

POLICIES OF THE NORTH BAY NORDIC SKI CLUB

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POLICIES OF THE NORTH BAY NORDIC SKI CLUB

Definitions

Board: Members of the North Bay Nordic Ski Club Board of Directors
NBNSC: The North Bay Nordic Ski Club
By-Laws: North Bay Nordic Ski Club By-Laws

Appendices

Appendix A – Policy Statement on Harassment

Appendix B – Informed Consent and Assumption of Risk

POLICIES OF THE NORTH BAY NORDIC SKI CLUB

Section 1: Administration

Policy Number	Title	Date Approved / Effective
1.1	Conflict of Interest	May 2018

Policy Statement:

To ensure that all members of the NBNSC Board of Directors make all decisions without actual or perceived personal gain, each Board member must declare a conflict, abstain from voting, and not be present for the discussion of any matter in which he/she considers that he/she has a real or perceived conflict.

Revision History:

Revision	Date	Description of Revision
0	December 2009	Approved by Board
A	April 2018	Revision by Policy Committee
1	May 2018	Approved at AGM

POLICIES OF THE NORTH BAY NORDIC SKI CLUB

Section 1: Administration

Policy Number	Title	Date Approved / Effective
1.2	Conduct of Board Meetings	May 2018

Policy Statement:

To ensure that Board meetings are conducted in a business-like manner, the agenda for each Board meeting will begin with:

- a) approval of agenda
- b) approval of written minutes from previous meeting, and
- c) declaration of conflict(s) of interest

The agenda for each Board meeting will conclude with a motion for adjournment.

Revision History:

Revision	Date	Description of Revision
0	December 2009	Approved by Board
A	April 2018	Revision by Policy Committee
1	May 2018	Approved at AGM

POLICIES OF THE NORTH BAY NORDIC SKI CLUB

Section 1: Administration

Policy Number	Title	Date Approved / Effective
1.3	Conduct of Annual and General Meetings	May 2018

Policy Statement:

To ensure that all members have an opportunity to vote on motions raised at annual and other general meetings, the agenda and any motion to be presented at an annual or other general meeting must be circulated in writing to all members at least 10 days in advance of the meeting.

Revision History:

Revision	Date	Description of Revision
0	December 2009	Approved by Board
A	April 2018	Revision by Policy Committee
1	May 2018	Approved at AGM

POLICIES OF THE NORTH BAY NORDIC SKI CLUB

Section 1: Administration

Policy Number	Title	Date Approved / Effective
1.4	Cost Estimates for Expenditures	May 2018

Policy Statement:

To ensure that the NBNSC obtains the best value for expenditures, prior to finalizing any expenditure for a purchase in excess of \$3,000, when available, three comparable estimates will be sought and obtained.

Revision History:

Revision	Date	Description of Revision
0	December 2009	Approved by Board
A	April 2018	Revision by Policy Committee
1	May 2018	Approved at AGM

POLICIES OF THE NORTH BAY NORDIC SKI CLUB

Section 1: Administration

Policy Number	Title	Date Approved / Effective
1.5	Authorized Spending Authorities for Charge Accounts	May 2018

Policy Statement:

To ensure control on purchases against standing charge accounts, the Treasurer will provide the names of individuals who are authorized to make purchases at vendors with whom NBNSC has standing charge accounts to the vendors in writing on an annual basis.

Revision History:

Revision	Date	Description of Revision
0	December 2009	Approved by Board
A	April 2018	Revision by Policy Committee
1	May 2018	Approved at AGM

POLICIES OF THE NORTH BAY NORDIC SKI CLUB

Section 1: Administration

Policy Number	Title	Date Approved / Effective
1.6	Approval of Unbudgeted Expenditures and Expenditures over \$5000.	May 2018

Policy Statement:

To ensure control on expenditures, all unbudgeted expenditures up to \$5000 or expenditures in excess of approved budget amounts must be presented to the Board, in writing, prior to incurrence of the expenditure.

Unbudgeted expenses in excess of \$5000 must be approved by the membership at a general meeting. The Treasurer is responsible for bringing the request forward to the Board or Membership. All other Board policies re: expenditures must be followed.

