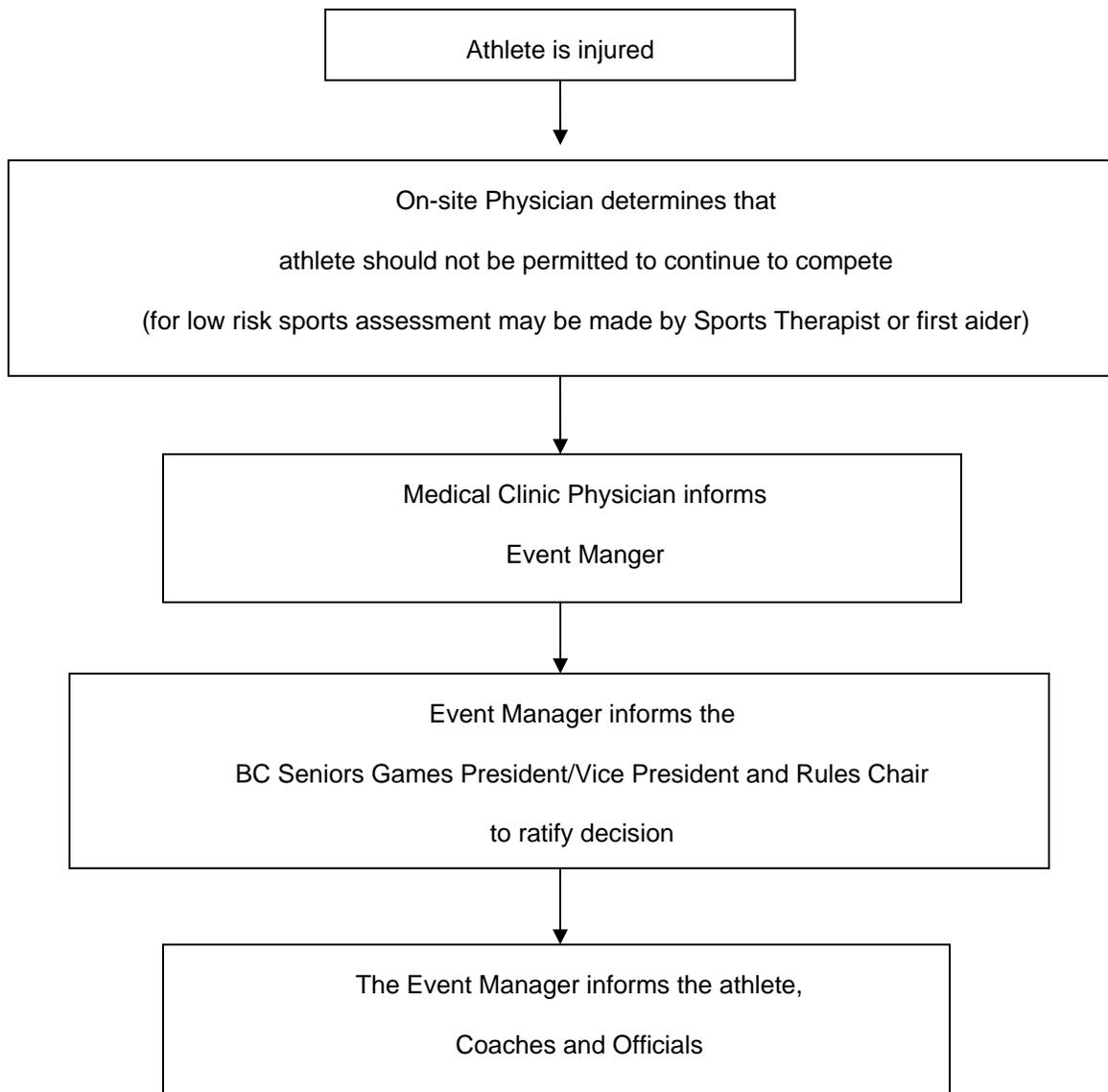
Approved 2010

Principles / Background

- The general health and well-being of each athlete is the priority.
- The long-term ability of each athlete to compete in their chosen sport takes precedence over their ability to compete at the current 55+ BC Games
- To support Medical Clinic and venue physicians in the assessment of high-risk injuries that could impact the long-term ability of an athlete to compete in their chosen sport.
-

