



Bowls BC

Policies and Procedures Manual

April 30, 2016

Table of Contents

SECTION A: ORGANIZATION	3
Policy 1: Vision Value and Mission	3
Policy 2: Management Code of Ethics	4
Policy 3: Code of Conduct	5
Policy 4: Fair Play	6
Policy 5: Functions of Bowls BC	7
Policy 6: Accountability	8
Policy 7: Membership	9
Policy 8: Meetings	11
Policy 9: Nominating Committee	12
Policy 10: Board of Management	13
Policy 11: Standing Committees	20
Policy 12: Contract Employees	21
Policy 13: Non-Voting BOM Members	22
SECTION B COACHING	24
SECTION C OFFICIATING	25
SECTION D BOWLS	26
Policy 1: Visually Impaired	26
Policy 2: Juniors	26
Policy 3: Competitions – Provincial	27
Policy 4: “B” Team – Provincial	28
Policy 5: Hosting Provincial Championship	29
Policy 6: Costs Related to Canadian National Championship (Athletes/Managers Cost/Uniforms)	30
Policy 7: Provincial Team Manager/Coach Selection	31
SECTION E MANAGEMENT	33
Policy 1: Risk Management:	33
2: Complaints and Discipline:	34
Policy 3: Dispute Resolution	35
Policy 4: Appeals	36
Policy 5: Conflict of Interest	37
Policy 6: Lack of Access and Inclusion	38
Policy 7: Privacy	39
Policy 8: Drug Free Sport	40
Policy 9: Awards	40
Policy 10: Harassment/Bullying	41
Policy 11: Volunteer and Employment Recruitment and Screening Policy	42
SECTION F FINANCE	43
Policy 1: Financial	43
Policy 2: Affiliation Fees	44



Bowls BC
Policies and Procedures Manual

Policy 3: Travel and Accommodation to All Canadian National Championships _____	45
Policy 4: Travel Expenses to AGM or Special General Meeting _____	46
Policy 5: Liability Insurance and Liability Insurance Subsidy Program (LISP) _____	46
Policy 6: Officiating Fees _____	46
Document Revision Log _____	47

SECTION A: ORGANIZATION

Policy 1: Vision Value and Mission

Bowls BC is the Provincial sporting association responsible for the leadership, growth and development of Lawn Bowls in British Columbia.

Bowls BC is a non-profit organization registered under the BC Society Act as well as a member of viaSport.

We are a federation of District Associations with outdoor and indoor bowls Clubs. Our membership includes all affiliated Clubs in the province. The representatives of our affiliated Clubs select a Board of Management to be responsible, on their behalf, for the stewardship and growth of the Sport of Bowls in our Province.

We are a member of the National Association, Bowls Canada Boulingrin and World Bowls.

VISION

A thriving, healthy sport of Lawn Bowls.

VALUES

Teamwork– improve and advance the sport of Bowls by working together.

Inclusion –a sport that everyone can play.

Fun – a sport that has an attraction and benefit for everyone.

Change and innovation – an appreciation for tradition and an energy for an improved future.

Sportsmanship – tolerance, respect and fair play.

Improvement – through instructional programs for all aspects of the sport.

MISSION

Bowls BC, in partnership with bowls Clubs, will facilitate the growth and development of an excellent sport and distinctive community experience that is appealing, healthy and accessible to all. Our Mission will attain these goals based on these principles:

Service to the sport, our Clubs, members and stakeholders.

Integrity – All our communications and partnerships are based on responsibility to our members and conducted with the utmost transparency.

Learning – Our sport will develop and progress through innovative and enthusiastic instructional programs and structured leadership.

Policy 2: Management Code of Ethics

Purpose:

The Board and its members must demonstrate and promote the highest level of ethical and professional values.

Procedure:

- Be loyal to the interests of the membership.
- Act as trustees of the memberships' confidences and securities. Avoidance of conflict of interest.
- Communicate in a straightforward and ethical manner. The utilization of fair play in all aspects of business will ensure the benefit of the sport.
- Exercise due diligence in the fulfillment of their roles.
- Utilize respect and co-operation in order to maintain the objectives and goals of the membership.

Policy 3: Code of Conduct

Purpose:

To define the responsibilities, obligations and identification of the Standards of Behaviour expected by all members and participants of the sport.

Principles:

Demonstrate by words and actions the spirit of fair play, leadership and ethical conduct:

- Will have the utmost regard to the physical and mental well-being of all participants.
- Ensure a safe and positive environment with all Bowls BC programs activities and events.
- Maintain and enhance the dignity and self-esteem of all individuals.
- Refrain from any behaviour that constitutes harassment; harassment is defined as comment or conduct directed towards any individual or group, which is offensive, abusive, racist, sexist, degrading or malicious.
- Refrain from any behaviour that constitutes sexual harassment; sexual harassment is defined as unwelcome sexual comments and/or sexual advances, request for sexual favours, or conduct of a sexual nature.
- Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.
- Manage the responsible consumption of alcoholic beverages and/or tobacco products in social situations associated with Bowls BC events.
- Ensure minors refrain from possessing or consuming alcohol and/or tobacco products at Bowls BC events.
- Act appropriately as a coach, athlete, official and/or spectator while participating in a fair and positive manner.
- Promote the utilization for all Clubs to complete Criminal Records checks, i.e.: people who work or may potentially have unsupervised access to minors or vulnerable adults.
- Will provide the highest standard of care when responsible for minors and or vulnerable adults.

Policy 4: Fair Play

Purpose:

To promote the positive benefits of participating in the sport of lawn bowls.

Principles:

- Integrity, fairness and respect are the basic principles.
- Participants will display good sportsmanship amongst players, coaches, officials, spectators and or volunteers at all times.
- Remain mindful that all participants are involved for the enjoyment of the game and as such will realize social, physical and emotional benefits.
- Cheer for good plays made by all players.
- Respect rules and officials.
- Maintain self-control at all times.
- Assist participants to develop positive self-image.
- Provide equal opportunity for all to learn new skills.
- Encourage continued participation.
- Encourage honest rivalry and graceful acceptance of results.

Policy 5: Functions of Bowls BC

Purpose:

Bowls BC functions as the Provincial Sports Organization (PSO) for all member clubs within the province.

Procedure:

- Administer all activities of Bowls BC.
- Establish goals and programs for the growth and development of the sport in the province.
- Develop and maintain a liaison with other sports associations through its membership in Sport BC.
- Be the collective voice of all affiliated clubs in the province.
- Support BC bowlers at the national level.
- Institute policy changes for Bowls BC.
- Implement the policies and programs of Bowls BC.
- Improve the quality of bowls by implementing and promoting the National Program for Coaching Certification, (NPCC).
- Improve the standard of officiating for training and certification of Officials as well as managing, training and certification of Coaches.
- Negotiate benefits, i.e. insurance with All Sport Insurance Marketing.
- Provide information through circulation of BOM minutes, rosters of names and address of District Associations and affiliated clubs and other official materials.
- Organize annual Provincial Championships, tournaments and other competitions to determine winners who will represent the province at National Championships, other provincial and/or international invitational events.
- Identify and assist promising bowlers in the province.

Policy 6: Accountability

Purpose:

To ensure that the policies of Bowls BC are being realized and, in particular, to ensure that the funds are being properly managed and expended. The President or designate will ensure program accountability which will be measured by written reports provided to BOM, membership, appropriate BC Ministries /Commissions and BCB.