Revision History:

Revision	Date	Description of Revision
0	December 2009	Approved by Board
A	April 2018	Revision by Policy Committee
1	May 2018	Approved at AGM

POLICIES OF THE NORTH BAY NORDIC SKI CLUB

Section 1: Administration

Policy Number	Title	Date Approved / Effective
1.7	Approval of Budgets for Special Events	May 2018

Policy Statement:

To ensure that all expenditures and revenues not included in the annual budget are properly approved, a detailed budget must be presented to and approved by the Board prior to any special event whose expenditures and revenues will vary from those included in the annual budget.

Revision History:

Revision	Date	Description of Revision
0	December 2009	Approved by Board
A	April 2018	Revision by Policy Committee
1	May 2018	Approved at AGM

POLICIES OF THE NORTH BAY NORDIC SKI CLUB

Section 1: Administration

Policy Number	Title	Date Approved / Effective
1.8	Grants for Competitive Athletes	May 2018

Policy Statement:

On an annual basis, funds are set aside to assist Club member athletes who travel to events outside of the District of Nipissing to represent the North Bay Nordic Ski Club at CCC/CCO sanctioned race events (OCUP, Nationals, Ontario Winter Games, Canada Winter Games and Youth Championships). To ensure that funds allocated towards athlete assistance in the budget are awarded in a fair and equitable manner:

- a) Funds available will be as per the amount approved as "Athlete Assistance" in the annual budget;
- b) Individual athletes cannot receive more than \$300 in any fiscal year;
- c) Athletes will apply, in writing, for assistance, at a maximum of \$100 per CCC/CCO sanctioned event; and
- d) If applications received total amounts in excess of the approved annual budget, the budgeted amount will be divided by the number of events attended by the athletes and said amount will be allocated based on events attended, all subject to the \$300 per athlete CAP.

Revision History:

Revision	Date	Description of Revision
A	April 2018	Draft by Policy Committee
1	May 2018	Approved at AGM

POLICIES OF THE NORTH BAY NORDIC SKI CLUB

Section 1: Administration

Policy Number	Title	Date Approved / Effective
1.9	Harassment and Discrimination...	June 2021

Policy Statement:

Commented [AR1]: The following is proposed new policy

The NBNSC is committed to providing an environment free of harassment and discrimination, where all individuals are treated with respect and dignity, can contribute fully and have equal opportunities. Under the Ontario Human Rights Code, every person has the right to be free from harassment and discrimination. Harassment and discrimination will not be tolerated, condoned, or ignored at NBNSC. If a claim of harassment or discrimination is proven, disciplinary measures will be applied, up to and including termination of membership or employment.

NBNSC is committed to a comprehensive strategy to address harassment and discrimination, including:

- a) Promoting appropriate standards of conduct at all times;
- b) Ensuring that members, day users, volunteers and staff at NBNSC are aware that harassment and discrimination are unacceptable practices and are incompatible with the standards of this organization, as well as being a violation of the law;
- c) Setting out the types of behaviour that may be considered offensive and are prohibited by this policy;
- d) Providing training and education to make sure everyone knows their rights and responsibilities; and
- e) Providing an effective and fair complaints procedure.

Additional information regarding this policy is provided in Appendix A.

Staff and Directors have the additional responsibility to act immediately on observations or allegations of harassment or discrimination. Staff and Directors are responsible for creating and maintaining a harassment and discrimination-free organization and should address potential problems before they become serious.