Policy and Process

- Absolute indications to remove an athlete 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 athlete, suspected fractures, and suspected visceral injury.
- Venue physicians assess athlete injuries onsite. Where injury warrants, the venue physician will recommend to the Medical Clinic physician that an athlete be removed from competition. At low risk venues or where no physician is stationed, the venue Sport Therapist or First Aider will make the initial assessment and the recommendation to the Medical Clinic physician.
- The Medical Clinic physician makes an assessment of the injured athlete and then reports the recommended removal from competition to the Event Managers and the Director of Medical Services.
- Event Managers will inform the President /Vice President and Rules Chair of the BC Seniors Games Society of the assessment from the Medical Clinic physician. The President/Vice President will ratify the decision for removal from competition and inform the athlete, the athlete's coach(es).
- The athlete will be given a full explanation for the decision to remove him/her from competition by Event Managers in conjunction with the Director of Medical Services and/or the Medical Clinic physician.
- The explanation for removal from competition will be noted clearly on the athlete's medical injury report form by the Medical Clinic physician and the physician (or for low risk venues, the Sport Therapist or First Aider) involved in the decision. The form will be signed by the Medical Clinic physician.
- The decision of the BC Seniors Games President and Vice President and Rules Chair, is final and cannot be appealed. However, after the appropriate treatment, if a reassessment is made and it is determined that the risk to the competitor no longer exists, the athlete may be permitted to return to competition upon the recommendation of the Medical Clinic physician and ratification of the BC Seniors Games President/Vice President
- Event Managers will inform the Host Community Board of the removal of athlete



Notes:

- Competition or play is not suspended while the decision process outlined above is being made. Should the injured athlete be permitted to play, he/she will be entered back into competition at the next available opportunity.
- It is understood that an injury may occur that makes it possible for the athlete to continue to compete. This may occur while the venue physician (or in the case of low-risk sports, a Sport Therapist or First Aider) informs the Medical Clinic physician of their recommendation and the BC Seniors Games President/Vice President and Rules Chair. Only the BC Seniors Games President/Vice President and Rules Chair have the authority to remove an injured athlete from competition.

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.

The name, 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, 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 Responsible for Community, Sport and Cultural Development.

For questions about the collection and use of this information, please contact the Sidney BC Seniors Games Society office.

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, the BC Games Society (BCGS) and the Province of British Columbia, their staff, agents, and volunteer workers responsible for injury, loss of damage occurring during the annual 55+ BC Games.

Participants agree to release, discharge and undertake not to commence any action against the annual Host Society, the BCSGS, the BC Games Society, 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, the BCGS, and the Province of British Columbia do not assume responsibility for loss of wages, medical, dental or hospital care for athletes, officials, or volunteers during the annual 55+ BC Games.

Protection of Information Policy

Background:

The BC Seniors Games Society receives and stores participant and volunteer information. The Freedom of Information and Protection of Privacy Act (FOIPPA) dictates how information received by the BC Seniors Games Society (and its Host Communities) may be used.

Policy:

Any information collected from the 55+ BC Games will be:

1. Necessary for the operation of the 55+ BC Games for the individual's participation in specified games.
2. Accompanied by a statement of why the information is being collected, the legal authority for collecting the information, and the name, address and phone number of an officer volunteer who can answer the person's questions about the collection of the information (as detailed in the "Hold Harmless Clause").
3. Accompanied by a statement of how the information being collected will be used and/or maybe disclosed (as per the "Hold Harmless Clause").
4. Protected from unauthorized access, collection, use, disclosure or disposal.
5. Retained for at least one year after the Games for which the information was collected.
6. Used only for the purpose for which it is collected (as identified in the "Hold Harmless Clause" associated with the collection of the information).
7. Disclosed only as identified on the "Hold Harmless Clause" associated with the collection of information.

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 not classified as a team uniform

Sponsors Logo size: maximum 3" x 3"

Placement of Logo: left or right front of shirt or
left or right sleeve

Conflict of Interest Sponsors:

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

Websites associated with above.

Amended August 2011

Use of Society Name, Logo and Other Graphic Images

Policy Statement:

The BC Seniors Games Society's and 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 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 supporters. 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:

1. intended for official Society business
2. intended for internal use or distribution
3. 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:

1. intended for official Zone business
2. intended for internal use or distribution
3. Zones may use on Zone jackets and team uniforms, but the logo must stand on its own, on the right 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.

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.

Volunteer Hold Harmless Policy

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

The information will be provided to the BC Seniors Games Society.