Procedure:

The following reports will be provided, reviewed and forwarded:

Quarterly Reports

Directors will report on a quarterly basis, unless otherwise specified, regarding the activities within their office. The report will include an account of the objectives of the Director and/ or committee and how their objectives were realized.

Annual Reports

Before the end of February, Directors will submit an annual report on the activities of their office. Each report will include an account of the objectives of the Director and/or committee and how their objectives were realized. All reports will be bound together as the Annual Report. The Annual Report will be submitted for the approval of the Membership at the AGM held in March. The report will be submitted to all required BC Ministries and Commissions, funding sources, viaSport, etc.

Financial Reports

The Treasurer will maintain financial records of Bowls BC. Financial statements will be submitted annually to all necessary funders and will be submitted to the AGM for adoption. Approved statements will be made available on the website.

Program Evaluation

An annual program evaluation will be conducted using the Strategic Plan, which will be presented for information at the AGM in March. The BOM will deliver an action plan and pursue the necessary activities to complete successfully the established goals. Through regular monitoring and evaluation, the BOM ensures that goals are met, actions are completed or adapted. This process ensures that Bowls BC remains relevant, conforms to the highest standards and is transparent to all members and stakeholders.

Report to BCB

The President will act as the Bowls BC representative to Bowls Canada Boulingrin (BCB) through the BCB President's Council. The President will participate and report as required by BCB.

Policy 7: Membership

Purpose:

To establish and maintain a consistent membership structure amongst all Districts and Clubs to capture all necessary information for funders and to ensure effective delivery of Bowls BC Programs.

Procedure:

New Club Membership Request

New district associations or clubs desiring admission will apply to Bowls BC Secretary with the following:

- The name of the District Association or club.
- A copy of the applicant' constitution and Bylaws.
- Names and addresses of the applicant's officers.
- District Associations will include the names and location of its affiliated clubs.
- Clubs will include the total number of active members.
- An affiliation fee (Bylaw: Article 2.1 and 15.2 & 3).
- A written agreement to abide by The Constitution and Bylaws and Policies and Procedures of Bowls BC.

The application will be presented to the next general meeting of Bowls BC where a two-thirds (2/3) majority is required for confirmation of the membership.

Membership Categories

Standard Members

- Will include all playing members, except Associate Members. Full affiliate fees will be paid to Bowls BC.
- New members joining partway through a season may be offered a reduced Club membership fee at the discretion of the individual Club, the full affiliation fee must still be paid to Bowls BC.

Life Members

- Typically include members honoured for services rendered to their Club.
- Generally, Life Members will be exempt from paying club fees. However, if a Life Member participates in any bowling activities during the current year, the Club will pay affiliation fees to Bowls BC and the member will be considered a Standard Member for the purposes of reporting to Bowls BC.
- If the Life Members are strictly non-playing members, in which they do not participate in any bowling activities, they will be considered Social Members for the purposes of reporting to Bowls BC.

Associate Members

- Members who already hold a valid standard membership at another Club.
- Such members will pay one affiliation fee to Bowls BC and BCB, at their home Club, regardless of the number of Clubs they join.
- Associate Members are to be reported to Bowls BC, but affiliation fees are not due for these members.

Social Members

- Includes members who are strictly non-bowling members, such as retired bowlers or friends and family of members.
- Typically, Clubs charge a small membership fee for Social Members, however there is no Bowls BC affiliation fee payable for them.
- Individuals who are not affiliated members of Bowls BC. are to be reported as Social Members to facilitate measurement of community involvement of each Affiliated Club.

Short Term Participants

- Includes individuals who participate in bowling activities for a short period only, usually a one-time or annual event, such as a weekend charity tournament etc.
- Individuals who are not affiliated members of Bowls BC are to be reported as Short Term Participants to facilitate the measurement of community involvement of each affiliated Club.

Membership Fees

- Each Club and District will determine fees that they wish to charge their members.
- Bowls BC and BCB affiliation fees will be paid on behalf of registered members.
- Said fees will be reviewed annually by Bowls BC and BCB. Clubs will be notified of any changes to the fee for the next year.
- Full affiliation fees are required despite the date of a member joining a Club.
- There will be no discounts based on time of membership.
- Membership registration expires on 30th day of April every year.

Policy 8: Meetings

Purpose:

To ensure all necessary meetings of Bowls BC will be conducted properly, at appropriate times and in a transparent manner.

Procedure:

Meetings of Bowls BC

The AGM of Bowls BC will be held in the spring, on a date set by the BOM with a time and place specified in the Notice of Meeting and will be forwarded to BOM members, District Associations and affiliated Clubs at least fourteen (14) days before the date of the meeting.

A Special General Meeting may be called by ten percent (10%) or more of the Members, or by the President within a reasonable time on the instruction of the BOM or on the instruction of the Presidents of the District Associations. The purpose of the meeting will be indicated in the Notice of Meeting and only business specified in that Notice will be conducted at that meeting.

Voting Rights at Annual/Special General Meetings

Persons entitled to vote at the Annual or Special General Meeting will be the President, the Immediate Past President, the Vice-President, the Secretary, the Treasurer, the three (3) Directors and the four (4) District Representatives, per Bylaw 8.1.); one (1) delegate from each affiliated Club. Each Club will decide for itself how and by whom it will be represented.

Each District Representative on the BOM can vote but not on behalf of their affiliated Club. The duly constituted representatives will sign the Secretary's Register upon arrival and receive their voting card.

Voting at meetings will be by the show of Delegate Voting Cards unless otherwise determined by the meeting or by Bylaw 19.7.

A duly accredited proxy, who will have the rights of other delegates, may represent any District Association or affiliated Club. Such proxies must be a member of the affiliated Club within that District Association. All proxies must register with the Secretary prior to the commencement of the Meeting.

No member of the BOM will be allowed to vote as proxy for and/or on behalf of any District Association or affiliated Club.

Fifteen (15) registered delegates at the meeting will constitute a quorum.

In matters not covered here, Robert's Rules of Order will prevail.

Policy 9: Nominating Committee

Purpose:

Will present a slate of candidates annually for the composition of the Board of Directors.

Procedure:

- Consists of five (5) members, one from each district appointed by their District Representative and one (1) member appointed by the BOM. All appointments will be made no later November of each year.
- The Committee will recommend a slate of nominations to the BOM.
- Chair of the Nominating Committee will be the appointed member from the BOM.
- The Nominating Committee will make every effort to ensure gender equity.
- The committee will notify all affiliated Clubs and District Associations, in writing and invite them to submit nominations for the various positions by having the nominees complete, sign and return nomination form to the committee at least thirty (30) days prior to the AGM.
- The report from the Nominating Committee will be circulated with the Notice of Meeting, (Bylaw 17.1.)
- The committee will present its slate of Nominees at the AGM.
- The written acceptance of each nominee indicating his or her willingness to serve will be filed with the Secretary before the report is made.
- After the report of the Nominating Committee has been presented to the meeting, the Chair of the Committee will call for further nominations from the floor three times to fill any position.
- Any further nominations must include the agreement of the person nominated in writing or orally at the meeting.
- When two (2) or more persons are nominated for the same office, the result will be determined by secret ballot at the AGM.
- Term of the BOM will begin at the conclusion of business at the AGM at which the members were elected.

Policy 10: Board of Management

Purpose:

To act as the governing body of Bowls BC.