Revision History:

Revision	Date	Description of Revision
A	May 2021	Draft by Policy Committee

POLICIES OF THE NORTH BAY NORDIC SKI CLUB

Section 2: Buildings and Property

Policy Number	Title	Date Approved / Effective
2.1	Operation of the NBNSC Clubhouse during Ski Season	May 2018

Policy Statement:

To ensure that the clubhouse is available for members to use when the trails are open for skiing and to ensure that the snack bar is operated and managed in a way that will provide the best possible service to members and other users of the NBNSC facilities:

- (i) The Chair of the Building and Property Committee, President, and Treasurer will be responsible for:
 - a) setting job descriptions, hiring staff, and directing the Snack Bar Management and assistants in the general operation of the clubhouse and snack bar, selling of day passes, and equipment rentals;
 - b) determining the initial opening and final closing dates of the snack bar;
 - c) setting the hours of operation of the snack bar;
 - d) determining when the number of people skiing does not justify having the snack bar staffed; and
 - e) coordinating the use of the NBNSC facility by school groups and other organizations;
- (ii) During the ski season:
 - a) The clubhouse shall be open, even if not staffed, when **the trails are not closed and at least the Yellow, Gold, and Purple trails are being groomed for skiing** (See also Policy 3.1 Operation of Trails during Ski Season);
 - b) When the clubhouse is open, arrangements will be made to have it opened at 9 AM and closed at 9 PM;
 - c) The clubhouse shall be open, even if not staffed, on all holidays; and
 - d) During periods when the outside daytime temperature is forecasted to be -25°C or colder, the clubhouse shall be open, but not staffed.

Commented [AR2]: Modified to reflect typical practice. And the confusion over when trails are officially "open". If being actively groomed, especially trackset, the trails are typically "good" enough to see regular use – and when the clubhouse would typically be opened and operated

Revision History:

Revision	Date	Description of Revision
A	April 2018	Draft by Policy Committee
1	May 2018	Approved at AGM
B	May 2021	Draft by Policy Committee

POLICIES OF THE NORTH BAY NORDIC SKI CLUB

Section 2: Buildings and Property

Policy Number	Title	Date Approved / Effective
2.2	Permits and Approvals	May 2018

Policy Statement:

To ensure that all renovations and new construction on NBNSC property is in compliance with the Ontario Building Code and the Electrical Safety Association, the Chair of the Building and Property Committee must ensure that all necessary permits are obtained prior to the beginning of any construction or renovation to NBNSC buildings.

Revision History:

Revision	Date	Description of Revision
0	December 2009	Approved by Board
A	April 2018	Revision by Policy Committee
1	May 2018	Approved at AGM

POLICIES OF THE NORTH BAY NORDIC SKI CLUB

Section 2: Buildings and Property

Policy Number	Title	Date Approved / Effective
2.3	Use of NBNSC Tools and Equipment	May 2018

Policy Statement:

To ensure that all material assets of NBNSC are used for NBNSC purposes and are adequately controlled, all tools and equipment owned by the NBNSC are to be used for NBNSC purposes and on NBNSC Property.

In the event that a member takes an asset off-site, written notification must be given to and permission must be obtained from either the Chair of the Trails Committee or the Chair of the Building and Property Committee. The borrower accepts full responsibility for the safe operation, maintenance, and return of all assets.

Revision History:

Revision	Date	Description of Revision
0	August 2010	Approved by Board
A	April 2018	Revision by Policy Committee
1	May 2018	Approved at AGM

POLICIES OF THE NORTH BAY NORDIC SKI CLUB

Section 2: Buildings and Property

Policy Number	Title	Date Approved / Effective
2.4	Rental of NBNSC Buildings	May 2018

Policy Statement:

To ensure that the rental of NBNSC buildings is conducted in a fair manner and that rental rates are comparable to those charged by other similar facilities, the Chair of Building and Property Committee will ensure that all renters of NBNSC buildings have signed the standard rental agreement, drawn up for this purpose with input from Legal Experts.

The fee(s) charged for all rentals will be those approved by the Board. Any exception to the standard approved fee must be approved by the Board.

Schedule of Rental Fees for NBNSC Buildings will be reviewed annually by the Board.