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 Responsible for Community, Sport and Cultural Development.

For questions about the collection and use of this information, please contact the annual Host Society or the Event Manager.

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, the BC Games Society (BCGS) and the Province of British Columbia, their staff, agents, and volunteer workers responsible for injury, loss of damage occurring during the annual 55+ BC Games.

Volunteers agree to release, discharge and undertake not to commence any action against the annual Host Society, the BCSGS, the BC Games Society, 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, the BCGS, and the Province of British Columbia do not assume responsibility for loss of wages, medical, dental or hospital care for athletes, officials, or volunteers during the annual 55+ BC Games.

Zone _____ Sponsorship Program

Updated November 2011

The BC Seniors Games Society was established in 1987 to produce an annual 'multisport games' for the 55+ BC residents. The first Games were held in Vernon in 1988 with 15 events and 650 participants. In 2011, the Games were held in West Kootenays with 25 events and close to 3,200 participants. The 2012 Games will be held in Burnaby which will mark our 25th Anniversary and close to 4,000 participants are expected.

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 24+ sports within the 55+ BC Games, 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 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.

Levels of sponsorship are below:

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 (which must conform with the BC Seniors Games Society Policy of “Logos on Team Uniforms” which can be found at www.55plusbcgames.org) they will not be eligible for benefits associated with the above sponsorship levels.

BCSGS Sponsorship Program

If a zone gets a \$5000.00 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 categories of the Sponsorship Program, whether it be in-kind or monetary.
Sponsors are able to deduct the full amount of the sponsorship on their fiscal year end financial statements.
- Zone Team Uniforms: these can be a 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 are advertising in local newspapers, tv 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 who wish to be recognized by a tax receipt from the Society and should include a thank-you letter from the zone.
- Any donations received by the Zone are welcome and official tax receipts will be issued by the BCSGS 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 (eg. 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 Administrative Assistant 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 BC Seniors Games Society Communications Chair to be placed on your 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 Treasurer 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 Treasurer at bcsqs@shaw.ca 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 Treasurer who will send tax receipts back to the Zone.

Contact information

Email: bcsqs@shaw.ca

Mailing address: 203, 2453 Beacon Avenue, Sidney, BC V8L 1X7

BCSGS JOB DESCRIPTIONS

Job Description - President

The duties of the President include:

- presiding at all meetings of the Executive Committee, of the Board of Directors and the Annual General Meeting
- setting the agenda for all Executive and Board of Directors meetings
- enforcing the Society's Bylaws
- representing the Society to the community (public relations)
- being an ex-officio member of all Committees operating within the Society, with the exception of the Nominating and Election Committee
- ensuring all Committee tasks are completed on time and that the Committees are functioning effectively and appropriately
- acting as the liaison for the Society with the Host Community
- ensuring that new Board members receive a Board Orientation package.

The President will report to the BC Seniors Games Society Board of Directors.

Time commitment: Members of the Executive Committee will be required to attend at least two Board Meetings, the Society's Annual General Meeting, and appropriate Committee meetings. Executive Committee members are also expected to attend the annual 55+ BC Games.

Term of office: Elected for a two year term.

Skills: Strong leadership, organizational, communication, and written skills. Experience in public speaking, and working with volunteer Boards an asset.

Training: An orientation package will be provided to all Executive members.

Job Description - Vice President

The duties of the Vice President include:

- carrying out the duties of the President in his/her absence
- liaison with Provincial Sport Organizations (PSOs)
- other duties assigned by the President.

The Vice President will report to the President.

Time commitment: Members of the Executive Committee will be required to attend six to eight Executive Meetings a year (most done by conference call), at least two Board Meetings, the Society's Annual General Meeting, and appropriate Committee meetings. Executive Committee members are also expected to attend the annual 55+ BC Games.

Term of office: Elected for a two year term.

Skills: Strong leadership, organizational, communication, and written skills. A background in sports would be an asset. Must be able to work with people.

Training: An orientation package will be provided to all Executive members.