Procedure:

- The BOM will meet at the call of the President to ensure that the affairs of Bowls BC are being run according to the Constitution and Bylaws and in conformity with the wishes of the membership.
- The President may also call upon the Executive Committee to deal with routine matters.
- Function of the BOM to manage the day-to-day affairs of Bowls BC, to represent Bowls BC at various functions, to implement and monitor the Bowls BC's policy and program development.
- It should meet at the call of the Chair to manage the routine business of Bowls BC.
- Meetings of the BOM may be called by the President or, if absent, the Vice-president or at the request of at least five (5) members of the Board.
- Requests must be forwarded to the Secretary in writing.
- Notice indicating the time and place of all meetings, will be given to each BOM at least two (2) days prior to the meeting.
- The agenda will be prepared and distributed by the Secretary.
- All motions, save those specified in the Constitution and Bylaws that require a special majority, will be decided by a majority vote of all members of the BOM.
- In case of a tie, the motion will be deemed as defeated.
- Fifty percent (50%) of the Members of the BOM will constitute a quorum.
- Meetings of the Executive Committee may be called by the President for extraordinary matters and all members of the Executive Committee may attend either in person or via electronic means.
- Minutes will be taken and circulated to all BOM members.

Board of Management Members

- BOM will consist of the Executive Committee, the Directors and District Representatives.
- Executive Committee will consist of the President, Vice-President, Secretary, Treasurer and Past-President.
- Directors will be assigned to Administration, Sports Development & Education and Operations. Committees will be supervised as indicated in Bylaw 12.1
- The District Representatives will represent Vancouver and District Association, Bowls South Island President's Council, North Island and Powell River and Interior Lawn Bowling Association.
- They will have power to transact any general business of Bowls BC, including the power to frame and enforce rules regarding the conduct of players, officials and members of the BOM, and the dress code of players and officials and the playing of tournaments or competitions that are under its jurisdiction.
- In the event of a vacancy occurring on the BOM, the vacancy may be filled by co-option, and to be confirmed at the next AGM.
- Bowls BC has the right to contract a person or organization to assist with the administration and advancements of Bowls BC.

District Representatives

- Each District Association, (Bowls Vancouver Island North and Powell River; Bowls South Island Presidents Council; Interior Lawn Bowling Association; and Vancouver & District Lawn Bowling Association) will appoint a District Representative to Bowls BC who may or may not be the President/Chair of the District Association.
- The term of office is for two (2) years, extending from the AGM from which the election took place to the second year.

Expenses

- Members will be reimbursed for expenses incurred in carrying out their duties with approval by the BOM.

Custody and use of Seal

- Will be in the custody of the Secretary and will be used only as directed on the resolution of the BOM.

Removal from Office

- Any member of the BOM may be removed from Office by a three-fourths majority vote of the remaining members present at a duly constituted meeting of the BOM.
- Members of the BOM, who fail to attend three (3) consecutive duly convened BOM meetings without furnishing satisfactory reasons for absence, will cease to be a member of the BOM. (A vote is not required for removal for this reason.)
- A member of the BOM who has been relieved from Office may appeal such decision to the next AGM.
- Notice in writing of such appeal will be given to the Secretary at least fourteen (14) days before the next AGM.

Directors/Representatives to Bowls Canada Boulingrin

- The representative from Bowls BC will be determined by the Laws and Constitution of BCB.

Criteria for all members of Board of Management

- Is a member in good standing with an affiliated Club of Bowls BC.
- Is eighteen (18) years of age or older.
- Is willing and able to serve a two (2) year term.
- Is willing and able to use electronic media for correspondence, planning, meetings, and BBC email for communication.
- Is a voting member unless specifically noted in Bylaws.
- Ensures that initiatives and goals are met as per the Strategic Plan.

Duties for Board of Management Positions**President**

- Is the Chief Executive Officer.
- Presides over all meetings of Bowls BC, the BOM and Executive Committee.
- Is an ex-officio member of all committees except the Nominating Committee. May or may not be an active member on committees but will be invited to attend meetings and receive minutes.
- Appoints committee chairs as per recommendation of the BOM, except for the Coaching and Officiating Committees, who elect their own on the approval of the BOM.
- Is a signing officer of Bowls BC.
- Ensures that all business is conducted with the Constitution and Bylaws.
- Represents Bowls BC on ceremonial occasions both within provincial jurisdiction and outside the province as required.
- Supervises Bowls BC Directors in the performance of their duties.
- Liaise with government and/or sport agencies on behalf of Bowls BC.
- Ensures that all required reporting is completed on time by the BOM and their respective portfolios.
- Is a BCB delegate on behalf of Bowls BC. If unable to attend, any member of the BOM can be delegated to attend.
- Provide all Bowls BC electronic documents to any member of the BOM requesting it, or upload Bowls BC documents to Google Drive for BOM access.
- All budgets and budget requests due to Treasurer by November 30th of each year.

Past-President

- Reports directly to the President of Bowls BC.
- Assists the President in performing duties as requested.
- Provides a leadership role in the development and implementation of committees.
- Assists with continuity of BOM.
- Acts in an advisory capacity to the BOM.
- Chairs the Nominating Committee.
- Provide all Bowls BC electronic documents to any member of the BOM requesting it, or upload Bowls BC documents to Google Drive for BOM access
- All budgets and budget requests due to Treasurer by November 30th of each year.

Vice- President

- Reports directly to the President of Bowls BC.
- Performs the duties of the President during the absence of said officer or at the President's request.
- Development/implementation of criteria pertaining to annual awards as sponsored by Bowls BC on behalf of each District Association.
- Arrange for the printing of plaques/awards as submitted by the District Associations.

- Announce recipients at the AGM, plaques/awards will be given to each District Association who in turn present the award to member Clubs for official presentation.
- Performs tasks as assigned by the President.
- Provides a leadership role in the development and implementation of committees.
- May represent Bowls BC to provincial agencies.
- Chairs Dispute/Resolution Committee.
- Provide all Bowls BC electronic documents to any member of the BOM requesting it, or upload Bowls BC documents to Google Drive for BOM access
- All budgets and budget requests due to Treasurer by November 30th of each year.

Secretary

- Reports directly to the President of Bowls BC.
- Attends all meetings or designates alternate if unable to attend. If necessary, the chair may appoint an alternate.
- Maintains a current contact list for all Bowls BC BOM, Districts, and Clubs.
- Maintains all correspondence received and sent.
- Prepares agenda as per items requested by BOM.
- Circulates meeting notices to BOM with attachments as required.
- Circulates meeting notices to all affiliated Bowls BC Clubs re: AGM with attachments as required.
- Is responsible to transcribe minutes accurately for all Bowls BC meetings.
- Maintains both hard and electronic copies.
- Ensures circulation of minutes, initially sending to BOM for approval and adoption prior to distribution.
- Circulates minutes from AGM to affiliated Clubs and ensures posting on Bowls BC website.
- Arranges for circulation of materials from Bowls BC to Members and working committees.
- Submits changes of Directors and Bylaws as required by the Society Act.
- Organizes sign-in sheets, voting cards for AGM meetings.
- Files annual reports as required by the Society Act.
- Receives correspondence from Bowls BC Members and forwards to appropriate Director.
- Maintains copies of all financial reports.
- Maintains the custody of all records and documents of Bowls BC, except those required by the Treasurer and those on deposit in Special Collections and BC Sports Hall of Fame.
- Maintains the custody of the Official Seal.
- All budgets and budget requests due to Treasurer by November 30th of each year.