Revision History:

Revision	Date	Description of Revision
0	August 2010	Approved by Board
A	April 2018	Revision by Policy Committee
1	May 2018	Approved at AGM

POLICIES OF THE NORTH BAY NORDIC SKI CLUB

Section 2: Buildings and Property

Policy Number	Title	Date Approved / Effective
2.5	Rental of NBNSC Race Equipment	May 2018

Policy Statement:

The NBNSC race equipment will be available for rent to other organizations at the discretion of the Board. To ensure that all NBNSC race equipment is adequately controlled, a signed rental agreement must be received and the following fees will apply:

- a) \$50 per day for use of the timing clock (and a \$100 deposit);
- b) \$1 per bib per day for use of racing bibs;
- c) a \$75 replacement fee per lost racing bib; and
- d) a fee (and availability) to be determined by the Board for rental of other race equipment on a case by case basis

Revision History:

Revision	Date	Description of Revision
A	April 2018	Draft by Policy Committee
1	May 2018	Approved at AGM

POLICIES OF THE NORTH BAY NORDIC SKI CLUB

Section 2: Buildings and Property

Policy Number	Title	Date Approved / Effective
2.6	Locker Rental	May 2018

Policy Statement:

The ski lockers will be available for rent to members of the NBNSC. The period of the rental is the membership year of December 1 to November 30 (as per Section 3.4 of the By-Laws).

Any equipment left in a locker whose rental is not renewed becomes the property of the NBNSC at the expiration of the rental period.

Revision History:

Revision	Date	Description of Revision
0	August 2010	Approved by Board
A	April 2018	Revision by Policy Committee
1	May 2018	Approved at AGM

POLICIES OF THE NORTH BAY NORDIC SKI CLUB

Section 2: Buildings and Property

Policy Number	Title	Date Approved / Effective
2.7	Smoking on NBNSC Property	May 2018

Policy Statement:

To maintain a healthy smoke-free environment in all club buildings and on all club-owned property including trails when the Land Use Permit is in effect, smoking of any substance is not permitted on NBNSC property and on the trails while they are under the Land Use Permit (November 1st to May 15th).

Revision History:

Revision	Date	Description of Revision
A	April 2018	Draft by Policy Committee
1	May 2018	Approved at AGM

POLICIES OF THE NORTH BAY NORDIC SKI CLUB

Section 3: Trails

Policy Number	Title	Date Approved / Effective
3.1	Operation of Trails during Ski Season	May 2018

Policy Statement:

To ensure the quality of the NBNSC trails for cross-country skiing and to ensure maximum safety of all skiers on the trails during ski season:

- ~~a) The trails shall be declared open at the beginning of the season and closed at the end of the season by the Chair of the Trails Committee;~~
- a) Trails are available for skiing and snowshoeing to members and day users who have signed the Cross Country Canada (operating as Nordiq Canada) Informed Consent and Assumption of Risk Agreement (Appendix B).
- b) Trails can be closed at the discretion of the Chair of the Trails Committee or designate(s) due to unsafe conditions, rain or warm temperatures, when the trails are otherwise dangerous or susceptible to damage or deterioration, and for special events (e.g. races). **At these times, skiers are prohibited from using the trail system or specific trails designated as being closed.** When all or some trails are closed, notice will be given via the web site and flagging or signing will be placed at trail intersections and/or the main trail access;
- c) Grooming and track setting shall be for both skate and classic technique on all trails;
- d) All skiers must ski in the direction indicated on the trail signs, except during special events;
- e) The period of night skiing shall be 5 pm to 9 pm every day, unless otherwise indicated at the clubhouse, on the website, and at the beginning of the main trail access;
- f) During ski season, only skiing is allowed on NBNSC trails. Dogs are not allowed on the trails. Skis used in the classic tracks must ~~not be greater~~ be less than 6 cm in width; and
- g) During periods when the outside daytime temperature is forecasted to be -25°C or colder, ~~the trails shall remain open but~~ skiers are advised to exercise additional caution ~~and ski at their own risk~~. The timing of programs or events may be adjusted during periods of cold weather. (See also Policy 2.1 Operation of the NBNSC Clubhouse.)

Commented [AR3]: Remove. The issue of trail "open vs closed" at the beginning and end of the season doesn't fit with the use of the trail system. Trails are always open, unless deemed closed under point b). Skiers must always assume the risk for skiing on the trails. We don't operate like a downhill ski club with has a hard open/closed approach. Even if conditions are poor (or little to no snow, members/day users who have signed assumption of risk may use the trails. This fits with pretty much every other ski club and with the culture of Nordic skiing.