Job Description - Secretary/Treasurer

The duties of the Secretary/Treasurer include:

- ensuring that minutes are taken and kept of all General, Executive, and Special meetings of the Society
- ensuring that notices of meetings are issued
- ensuring safe custody of all records and documents of the Society other than those required by the Secretary/Treasurer
- keeping an up to date mail and phone list of all Directors and Zone Communicators
- keeping appropriate records of all Society's revenues, assets, liabilities and expenses
- disbursing and collecting of funds as needed
- ensuring that adequate and correct accounts are maintained of the Society's properties, business transactions, liabilities, receipts, disbursements, gains and loses
- preparing financial statements, and reporting financial information to the Board of Directors on a regular basis and budgets for current and future years
- ensuring an annual Audit is completed with 90 days of the year-end
- completing and filing Annual Reports required under the BC Society's Act and the Charity Report under the Canadian Revenue Agency within the required time limits.

The Secretary/Treasurer will report to the President.

Time commitment: Members of the Executive Committee will be required to attend six to eight Executive Meetings a year (most done by conference call), at least two Board Meetings, the Society's Annual General Meeting, and appropriate Committee meetings. Executive Committee members are also expected to attend the annual 55+ BC Games.

Term of office: Elected for a two year term.

Skills: Excellent written skills, good organizational and communication skills. Knowledge and access to a computer would be an asset. Previous bookkeeping/accounting experience, fiscal management, organized, and good leadership skills.

Training: An orientation package will be provided to all Executive members.

Job Description - Past President

The duties of the Past President include:

- carrying out duties assigned by the President

- in the absence of the President and Vice Presidents, taking responsibility for their offices in an acting role.

The Past President will report to the President.

Time commitment: Members of the Executive Committee will be required to attend six to eight Executive Meetings a year (most done by conference call), at least two Board Meetings, the Society's Annual General Meeting, and appropriate Committee meetings. Executive Committee members are also expected to attend the annual 55+ BC Games.

Job Description - Chair - Communications

The duties of the Communications Chair include:

- Produce bi-annual newsletter on the website
- Produce News Releases
- Report of the Games, upon Games completion
- Prepare pamphlets/posters/booklet for printing (if funds available)
- Contact all Stakeholders with Games information and updates
- Perform other duties, as assigned by the President
- Report to the President.

The Communications Committee Chair will report to the President.

Term of office: Elected for a two year term.

Skills: Well versed and committed to accomplishing the goals of the position.

Training: An orientation package will be provided to all Executive members.

Job Description - Chair - Development

The duties of the Development Chair include:

- updating BCSGS Policies and Procedures Manual
- ensuring the General Rules of the Society are revised, as necessary
- may be Rules Chair or appoint a qualified person.
- other activities, as required.

The Development Committee Chair will report to the President.

Term of office: Elected for a two year term.

Skills: Well versed and committed to accomplishing the goals of the position.

Training: An orientation package will be provided to all Executive members.

Job Description - Rules & Regulations Sub-Committee

Purpose:

The Rules Chair designates his/her committee in maintaining and upgrading the rules as established by the Society for the purpose of competition by the participants in the 55+ BC Games.

Key Responsibility Areas:

- Prepare a 55+ BC Games Rules Book and ensure it is posted on the website.
- Update Rule Book on an annual basis to ensure changes to the Policies and Procedures are reflected in the Rule Book.
- Evaluate suggestions for changes to rules as submitted.
- Recommend any rule changes to the Board of Directors for approval.
- Be prepared to provide official ruling on the rules at any time.
- Controls cross zone participant program
- Organizes schedule for rules committee members attendance at both Accreditation days and dispute table.

Committee: Chair plus Vice President and six Directors forming the committee.

Job Description - Chair - Marketing/Sponsorship

The duties of the Marketing/Sponsorship Chair include:

- the development of strategies for the marketing of the 55+ BC Games and securing of new sponsors
- maintaining contact with and ensuring the renewal of present sponsors
- other activities, as required.

The Marketing/Sponsorship Committee Chair will report to the President.

Term of office: Elected for a two year term.

Skills: Well versed and committed to accomplishing the goals of the position.

Training: An orientation package will be provided to all Executive members.

Job Description - Board/Zone Directors

Purpose:

The Board of Directors is responsible for the functions of the Society. The Board of Directors 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 from funders. The Board is the Society's link to the Zones; the Board will promote the 55+ BC Games, encourage, and support membership in the BC Seniors Games Society.

The duty of the Directors is not only to represent their Zone but also to establish and assess policies, which affect the province as a whole. Directors may be requested to sit on or Chair a committee, and in this role the Director's outlook must be broad enough to ensure province-wide benefit.

The responsibility of the Board of Directors is to the Society and its operations.