Treasurer

- Reports directly to the President of Bowls BC.
- Receives all monies payable to Bowls BC and deposits same in the name of the association in a Chartered Bank or Trust Company duly authorized by the BOM,
- Pays all accounts and bills of Bowls BC by cheque signed by any two (2) of the President, Vice-President, Secretary or Treasurer.

- Maintains financial records, including books of account, as required to comply with the Society Act and funders.
- Prepares the budget for approval by the BOM from budget requests submitted by the Directors.
- Works with the year-end Accountants to complete the annual review engagement.
- Reports to BOM monthly with year-to-date financials including a budget to actual income statement complete for all departments and programs.
- Ensures all payments are approved by Directors.
- Administers funding or grant programs.
- Be lead contact with funding partners and ensures Bowls BC is compliant with funders.
- Chairs fund-raising and finance committee and will appoint members of same as required.
- Manages and supervises contract bookkeeper.
- Provide all Bowls BC electronic documents to any member of the BOM requesting it, or upload Bowls BC documents to Google Drive for BOM access
- All budgets and budget requests due to Treasurer by November 30th of each year.

Director of Operations

- Reports directly to the President of Bowls BC.
- Oversees the direct functions of:
 - Games- Standing Committees
- Organizes all provincial Championships, and all sponsored tournaments.
- Prepares format of provincial tournaments for review/approval of the BOM.
- Negotiates and orders uniforms for Provincial Team members.
- Sets dates and locations for provincial qualifying tournaments ensuring that deadlines are met. (All tournaments require full BOM input and approval).
- Sets conditions of play for review/approval of the BOM.
- Prepares and maintains Convenor's Handbook and Provincial Questionnaire for players.
- Works with the Custodian to ensure provincial uniforms are ordered.
- Works with Marketing Coordinator and Treasurer if sponsorship involved.
- Liaises with all host Clubs ensuring that the Bowls BC Hosting Manual is made available.
- Provides guidance and leadership to all host Clubs.
- Notifies BCB of the Provincial Team roster.
- Arranges all travel arrangements for Team BC in conjunction with contracted travel agency.
- Draw-master for all provincial qualifying tournaments.
- Prepares and works within approved annual budget.
- May appoint a chair of said committee but will provide leadership and consultation.
- Will report all outcomes of the committee directly to BOM.
- Provide all Bowls BC electronic documents to any member of the BOM requesting it, or upload Bowls BC documents to Google Drive for BOM access
- All budgets and budget requests due to Treasurer by November 30th of each year.

Director of Administration

- Reports directly to the President of Bowls BC.
- Oversees the direct functions of:
 - Governance- Standing Committee
 - Member Services-Standing Committee
 - Risk Management-Standing Committee
 - Marketing Services
- Ensure the Constitution and Bylaws are updated annually and maintained throughout the year.
- Recommends any changes of Bylaws and forward to BOM for discussion and approval.
- Ensure Policy and Procedure Manual is maintained, updated as required and at least annually.
- Recommends any changes of policies or procedures and forwards to BOM for discussion and approval.
- Oversees Strategic Plan initiatives while working in conjunction with BOM.
- Prepares and works within approved annual budget.
- Manages, supervises and provides leadership to Marketing Coordinator.
- Ensures communication both internal and external are maintained and updated electronically.
- Develops Risk Management policy and updates annually or as required.
- May appoint a chair for each committee but will provide leadership and consultation.
- Will report all outcomes of each committee directly to BOM.
- Provide all Bowls BC electronic documents to any member of the BOM requesting it, or upload Bowls BC documents to Google Drive for BOM access
- All budgets and budget requests due to Treasurer by November 30th of each year.

Director of Sport Development and Education

- Reports directly to the President of Bowls BC.
- Oversees the direct functions of:
 - Player Development- Standing Committee
 - Coaching Development-Standing Committee
 - Officiating Development-Standing Committee
 - Junior Development
- Is responsible for the growth of quality sport experiences.
- The Director works with an appointed Committee Chair for each of the above functions. The Director, in conjunction with the four (4) Chairs plans, co-ordinates, monitors, manages the Development programs, and ensures the delivery of these programs to Bowls BC member organizations and other relevant stakeholders.
- Prepares and works within approved annual budget.
- Provides consultation services specific to the development and implementation of funding applications for BOM.
- Interacts with external organizations representing bowls interests.
- Investigates and organizes new programming opportunities.
- Has knowledge of Long Term Athletic Development (LTAD) model.

- Manages contracts of consultants hired for this portfolio.
- Will report all outcomes of each committee directly to BOM.
- Reports directly to President of Bowls BC.
- Provide all Bowls BC electronic documents to any member of the BOM requesting it, or upload Bowls BC documents to Google Drive for BOM access
- All budgets and budget requests due to Treasurer by November 30th of each year.

District Representatives

There will be four (4) District elected representatives. Each District elects a representative to be a member of the BOM, where they will act as a liaison between Bowls BC and their District. Representative will attend all of their District meetings and all BOM, AGM, and extra-ordinary general meetings.

A District representative reports at their district meetings all Bowls BC activity that is relevant to their District will not replace the role of any Club representative from their District to Bowls BC.

At Bowls BC meetings District Representatives will:

- Be a voting member.
- Represent their District Clubs and advocates for services and programs.
- Communicate actions, concerns, and visions of district clubs.
- Act in a position of trust and is responsible for effective governance of Bowls B.C.
- Provide written reports on the activities of their District for inclusion in the Bowls BC Annual Report.
- Provide regular reports to their District on revenues and expenditures of Bowls BC.
- Participate in the development, implementation and evaluation of the Strategic Plan to guide Bowls BC.
- Facilitate communication between Bowls BC and their District to ensure programs developed by either body have the greatest benefit to member bowlers.
- Ensures that Clubs within their jurisdiction comply with Bowls BC regarding all required forms and will contact those Clubs who have not completed necessary documentation.
- Provide all Bowls BC electronic documents to any member of the BOM requesting it, or upload Bowls BC documents to Google Drive for BOM access.

Policy 11: Standing Committees

Bowls BC will have eight (8) Standing Committees:

- Games
- Governance
- Member Services
- Risk Management
- Player Development
- Coaching Development
- Officiating Development
- Junior Development

Procedure:

- The Chair of the Standing Committee will report to the Director, and the Director will report to the BOM.
- The names of the members of each standing committee will be submitted to the BOM by the responsible Directors as soon as possible following the AGM.
- Coaching Committee members must have at least Level 1 N.C.C.P.-CBET.
- Officiating Committee members must be qualified umpires.
- Should the need arise the President will appoint an individual or committee for a specific task.
- Standing committee actions will not be construed to limit or interfere with the existing power of the District Associations.

Policy 12: Contract Employees

Contract Employees

Contracted employees may be utilized to augment the resources required by Bowls BC. Each contract will define and establish clear terms and conditions between Bowls BC and the individual/s.

Procedure:

- The job description for the contract will outline functions, responsibilities and time lines.
- This will also include to whom the position reports, qualifications or skills required, salary range, goals and an evaluation process.
- The contract will be signed by the President or designate and the contracted employee.
- Upon approval by the BOM the contract will be signed.

Policy 13: Non-Voting BOM Members

Job Descriptions:

Custodian

- Maintain storage locker to store plaques, medals, banners, uniforms and other Bowls BC equipment.
- Have plaques engraved with Provincial winners prior to start of next season.
- Ensure that medals and ribbon stock is up-to-date and engraving is complete.
- Complete inventory on a yearly basis and re-order when necessary with Director approval.
- Reports directly to the Director of Operations.