Commented [AR4]: Removed... This statement suggests that skiing at other times is not at their own risk. As per above, all club users must sign informed consent and assumption of risk, regardless of temperature

Revision History:

Revision	Date	Description of Revision
0	December 2009	Approved by Board
A	April 2018	Revision by Policy Committee
1	May 2018	Approved at AGM
B	May 2021	Revision by the Policy Committee

POLICIES OF THE NORTH BAY NORDIC SKI CLUB

Section 3: Trails

Policy Number	Title	Date Approved / Effective
3.2	Payment of Fees and Identification	May 2018

Policy Statement:

To ensure that all skiers on NBNSC trails pay the appropriate fee and wear proper identification:

- a) All fees for membership and/or for day use must be paid in advance of skiing; and
- b) All skiers must wear either a membership button or the day pass issued for the day purchased.

The membership year is December 1 to November 30 (as per Section 3.4 of the By-Laws).

Revision History:

Revision	Date	Description of Revision
0	December 2009	Approved by Board
A	April 2018	Revision by Policy Committee
1	May 2018	Approved at AGM

POLICIES OF THE NORTH BAY NORDIC SKI CLUB

Section 3: Trails

Policy Number	Title	Date Approved / Effective
3.3	Permits and Approvals for Trail Work	May 2018

Policy Statement:

To ensure that all new trail development is done with the approval of the Board and of other appropriate authorities, trail work, including maintenance of existing trails and the creation of new trails at must have prior approval from the Board and appropriate authority.

Depending on where the proposed trail work is located, the appropriate authorities are:

- a) private land owners;
- b) the City of North Bay;
- c) the North Bay Mattawa Conservation Authority (where applicable); and/or
- d) Ontario Parks.

Revision History:

Revision	Date	Description of Revision
0	December 2009	Approved by Board
A	April 2018	Revision by Policy Committee
1	May 2018	Approved at AGM

POLICIES OF THE NORTH BAY NORDIC SKI CLUB

Section 3: Trails

Policy Number	Title	Date Approved / Effective
3.4	Use of Trail Grooming or Maintenance Equipment	May 2018

Policy Statement:

To ensure that all NBNSC motorized trail grooming equipment and trail maintenance equipment is kept in good working order and available when needed to operate and enhance NBNSC trails, all motorized trail grooming equipment and trail maintenance equipment are exclusively for use on NBNSC trails.

Should there be a request to use a piece of equipment off-site, this request must be approved by the Board and be preceded by an appropriate written agreement.

Revision History:

Revision	Date	Description of Revision
0	December 2009	Approved by Board
A	April 2018	Revision by Policy Committee
1	May 2018	Approved at AGM

POLICIES OF THE NORTH BAY NORDIC SKI CLUB

Section 3: Trails

Policy Number	Title	Date Approved / Effective
3.5	Operation of Trail Grooming Equipment	May 2018

Policy Statement:

To ensure the responsible and safe operation of all motorized grooming equipment, the Trails Committee will maintain an up to date list of the names of individuals trained and approved to operate NBNSC motorized trail grooming equipment. The list will be posted in the garage and only people whose names appear on the list may operate the equipment.

Revision History:

Revision	Date	Description of Revision
0	December 2009	Approved by Board
A	April 2018	Revision by Policy Committee
1	May 2018	Approved at AGM

POLICIES OF THE NORTH BAY NORDIC SKI CLUB

Section 3: Trails

Policy Number	Title	Date Approved / Effective
3.6	Use of Trails by School Groups	May 2018

Policy Statement:

To define which groups constitute a school group and to ensure maximum safety of all skiers when school groups are using the NBNSC trails:

- a) A school group is a group from a recognized elementary, secondary, or post-secondary institution, or a recognized homeschool association using the trails during regular school hours;
- b) Any other group wishing to ask for school group rates must be approved by the Board;
- c) A school can obtain a "school membership" from NBNSC for an annual fee to be set by the Board. Member schools are permitted free use of the trails within normal school hours, but nominal equipment rental fees will be charged;
- d) Teachers who lead school groups on NBNSC trails for cross-country skiing must ensure adequate supervision of all their participants at all times while at the club;
- e) Elementary and secondary school groups are to ensure that they meet their school board's supervision requirements or the Ontario Physical and Health Educators Association (OPHEA) requirements;
- f) The school group supervision ratio policy of NBNSC is 12 students to 1 adult. Within that ratio, teachers or assistants or other adults who accompany school groups as supervisors can ski with the students as part of the school membership without paying a trail fee. Any additional adults, or adults accompanying students from schools without a school membership, must pay the regular day fee;
- g) All student groups must be accompanied by responsible adults, and supervised at all times both on the trails and in the clubhouse;
- h) The snack bar staff must receive a list of all group members for that day of skiing; and
- i) Schools will be responsible to reimburse the NBNSC for any damage to its property caused by students or supervisors.

Revision History:

Revision	Date	Description of Revision
0	December 2009	Approved by Board
A	April 2018	Revision by Policy Committee
1	May 2018	Approved at AGM

POLICIES OF THE NORTH BAY NORDIC SKI CLUB

Section 3: Trails

Policy Number	Title	Date Approved / Effective
3.7	Group Rates	May 2018

Policy Statement:

To ensure consistency in application of special rates, any group wishing to seek special group rates for trail use and/or rentals must submit a written request to the Board for approval.

Revision History:

Revision	Date	Description of Revision
0	December 2009	Approved by Board
A	April 2018	Revision by Policy Committee
1	May 2018	Approved at AGM

POLICIES OF THE NORTH BAY NORDIC SKI CLUB

Section 4: Publicity and Public Relations

Commented [AR5]: This policy to replace the former policy on the "newsletter". To reflect more contemporary practice

Policy Number	Title	Date Approved / Effective
4.1	Communication of Information	May 2021

Policy Statement:

To ensure predictable and consistent flow of information to the NBNSC membership:

- a) Club information, including rates, hours of operation, membership and program forms, by-laws, and policies will be kept up to date and posted on the club website (www.northbaynordic.ca);
- b) Club news will be communicated via the website and social media platform (e.g. twitter, Facebook) and to members through periodic emails;
- c) Trail conditions and grooming updates will be provided on the website as often as possible (or on a social media platform linked to on the website); and
- d) Trail or building closures will be posted to the website, social media platform, and as a written notice at the clubhouse in a visible location.

Revision History:

Revision	Date	Description of Revision
0	January 2010	Approved by Board
A	April 2018	Revision by Policy Committee
1	May 2018	Approved at AGM
B	May 2021	Revision by Policy Committee

POLICIES OF THE NORTH BAY NORDIC SKI CLUB

Appendix A

North Bay Nordic Ski Club Policy Statement on Harassment and Discrimination

As outlined in Policy 1.9, the North Bay Nordic Ski Club (NBNSC) is committed to providing an environment free of harassment and discrimination, where all individuals are treated with respect and dignity, can contribute fully and have equal opportunities.

Under the Ontario Human Rights Code, every person has the right to be free from harassment and discrimination. Harassment and discrimination will not be tolerated, condoned, or ignored at NBNSC. If a claim of harassment or discrimination is proven, disciplinary measures will be applied, up to and including termination of membership or employment.

NBNSC is committed to a comprehensive strategy to address harassment and discrimination, including:

- promoting appropriate standards of conduct at all times;
- ensuring that members, day users, volunteers and staff at NBNSC are aware that harassment and discrimination are unacceptable practices and are incompatible with the standards of this organization, as well as being a violation of the law;
- setting out the types of behaviour that may be considered offensive and are prohibited by this policy;
- providing training and education to make sure everyone knows their rights and responsibilities; and
- providing an effective and fair complaints procedure.

The right to freedom from harassment and discrimination extends to all employees, members, day users and volunteers. It is also unacceptable for employees, members, day users and volunteers of NBNSC to engage in harassment or discrimination when dealing with service providers and suppliers. This policy applies at every level of the organization and to every aspect of the workplace environment and employment relationship. It also covers rates of pay, overtime, hours of work, holidays, shift work, discipline and performance evaluations.