Key Responsibility Areas:

- sit on one of the three Chaired Committees
- written report of Zone activities sent to the BCSGS office at least fifteen days prior to a Board of Directors meeting
- written report submitted to your Zone meetings as soon as possible following a Board of Directors meeting outlining decisions made by the Board and other proceedings of the Board meeting
- provide a written review of the 55+ BC Games following the Games
- voting as your conscience dictates on any motion put before the meeting
- accepting the majority decision on any vote and maintaining a solidarity of purpose in communicating these decisions to others
- assisting through committee work to formulate policies and procedures that will improve the BC Seniors Games Society and the 55+ BC Games
- ratify selected Host Communities by the Bid Committee
- ensure the promotion of membership in the BC Seniors Games Society within the Zones
- ensure the distribution of registration forms within the Zones
- support Corporate Partners of the BC Family of Games wherever possible.

The BC Seniors Games Society Board of Directors reports to the membership of the BC Seniors Games Society.

Time Commitment: Attend all Board meetings (at least 2 per year), attend teleconferences, attend the 55+ BC Games, and attend the Society's Annual General Meeting. If unable to attend a meeting, ensure with a Chair of the Zone that an alternate will attend (refer to page 10, Policies and Procedures Specific to the BCSGS Zones, number 1). The elected Society Director shall represent the Zone on the Board of Directors. Sit on one of the three Chaired Committees. Also, sit on or Chair other Society Committees, as requested.

Training: An orientation package will be provided for all Board members. (includes Constitution and Bylaws; Policy and Procedures; General Rules, Sports Rules, Expenses Claim form, etc.)

As an elected member of the Board of Directors you will receive:

- a white golf shirt and navy jacket, both with BCSGS logo, which is our official uniform, worn with grey or navy slacks or skirts. The slacks or skirts will be at the Director's expense.
- Expenses to attend Board Meetings and Annual Games (as per expense form in your orientation binder)
- minutes of all Board Meetings and Annual General Meetings.

Proposed Host Society Structure

Directors:

President

The Host Society President has the overall responsibility for the 55+ BC Games in your community. He/she works closely with the BC Seniors Games Society and the Event Managers as well as his/her own Board of Directors. The President should be informed and aware of all stages of planning towards the 55+ BC Games.

Administration

The Director of Administration is responsible for both the “up front” and “behind the scenes” 55+ BC Games operations. This Director will oversee the selection of a Games office and usually will hire the Operations Manager, approximately eight months before the Games. The Administration Director will also be responsible for all financial aspects of the Host Society, including budget and souvenir controls. Other key areas within Administration include legal services, risk management services, accommodation (hotels, motels, and R&B sites within a 40 km radius of the Games Village), as well as environment.

Ceremonies

Opening and Closing Ceremonies will be coordinated by this Directorate. Typically the Opening Ceremony will take place on the Wednesday evening of the Games and the Closing Ceremony during the late afternoon on Saturday.

Communications

The Communications Directorate will provide leadership in determining communication requirements within the Games community. This Directorate will provide all communications equipment (radios, pagers, cellular phones, PA systems etc.), as reasonably requested by all other Directorates. This Directorate will also coordinate and staff a Communications Centre during the 55+ BC Games.

Friends of the Games

The Friends of the Games Directorate is responsible for soliciting and coordinating the support of local businesses in the Host Community, and for ensuring appropriate recognition is given to all Corporate Partners and local Friends of the Games.

Medical Services

The Medical Services Directorate will ensure adequate medical coverage at all 55+ BC Games venues (accreditation, events, ceremonies, and participant special events) during the Games as well as establishing a central medical clinic.

Promotions

The Promotions Directorate will promote the 55+ BC Games and raise the citizen'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. This Directorate will also keep a photo history of your community's Games, prepare a Souvenir Program, and keep local media informed of all upcoming events leading up to the Games.

Protocol

The Protocol Directorate will prepare the Host Society to receive invited Guests to the 55+ BC Games. The Games invited Guest list will be prepared by the Protocol Directorate; invitations to the Games and related events will be prepared and sent by this Directorate.

This Directorate will also be responsible for recruiting volunteer Hosts, to serve as ambassadors to the Host Community and to the 55+ BC Games. Protocol will plan and prepare for a number of receptions that will be held in your community during the Games, as well as coordinating the medal presentations at the completion of competitions.