Director of Coaching

- Identify the needs for coaching in the Province.
- Recruit and train sufficient coaches for the province.
- Address training needs of coaches through the implementation of the National Coaching Certification Program.
- Provide proper instruction to bowlers who wish to learn and/or improve their game by the use of NCCP trained coaches.
- Ensures all Clubs provide and maintain a roster of trained NCCP coaches.
- Identify active / inactive coaches and evaluate proficiencies.
- Provide courses designed to evaluate proficiencies.
- Forward information provided by Bowls BC or the NCCP to membership.
- Ensure the course attendance information is sent to the NCCP.
- Encourage coaches to maintain and upgrade their coaching proficiency.
- Ensure that sufficient Learning Facilitators are trained so that courses can be offered.
- Will provide Bowls BC, with dates for all coaching clinics, prior to the end of January.
- Ensure the promotion of the LTAD program as outlined by the Director of Sport and Education.
- Submit a budget to the Director of Sport Development and Education.
- Provide Provincial Coaching Committee year-end report at the AGM.
- Report to the Director of Sport Development and Education.

Director of Officiating

- Identify the needs for officials in the province.
- Recruit and train sufficient officials for the province.
- Create, print and distribute Umpire Cards annually.
- Write articles and manage the officiating page on the Bowls BC website.
- Embark upon initiatives that would enhance umpiring in BC.
- Maintain the schedule for re-testing of umpires that is required every three (3) years.
- Receive umpire reports.

- Maintain and collect questionnaires regarding Officials' performance as completed by players and host clubs.
- Investigate and resolve grievances or complaints.
- Organize and chair a Provincial Officiating Committee that consists of representatives from each district. This will be done prior to start of new season, to address any rule changes, rule interpretations, and dispense new rulebooks (when necessary).
- Will provide Bowls BC, prior to the end of January, with dates for courses and umpiring clinics.
- Present Certificates of Appreciation to umpires of long-standing or those who have made a significant contribution.
- Co-ordinates with the Director of Operations in the organization of provincial, national and inter-national events or any other Bowls BC events requiring officiating.
- Provide Provincial Officiating Committee year-end report at the AGM.
- Submit a budget to the Director of Sport Development and Education.
- Reports to the Director of Sport Development and Education.

Junior Coordinator

Must provide a Criminal Record Check.

Ensure that junior bowlers play in safe conditions at all times.

Chair a committee for development, implementation and evaluation of junior bowling across the province as per Bowls BC guidelines.

Provide Provincial Junior Committee year-end report at the AGM.

Submit a budget to the Director of Sport Development and Education.

Reports to the Director of Sport Development and Education.

SECTION B COACHING

Purpose:

To provide a positive sport experience to all levels of participants. Bowls BC supports the utilization of the National Coaching Certificate Program (NCCP) in order to ensure that all coaches are trained and certified. This allows coaches to have the tools and knowledge to promote the sport in both competitive and social environments. It is imperative to provide new bowlers the best instruction at the outset. As retention is a key element for strengthening clubs, all levels of bowlers must be able to access appropriate coaching.

Procedures:

- Each Club will have at least one certified coach in order to provide instruction.
- Recruit and train sufficient coaches for the province.
- Will provide NCCP training and certification.
- National standards will be inclusive of Bowls Club Coach and Bowls Competitive Coach.
- Will utilize the Long-term Athletic Development Pathway (LTAD) as outlined by BCB.
- Will provide all necessary manuals and information to coaches.
- Information will be disseminated throughout the province by certified coaches.
- Establish a Coaching Committee within the province and elect a chair to the BOM.
- Job description available under Section A Policy 13.
- Reports to the Director of Sport Development and Education.

SECTION C OFFICIATING

Purpose:

To ensure that the Law of the Sport of Bowls as developed by World Bowls Limited is adopted and presented to Affiliated Clubs. Dissemination of said information will ensure that the sport is played with a consistent set of rules wherever played. To ensure that knowledge of the Laws of the Sport of Bowls will make bowling a positive experience for participants and officials.

Procedure:

- Recruit and trains sufficient Umpires for the province, as directed by BOM.
- Provide affiliated Clubs with copies of the current Laws of the Sport of Bowls. These copies will be available to any member for purchase.
- Forward all amendments via the Officiating Director who will forward to all Districts.
- Establish an Officiating Committee within the province and elect a chair to report to the Director of Sport Development and Education.
- Bowls BC is a member of World Bowls via BCB.
- Reports to the Director of Sport Development and Education.

SECTION D BOWLS

Policy 1: Visually Impaired

Purpose:

Visually impaired/Blind Bowlers are provided equally the opportunity to access the Sport of Lawn Bowls and all programs offered by Bowls BC.

Procedure:

- Provide lawn bowling opportunities for the visually impaired/blind bowlers are provided at local Club levels via volunteers and Club members.
- Under the auspices of the province, Blind Sports and Recreation Association, individuals will be provided access to recreational and competitive lawn bowling regardless of age or level.
- Bowls BC supports this program at all levels.

Policy 2: Juniors

Purpose:

To provide those under the age of 18 with an opportunity to play bowls in a safe and welcoming environment. The program allows all players to compete from Club to provincial to national and international events. This in turn will develop strength and viability to the sport.

Procedure:

- Provide programs commensurate with bowler's stage of learning and development.
- Design programs to support Clubs, coaches, volunteers, parents and community groups.
- Ensure participants are provided with a fun, safe, progressive, relevant and meaningful experience.
- Provide an atmosphere where good sportsmanship and all participants have an equitable opportunity to pursue their individual pathway.
- Junior Program Co-ordinator will manage the program under the auspices of the Director of Sport Development and Education.
- Reports to the Director of Sport Development and Education.

Policy 3: Competitions – Provincial

Purpose:

Determine the Provincial Champions for representation at the Canadian National Championships or National/International qualifiers. Events are open to all members and skill levels. Bowls BC will ensure fair competition and treatment for all within laws of the sport.

Events:

- Women's Fours/Men's Fours
- Women's Triples/Men's Triples
- Women's Pairs/Men's Pairs
- Women's Singles/Men's Singles
- Mixed Pairs
- Senior Women's Triples/Senior Men's Triples (age determined by BCB)
- Under 25 Singles (under 25 yrs. as of December 31 of year played)
- Juniors (Under 18 as of January 1 of the year played)
- Indoor Women's/Men's Singles

Procedure:

- To be eligible for the above tournaments you must be a Canadian Citizen or a holder of a permanent resident card.
- Must be a permanent resident of British Columbia as of January 1st of the current year.
- Must be a member, in good standing, of Bowls BC and possess a current membership card.
- Events having an age limit require proof of age. Junior tournaments are eighteen (18) and under as of January 1st of year played. Under 25 Singles must have reach their eighteenth (18th) birthday by the start of the Canadian Championship event but not reach their twenty-fifth (25th) birthday by the start of the corresponding World Junior Championship Event.
- Entries will be forwarded to the Director of Operations.
- Entry fees must be paid prior to event (entry fees are determined annually).
- NSF cheques will be charged fees in accordance with bank.
- Travel, meals and accommodations are the responsibility of the athlete.
- Should there be a delay of competition, for any reason, the athlete remains financially responsible for meals, accommodations and travel.