This policy prohibits discrimination or harassment based on the following grounds, and any combination of these grounds:

- Age
- Creed (religion)
- Sex (including pregnancy and breastfeeding)
- Sexual orientation
- Gender identity
- Gender expression
- Family status (such as being in a parent-child relationship)
- Marital status (including married, single, widowed, divorced, separated or living in a conjugal relationship outside of marriage, whether in a same-sex or opposite-sex relationship)
- Disability (including mental, physical, developmental or learning disabilities)
- Race

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- Ancestry
- Place of origin
- Ethnic origin
- Citizenship
- Colour
- Record of offences (criminal conviction for a provincial offence, or for an offence for which a pardon has been received)
- Association or relationship with a person identified by one of the above grounds
- Perception that one of the above grounds applies.

The following behaviour is prohibited:

Discrimination: means any form of unequal treatment based on a Code ground, whether imposing extra burdens or denying benefits. It may be intentional or unintentional. It may involve direct actions that are discriminatory on their face, or it may involve rules, practices or procedures that appear neutral, but disadvantage certain groups of people. Discrimination may take obvious forms, or it may happen in very subtle ways. Even if there are many factors affecting a decision or action, if discrimination is one factor, that is a violation of this policy.

Harassment: means a course of comments or actions that are known, or ought reasonably to be known, to be unwelcome. It can involve words or actions that are known or should be known to be offensive, embarrassing, humiliating, demeaning or unwelcome, based on a ground of discrimination identified by this policy. Harassment can occur based on any of the grounds of discrimination.

Examples of harassment include:

- Epithets, remarks, jokes or innuendos related to a person's race, gender identity, gender expression, sex, disability, sexual orientation, creed, age, or any other ground
- Posting or circulating offensive pictures, graffiti or materials, whether in print form or via e-mail or other electronic means
- Singling out a person for humiliating or demeaning "teasing" or jokes because they are a member of a Code-protected group
- Comments ridiculing a person because of characteristics that are related to a ground of discrimination. For example, this could include comments about a person's dress, speech or other practices that may be related to their sex, race, gender identity or creed.
- If a person does not explicitly object to harassing behaviour, or appears to be going along with it, this does not mean that the behaviour is okay. The behaviour could still be considered harassment under the Code.
- Sexual and gender-based harassment: sexual harassment is a form of harassment that can include:
 - Gender-related comments about a person's physical characteristics or mannerisms
 - Paternalism based on gender which a person feels undermines his or herself respect or position of responsibility.
 - Unwelcome physical contact

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- Suggestive or offensive remarks or innuendoes about members of a specific gender
- Propositions of physical intimacy
- Gender-related verbal abuse, threats or taunting
- Leering or inappropriate staring
- Bragging about sexual prowess or questions or discussions about sexual activities
- Offensive jokes or comments of a sexual nature about an employee or client
- Rough and vulgar humour or language related to gender.
- Display of sexually offensive pictures, graffiti or other materials including through electronic means.
- Demands for dates or sexual favours.
- Sexual Solicitation: this policy prohibits sexual solicitations or advances by any person who is in a position to grant or deny a benefit to the recipient of the solicitation or advance. Reprisals for rejecting such advances or solicitations are also not allowed.
- **Poisoned environment:** a poisoned environment is created by comments or conduct (including comments or conduct that are condoned or allowed to continue when brought to the attention of management) that create a discriminatory work environment. The comments or conduct need not be directed at a specific person, and may be from any person, regardless of position or status. A single comment or action, if sufficiently serious, may create a poisoned environment.

All persons present in NBNSC are expected to uphold and abide by this policy, by refraining from any form of harassment or discrimination, and by cooperating fully in any investigation of a harassment or discrimination complaint.

Staff and Directors have the additional responsibility to act immediately on observations or allegations of harassment or discrimination. Staff and Directors are responsible for creating and maintaining a harassment and discrimination-free organization and should address potential problems before they become serious.