Registration and Results

All the 55+ BC Games Participants and registered Non-Participants will be officially registered through the BC Seniors Games Society online registration system. The Registration and Results Directorate volunteers will work with the 55+ BC Games to manage the collection of Participant registration information. The registration deadline for the 55+ BC Games Participants and Non-Participants changes each year according to the date of the Games. In addition, this Directorate will be responsible for accrediting participants when they arrive in your community, recording Games results and supplying this information to the members of the media attending the Games and throughout the province, as well as the BC Seniors Games Society and the 55+ BC Games websites.

Security

The Security Directorate will be responsible for adequate security, crowd control and parking control at all Games venues. This Directorate will also be responsible for establishing a Lost and Found system that will operate during the 55+ BC Games.

Special Events

The Special Events Directorate will be responsible for the planning of several community events prior to the start of the 55+ BC Games; these include an Office Opening (optional, at the discretion of the Host Society) and a Torchlighting Ceremony that will be held 100 days prior to the start of the Games.

This Directorate will also be responsible for the planning of any participant special events that will be held in the Host Community during the 55+ BC Games. If the Host Community chooses to include cultural displays, or a "Games Village" type venue, this would also be the responsibility of the Special Events Directorate.

Sport

The Sport Directorate is responsible for ensuring all volunteers, venues, equipment, and operations are in place to prepare for, and run, a successful sporting competition at these Games.

Transportation

The Transportation Directorate will be responsible for setting up a courtesy car system to transport Participants from their accommodations to their competition venues and to special events, on a first-come, first-serve, reservation basis.

Volunteers

The Volunteer Directorate will establish a registration and accreditation process for all people volunteering to assist with the 55+ BC Games. The Volunteer Directorate will determine the number of volunteers that will be needed and allocate volunteers to their areas of interest, they will assist all Directors in the recruitment of volunteers, and training if necessary, and will plan a Volunteer Appreciation Event following the 55+ BC Games for all volunteers.

Liaisons to the Board of Directors

The role of the Liaisons will be to provide support to the Host Society Board of Directors as required, and to report to their respective Boards on the progress being made by the Host Society on the planning of the 55+ BC Games.

The appointment of Liaisons to the Board of Directors is the decision of the Host Society. Liaisons are usually appointed on behalf of organizations extensively involved in planning the 55+ BC Games. Examples include; representatives from the local City Council, or Parks and Recreation Departments, Chamber of Commerce, School Board(s), Regional District, Armed Forces, Colleges or Native Indian Bands, if applicable.

None of the Liaisons have voting privileges at Board Meetings.

Staff General Responsibilities

Operations Manager

The Operations Manager is hired by the Host Community Games Society for a period of approximately nine months. Responsible to the Host Society Board of Directors his/her role is to maintain a functioning local Games office and staff, to assimilate and communicate all information necessary for the Directors and their Chairs.

Administrative Assistant

This person is usually hired seven months before the 55+ BC Games to provide support services to the Operations Manager and Games volunteers. The Administrative Assistant usually has strong word processing and other related computer skills. Reporting to the Operations Manager, the Administrative Assistant may also assist with the supervision of any Games Assistants who may be hired closer to the Games.

Games Assistants

The number of Games Assistants hired usually depends on the success of the Host Society to obtain work grants from the Federal and Provincial Governments. These people (two to three) are usually hired three months prior to the start of the Games and report to the Operations Manager and/or Administrative Assistant. These Assistants normally work directly with specific Directorates and their Chairs or on specific projects.

Scenarios Involving the Use of Liquor Products

Distribution of liquor (including U-Brew products) must comply with provincial law on alcohol distribution. The following is a general guide as provided by the Liquor Control and Licensing Branch to the BC Seniors Games Society on February 20, 1996, and still stands.

Permitted

A group of volunteers meet at the home of an organizer or volunteer. The host provides U-Brew product made and paid for by the host.

A private or public social event for volunteers/organizers is held in a hall or other public place. Only liquor purchased from the Liquor Distribution Branch (i.e. Government liquor stores) may be served and a Special Occasion Licence (SOL) is also required, regardless of whether the liquor is sold or given away.

Not Permitted

In Scenario (1) above, no expense claim for the consumed U-Brew liquor may be submitted by the meeting host to the Host Community Games Society, nor can the Host Community Games Society pay for the manufacture of the U-Brew product.

In Scenario (2) above, the Host Community Games Society may not purchase U-Brew for its functions.

Further information or clarifications 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 at 250.387.1254.