Policy 4: “B” Team – Provincial

Purpose:

Ensure that BOM and Club members are aware of how requests are handled when a request is received to send additional teams other than the Provincial Gold Medal Winners to a Canadian National Championship. This is not inclusive of Bowls BC hosting the Nationals.

Procedure:

- Upon receipt from BCB to send an additional individual(s) or team(s) to the National Championship, the BOM will make necessary efforts to accommodate said request.
- The President or designate will be responsible for the confirmation of the participation of a “B” team and will contact the second (2nd) place team.
- The “B” team must adhere to the make-up of the team as outlined by BCB in their conditions of play. This will dictate the composition of the team as follows:
 - To qualify at least one (1) of the second (2nd) place pair’s team or two (2) of the second (2nd) place triples or fours team. Should they accept, within a given period they will establish their team(s) for the consideration of Bowls BC who will submit the final roster to BCB.
- If the second (2nd) place team does not accept the “B” team spot, the spot will be offered to the third (3rd) place team under the same conditions as outlined above.
- If the third (3rd) place- team is unable to meet the terms and conditions or BOM approval Bowls BC will notify BCB that the second (2nd) entry request will not be filled.
- The “B” Team will be provided with jackets, shirts and hats under the same terms of the winning teams, with the exception of embroidery which will include the player’s names and but not the event they participated in.
- Bowls BC will not cover expenses of travel or accommodation unless British Columbia is the host province, in which Bowls BC will cover these costs just the same as covering costs for the winning teams.
- The “B” Team may utilize the contracted travel agency for arrangements of travel and accommodations; payment for the travel arrangements must be made, however, directly to the travel agent.

Policy 5: Hosting Provincial Championship

Purpose:

To ensure fair distribution amongst Clubs and Districts for host venues.

Procedure:

- Establish dates of play for provincial tournaments by December 31st of every year.
- Identify potential venues and make recommendations to each District.
- Establishment of potential dates will be discussed at the District level and their dates will be forwarded to Bowls BC by January 1st.
- Establish a list of events, venues, dates of play and closing dates of entries that will be posted on the website and promotional materials to all Districts.
- Director of Operations will provide a hosting manual inclusive of conditions of play, as well as provide assistance and guidance to the host Club by December 31st of every year.
- Post Conditions of play and draw format at the host venue.
- Provide a non-repayable grant to host Clubs based on a rate as determined by the BOM that is reviewed annually.

Policy 6: Costs Related to Canadian National Championship (Athletes/Managers Cost/Uniforms)

Purpose:

To provide clear guidelines for costs covered by the team member/manager and costs covered by Bowls BC.

Procedure:

- Athletes/managers are responsible for all meals and entertainment costs.
- Athletes/managers are responsible for opening and closing banquets.
- Bowls BC is responsible for entry fees to National Championship tournament for all athletes/managers.
- Bowls BC will provide uniforms consisting of a jacket, two (2) shirts and a hat to all athletes/managers.

Policy 7: Provincial Team Manager/Coach Selection

Purpose:

The position is a combination of coach, manager and co-ordinator who will provide the Team the best possible chance of success.

Procedure:

- Post applications for this position at least two (2) months prior to BCB National Canadian Championships.
- It includes roles, responsibilities and qualifications required.
- Applications will be reviewed by the BOM and selected candidates/s will be announced by May 31st of every year.

Duties of Team Manager/Coach:

- Support Bowls BC Team as a Manager/Coach in all the aspects in playing in a National Tournament.
- Reports to Director of Operations.

Prior to departure:

- Contact all team members and provide required information.
- Work in conjunction with Director of Operations to ensure all arrangements are confirmed.
- Coordinate team-training sessions, as approved by the BOM.
- Provide training plans to team players, as approved by BOM.

Prior to Commencement of Play:

- Attend Team Manager meetings hosted by BCB.
- Knowledgeable of Conditions of Play, tiebreaker format, ensuring all athletes are familiar with same.
- Distribute to the Team the information and materials, received from the Team Manager's meetings.
- Ensure all Team Members have their bowls and shoes inspected at the scheduled time.
- Ensure all Team Members have the transportation schedule and draw schedule.
- Ensure all Team Members attend opening/closing ceremonies and adhere to the dress code.
- Introduce Team at reception.
- Possess contact information of all players and hotel room numbers.
- Ensure all Team members have Manager/Coach contact information.

During Play:

- Attend opening/closing ceremonies.
- Lead the Team in team-building exercises.
- Ensure Teams are aware of schedule/locations.
- Attend to physical and psychological needs of the Team.
- Support Team by calling an aside when and if necessary.
- Encourage and support team spirit,
- Provide information on potential issues with opposing teams.
- Maintain up-to-date statistics to ensure that all players are aware of standings and established goals for the tournament.
- Must be available for any tiebreaker.
- Should a dispute between Team and opposition and/or officiating must be prepared to provide advice or raise dispute with Officials.
- Should a Team Member be unable to play, must have knowledgeable of the substitution rule and discuss options available with the Team.
- Arrange for pictures to be taken during the event.
- Meet the needs of all members of your Teams equally.
- Encourage all Team Members to participate in all social events.

Post Tournament:

- Provide summary on the event including suggestions and recommendations to BOM.
- Forward any pictures to Webmaster.
- Distribute survey regarding effectiveness of Manager/Coach. Advise Team Members to forward completed surveys to the Director of Operations.

SECTION E MANAGEMENT

Policy 1: Risk Management:

Purpose:

A process in which Bowls BC can identify risks that may negatively affect the organization.

Risk management is a continuous process that has a broad focus inclusive of financial and non-financial matters. Utilization of this process will ensure that Bowls BC is safely managed, and allows for achievement of goals and timely identification of situations that may cause harm to Bowls BC, member clubs and individual members.

Risk is defined as something harmful that can occur and lead to an adverse effect on Bowls BC, member clubs or individual members.

Established standards and plans as outlined in the Policy and Procedure Manual and the Strategic Plan will be utilized by Bowls BC in order to assess and implement plans to mitigate risk.

Risk Management Policy, including plans, evaluations and actions will be reviewed on an on-going basis and at a minimum annually. Risk Management forms a sound cooperative governance.

Bowls BC Risk Management is currently in the development phase.

2: Complaints and Discipline:

Purpose:

To ensure that all complaints or grievances made by a member against another member are dealt with in a prompt and fair manner occurring at Bowls BC sponsored events.

Procedure:

- Members may report to Bowls BC any complaints/grievances against another member. Such a complaint must be signed, dated and submitted to the Secretary of the BOM of Bowls BC within fourteen (14) days of alleged incident. Anonymous complaints may be accepted at the discretion of the BOM. Bowls BC will determine whether a complaint is frivolous or vexatious within the terms of this policy.
- A copy will be made available in full to the subject of the complaint within fourteen (14) days, with a request to respond in writing to the submission within fourteen (14) days.
- When the response is received by the President, the President will review it and assign a person to assess the complaint/grievance and make recommendations aimed at a resolution. The person(s) selected must be acceptable to both parties and perceived to be fair but need not be on the BOM.
- The assessor will organize a meeting with the complainant and the respondent present to voice their positions.
- At the conclusion of the meeting the assessor will present a report to the BOM, with suggestions for resolution.
- The BOM will then decide what, if any, further action should be taken in light of these suggestions and inform both parties in writing.
- The BOM may apply the following disciplinary sanctions singly or in combination for infractions:
 - verbal or written warning
 - verbal or written apology
 - removal of certain privileges of membership
 - suspension from certain Bowls BC teams, events and/or activities
 - suspension from all Bowls BC activities for a designated period of time
 - suspension from Bowls BC
 - expulsion from Bowls BC
 - other sanctions as may be considered appropriate for the offense
- Disciplinary sanctions will commence immediately. Failure to comply with a sanction will result in automatic suspension of membership until such time as compliance occurs.
- A written record will be maintained by Bowls BC for infractions that result in sanctions.
- It is anticipated that the review, suggestion/recommendations will be completed within a timely fashion.