Contravention of Policy Protocol

Any member, staff, day user or supplier who feels that he or she has been the subject of harassment or discrimination contrary to this policy may attempt an informal resolution, seek advice from Board or staff members, request informal intervention and / or file a formal complaint with Club board pursuant to this policy. Nothing in this policy shall limit a person's right to pursue such legal recourse that may be available to that person, including filing a complaint with the Human Rights Tribunal or commencing a legal action.

Complaints should be reported as soon as possible after the event has occurred, but in any event no more than three (3) months following the occurrence giving rise to the complaint. Parties to a complaint will be given a reasonable opportunity to dispute, correct or contradict all allegations, to present arguments and evidence in support of their position throughout all stages outlined in these procedures.

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A complainant may, at his or her discretion, withdraw a complaint at any time. However, NBNSC may, at its discretion, pursue the complaint in order to comply with its legal obligations.

Procedure: any affected party who believe they have been subject to or have witnessed harassment, discrimination or reprisal are encouraged to resolve the issue directly by asking the person to stop immediately. They should keep a record of the incident and resolution.

If the attempted resolution is not successful, the Complainant should report the complaint to 1. Senior staff or 2. The president of the Board of Directors or 3. Any member of the board of directors

Initial Assessment of Complaint

Once the Complainant lodges a complaint, the person receiving the complaint shall first determine if the complaint is within the scope of this policy, and shall advise the Complainant in writing if:

- the subject matter has been found to be frivolous, vexatious or in bad faith;
- the complaint appears to be outside the jurisdiction of NBNSC; or,
- the complaint cannot be supported or substantiated.

If the complaint is deemed to be within the scope of this policy, a discussion will take place during which the Complainant shall be invited to provide details of the complaint.

During this discussion, the recipient of the complaint will explain all options available to the Complainant. Should the complaint be one of sexual nature, the President shall be immediately informed and the police will be contacted.

Informal Resolution

The Complainant may and is encouraged to seek the assistance of a designated board Director towards an informal resolution of the complaint. The designated Director will request the participation of 2 other Directors which will then become the designated committee to handle the complaint. This committee will meet with each party involved and attempt to affect an informal resolution of the complaint. In the absence of an informal resolution of the complaint, the complainant may withdraw the complaint, or file a formal complaint with the NBNSC.

Formal Complaint

If the Complainant wishes to proceed further with his or her complaint, the Complainant must then provide a written statement regarding the alleged harassment or discrimination. If the Designated Committee determines that a formal investigation is warranted, they will conduct an investigation within a reasonable period after receiving the Complainant's written statement.

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Investigation

NBNSC shall seek to resolve every harassment and discrimination claim as expeditiously as possible. The Designated Committee may conduct the investigation or appoint a person or persons to conduct the investigation. The investigator(s) shall determine, on a balance of probabilities, whether a violation of this policy has occurred.

The investigator(s) shall meet with the Complainant, the accused/affected parties involved and any person that may have information relevant to the complaint. The investigator(s) may request and will receive documents or things that may be relevant to the investigation, and the opportunity to interview any person about matters relevant to the complaint.

At the conclusion of a formal investigation, the investigator(s) will prepare a written report which will include a statement of factual findings and a determination of whether, on a balance of probabilities standard, this policy has been violated.

Report Handling Procedures

The Designated Committee shall advise the Complainant and the affected/accused party (parties) of the findings of any investigation conducted under this policy. In all cases, NBNSC shall keep a copy of the report. Upon a finding of harassment or discrimination, the accused/ affected party shall be subject to disciplinary action up to and including termination of employment or membership or a ban from the NBNSC facility. Likewise, any acts of reprisal or complaints made that are malicious, frivolous, vexatious or in bad faith may be subject to discipline as above.

Records

NBNSC will keep records of all formal and informal resolutions and investigations and reports.

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Appendix B

Cross Country Canada (operating as Nordiq Canada) Informed Consent and Assumption of Risk Agreement

To be attached as PDF:

<https://nordiqcanada.ca/wp-content/uploads/Informed-Consent-and-Assumption-of-Risk-Agreement-rev-July-2020-1.pdf>