Policy 3: Dispute Resolution

Purpose:

Bowls BC is committed to the Principles of Alternative Dispute Resolution (ADR) negotiation, facilitation, mediation and arbitration to resolve disputes, to avoid the uncertainty of costs and other negative effects associated with litigation.

This policy does not apply to disputes relating to, matter of employment, infractions for doping offences which are dealt with pursuant to Canadian Action for Ethics in Sport, Rules of Lawn Bowling and any disciplinary matters arising during events that are dealt with pursuant to the policies of those entities.

Procedure:

Application:

- This policy applies to disputes with and among Bowls BC members, as well as to all individuals engaged in activities with or employed by Bowls BC, including but not limited to: athletes, coaches, officials, volunteers, Directors, team captains, medical and paramedical personnel, administrators and employees.

Negotiation:

- Bowls BC encourages all to communicate openly and to collaborate in using problem-solving and negotiation techniques to resolve their differences.

Facilitation and Mediation:

- Opportunities for facilitation and mediation maybe pursued at any point in a dispute within Bowls BC.
- When mediation is appropriate and the parties agree to do so, it will be pursued. The process with be conducted by trained mediators using standard Mediation Practice.

Arbitration:

- In the event that a dispute persists after internal avenues of decision-making, negotiation, facilitation, mediation and/or appeals have been exhausted, opportunities for independent arbitration may be pursued by the parties.
- Where such independent arbitration is pursued, it will be done so in accordance with standard arbitration practice using trained arbitrators who are acceptable to the parties.
- The parties involved in a dispute may also mutually agree to bypass internal avenues of dispute resolution and may directly pursue opportunities for independent arbitration.
- Where a dispute is referred to arbitration, all parties to the original dispute will become parties to the arbitration.
- They will enter into a written Arbitration Agreement that will specify that the decision of the arbitrator will be final and binding upon the parties and not subject to any further review by any court or any other body.

No Legal Action:

- No action, application for judicial review or other legal proceeding will be commenced against Bowls BC respecting a dispute, unless the remedies afforded by this policy have been exhausted.

Policy 4: Appeals

Purpose:

To ensure a fair and transparent appeal process exists for all members and participants who have concerns regarding dispute resolutions.

Procedure:

- In the event that the complainant has concerns after a formal dispute resolution has been completed, they may file an appeal with the BOM. This request will be in writing, forwarded to the Secretary of Bowls BC and received with one (1) week of the decision.
- The President will review the request and decide upon the required action, i.e. refusal, acceptance of appeal, adjusting the original decision or acceptance of appeal with further review. All actions are final with a written response to the complainant filing the appeal with twenty-one (21) days of initial receipt.

Policy 5: Conflict of Interest

Purpose:

To ensure that Bowls BC conducts itself properly in matters relating to real or perceived conflicts of interest and how Bowls BC will make decisions in situations where conflict of interest may exist.

Definition:

Conflicts of Interest is a situation where an individual or organization he/she represents or has an interest in, potential or perceived, direct or indirect competing interest with Bowls BC. This competing interest may result in the individual or organization being in a position to benefit from the situation or Bowls BC not being able to achieve a result that is in its own best interest. They include both financial and non-financial interests. A financial interest may be an interest due to the likelihood or expectation of financial gain or loss. A non-financial interest may include family relationships, volunteer position in associations or other interests that do not involve the potential for financial gain or loss.

Application applies to Directors, Committee members, Club members, program volunteers and other volunteers who are involved in the decision making process.

Procedure:

- Disclosure of Conflict of Interest requires any member of Bowls BC who becomes aware that there may be a real or perceived conflict will immediately disclose this information to the President.
- Resolving Conflicts of Interest forwarded to the President will be considered and decided upon by BOM.
- The disclosure and decision of said conflict must be recorded in the minutes of the BOM meeting
- Any board members involved in a conflict of interest will not be allowed in the decision making process.
- Written response to the individual expressing the concern will be completed within thirty (30) days after the concern was received.
- Bowls BC is required to fulfill the statutory obligations of the province's Society Act.

Policy 6: Lack of Access and Inclusion

Purpose:

To create better access for all including those physically, mentally, socially and/or economically challenged in the province. All who are interested in Lawn Bowls will be provided with equal opportunity commensurate with their interest and ability.

Procedure:

- Adaptive devices and aids, including service animals, are allowed and encouraged.
- On-going commitment to diversity and equality ensure all programs are available and adapted to any potential need.
- Support persons are welcomed to protect the health and/or safety of the person with the disability and/ or other persons on the premises.
- Bowls BC will work in conjunction with Blind Sports BC and other agencies.

Policy 7: Privacy

Purpose:

To ensure the protection of confidential information that is collected by Bowls BC. It ensures that Bowls BC representatives are aware that there is an expectation to act appropriately and consistently at all times.

Definition:

Confidential Information includes but is not limited to the following items:

- Personal information of Bowls BC including but not limited to their respective name address, e-mail, telephone number, cell phone number, date of birth and financial information.
- Bowls BC intellectual property and proprietary information related to programs, fundraisers, business or affairs of Bowls BC and any of its divisions, including but not limited to, procedures, business methods, forms, policies, advertising programs, creative materials, trade secrets, knowledge, techniques, data, products, technology, computer programs, manuals, software, financial information and information that is not generally or publically known.
- Copy write and any other intellectual property rights in all written property (including electronic format) and all works produced in connection with contract or involvement with Bowls BC will be solely owned by Bowls BC, who will have the right to use, reproduce or distribute such materials and works, or any part thereof for any purpose.

Procedure:

- Bowls BC may grant permission to use written or other works subject to the terms and conditions as outlined by Bowls BC.
- Breach of any provision of this policy will give rise to discipline in accordance with Bowls BC Discipline and Complaints policy or legal recourse.
- Bowls BC will be governed by the Personal Information Protection and Electronics Document Act (PIPEDA). The content of PIPEDA is available on-line.
- Bowls BC will be governed by the Personal Information Protection Act (PIPA). The content of PIPA is available on-line.

Responsibilities:

- Bowls BC will not, during the period of their involvement/contract or any time thereafter, disclose any confidential information acquired unless authorized to do so.
- Bowls BC will not publish, communicate, divulge or disclose to any unauthorized person, firm, corporation, third party or parties any confidential information without the written consent of the individual.
- Bowls BC will not use, reproduce or distribute such confidential information or any part thereof, without express written consent of the individual.
- All files and written materials relating to confidential information of Bowls BC will remain the property of Bowls BC. Upon termination of involvement/contract with Bowls BC or upon a written request, Bowls BC will return all confidential information in written or tangible form including copies, reproductions or other media containing such confidential information.

Policy 8: Drug Free Sport

Responsibility:

Bowls BC, its members and volunteers will subscribe to the ethic of fair play via drug free sports. Bowls BC recognizes the “Canadian Centre for Drug-Free Sport” as the governing body in Canada that develops and coordinates the national anti-drug campaign. Bowls BC agrees to the policy and procedures of the Canadian Centre for Drug-Free Sports.

Policy 9: Awards

Purpose:

To recognize that local Clubs and volunteers are an essential resource. Their efforts and commitment will be recognized with an annual presentation at the AGM.

Procedure:

- Each District will forward their local nominees to Bowls BC who will provide an engraved plaque for Volunteer of the Year and Club of the Year.
- Clubs attaining their 100th anniversary will be presented with a plaque by Bowls BC to commemorate this accomplishment.

Policy 10: Harassment/Bullying

Purpose:

To provide an environment where in all involved are treated with respect and dignity. The sport will be free of harassment or bullying. There will be no discrimination based on race, ancestry, colour, ethnic origin, religion, sex, sexual orientation, disability, age or family status. Bowls BC will follow these guidelines if an infraction occurs at a provincially sponsored event.

Procedure:

Members or volunteers who experience harassment or bullying are encouraged to take appropriate actions including but not limited to:

- Inform the harasser that the behaviour is offensive and seek adequate resolution.
- Should an individual feel uncomfortable with addressing the harasser, an official complaint should be made directly to the BOM.
- The BOM will provide a resolution and appropriate actions according to its policies and procedures. Members should also be aware that false accusations are treated in the same manner as above.

Policy 11: Volunteer and Employment Recruitment and Screening Policy

Purpose:

The key to a successful program is to select individuals who are competent and are able to contribute to the goals of Bowls BC while working in a safe environment and enjoy meaningful participation.

Procedure:

- Post recruitment notices on the website and forward to all clubs.
- Clarify roles, responsibilities and lines of authority in the position description.
- Outline qualifications in application process.
- Review applications, screen candidates, make selection based on merit and complete formal screening process, prior to commencement of service with Bowls BC.
- Contact potential candidates and make arrangements for an interview will be scheduled with at least two (2) members of the BOM who will assess relevant work experiences, ability to work with others, initiative, judgement and reliability.
- Provide orientation and all pertinent information to successful candidates.
- Conduct evaluations based on criteria of job description/contracts, and relevant references (BOM, associate clubs, other agencies involved and volunteer/employee).
- Adhere to the Employment Standards Act as outlined by the Ministry.
- Enforce Criminal Records Check as outlined by the Ministry.

SECTION F FINANCE

Policy 1: Financial

Purpose:

To ensure that Bowls BC adheres to the established standards and policies governing its financial operations while conforming to the highest standards of financial and ethical behaviour.

Procedure:

- The Treasurer, in conjunction with the BOM, prepares the annual budget for approval of the BOM and the membership. Bowls BC implements, reviews and adjusts policies and procedures to ensure effective financial controls to protect members, sponsors and funders.
- Appoints an outside Accountant with the responsibility to conduct a review engagement of all financial records and produce financial statements for the year. Reports to be approved by the BOM and distributed to the Members at the AGM.
- Receives funding from viaSport. In order to sustain their sponsorship, the Treasurer maintains a close working relationship, providing all documentation requested by viaSport.
- As per Article 22 of the Bylaws: *“The BOM may borrow, raise or secure the repayment of money only in such manner and upon such terms as authorized by a Special Resolution of the Association adopted by a three-fourths (3/4) majority vote of the members of the association present and entitled to vote at a Special General Meeting called for that purpose and for which fourteen (14) days’ notice in writing of the Resolution to be presented to all members of the BOM, District Associations and affiliated Clubs.”*

Policy 2: Affiliation Fees

Purpose:

All Members of Bowls BC are required to pay an affiliation fee to Bowls BC. In conjunction with this fee, a portion is allocated to BCB to cover their affiliation fee.

Procedure:

- Review fees annually and disseminate to all clubs prior to opening season.
- Breakdown of fees include amounts due for Bowls BC and BCB.
- Bowls BC (Bylaw – 15) determines collection dates of affiliation fees.
- Provide the format to affiliated Clubs, who will complete and forward to the Bowls BC Treasurer a roster with the payment of affiliation fees.
- Failing to remit an annual affiliation fee by a club is considered forfeiting membership to Bowls BC as per (Bylaw 4.2).
- Forward affiliation fees and required documentation to BCB.

Policy 3: Travel and Accommodation to All Canadian National Championships

Purpose:

To provide transportation and accommodations to the Canadian National Championships for provincial representatives.

Procedure:

- All arrangements will be via the contracted travel agency utilized by Bowls BC.
- Should Bowls BC host Canadian National Championships then Bowls BC will cover the travel and accommodation costs of the silver medalists.
- Bowls BC is committed to covering the travel costs only for those players representing the province. We encourage friends and family to support the Team and welcome them to utilize the contracted travel agency but they do so at their own expense.

Travel:

- Airfare (return) from Vancouver or nearest appropriate airport of departure to host venue.
- Flight arrangements are covered for one (1) day before official start of the event and departure is one (1) day following closing ceremonies.
- Team Members are expected to travel with the team to the Nationals. Should anyone choose alternative travel arrangements or scheduling to the Nationals, they shall do so at their own cost and will not be reimbursed any portion from Bowls BC. Exceptions may be made in extraordinary situations, on approval from the BOM.
- Should a Team Member wish to alter their return travel, they shall do so directly with the appointed travel agent and be responsible for all applicable costs.
- All excess fees from the original travel plans set by Bowls BC will be the responsibility of the individual.
- Reimbursement for ground/ferry travel from the Team Member's residence to the nearest airport of departure is provided if more than forty (40) kilometres, the kilometer reimbursement shall be calculated from that residence.
- Reimbursement for ground transportation will be provided by Bowls BC should the Host Club not provide this service.
- Bowls BC will cover the cost of one (1) piece of checked baggage per athlete. Extra baggage or over-weight fees will be the responsibility of the individual.

Accommodations:

- Accommodations are based on two (2) Team members sharing a room and shall be covered by Bowls BC. A Team Member requesting a single room will pay the additional cost directly to the appointed travel agent and is subject to availability.
- Team Members who request other than a standard double room will pay the additional cost directly to the appointed travel agent and is subject to availability.

Policy 4: Travel Expenses to AGM or Special General Meeting

Purpose:

To identification of travel costs covered by Bowls BC for BOM and Club Delegates.

Expenses:

- Ferry fare.
- Air travel or car expenses from remote locations.
- Mileage rates reviewed annually.
- Mileage rates, if attending members are more than 40 km from host venue.
- Submission of receipts and appropriate documentation provided to Treasurer of Bowls BC.
- Upon receipt of documentation, Bowls BC will provide reimbursement.

Policy 5: Liability Insurance and Liability Insurance Subsidy Program (LISP)

Purpose:

- To provide all affiliated Clubs with Liability Insurance through All Sport Insurance Marketing LTD. The complete policy is available at their website. The cost of the insurance is calculated annually by the Company for Bowls BC. Clubs will be apprised of the annual fee.
- Clubs are required to pay annually for the liability insurance. The Treasurer of Bowls BC will ensure that all affiliated Clubs receive notification as soon as possible of ne years fe schedule. Club treasurers will submit the required fees to Bowls BC Treasure.
- Clubs with maximum of forty-five (45) members will automatically receive the subsidy of LISP.

Policy 6: Officiating Fees

Purpose:

To establish guideline fees for provision of Certified Officials across the province.

Procedure:

- Officiating Committee will review and establish annual fees.
- Said fees will be disseminated by District Head Umpires across the province.
- Bowls BC will only reimburse those Umpires assigned to provincial events.

