**Events Policy**

**Statement of Policy**

The Yellowknife Ski Club (‘Club’) organizes safe, enjoyable and developmental events for the benefit of members, and for the promotion of Club objects.

**Principles**

*Quality Experience* – The Club organizes events for the purpose of personal fulfillment, improvement through competition, skills development, and community development.

*Sound Organization* – Club events will be organized and conducted in an efficient and effective manner.

*Risk Mitigation* – Recognizing that all events entail a degree of risk, best efforts will be made by the Club to minimize or mitigate those risks to participants, members, the Club, and others.

**Definitions**

*Designated Waiver Form* – means any waiver form that must be completed as a condition of membership in the Club, or participation in Club events. This is usually the Informed Consent and Assumption of Risk Agreement specified by Cross Country Canada and Biathlon Canada.

*Incident Report Form* – means the incident report form specified by the Canadian Snowsports Association and Cross Country Canada, attached to the Cross Country Canada Liability Insurance Manual.

**Provisions**

*1. Quality Experience*

1. Club organized events must be aligned with the constitutional objects of the Club. This includes events for the purpose of personal fulfillment, healthy competition, skills development, and community development, related to cross country skiing and biathlon.
2. Club events are open to all members, on such reasonable terms as may be specified.
3. Non-members may participate in some specified Club events, though typically on different terms with respect to fees and Designated Waiver Forms, and typically for the purpose of encouraging Club membership or otherwise for the benefit of the Club and the advancement of its objects.

*2. Organization*

1. All Club events must be pre-approved by the Board, on the recommendation of the Director of Events, typically as a slate prior to the commencement of each ski season. Such a slate of events will be updated annually. Cancellations or date changes may subsequently be made at the discretion of the Director of Events to address unforeseen circumstances. Notice of such changes must be made by the Director of Events to the Board and the NWT Ski Division as soon as possible.
2. The Director of Events must recruit, appoint and brief one event coordinator for each Club event. Event coordinators are preferably Club members, report to the Director of Events, and may be supported by volunteers. The Director of Events may also serve as an event coordinator.
3. Event coordinators have lead responsibility for coordinating all aspects of an event, including communications, registration, logistics, volunteers, and safety.
4. The Financial Management Policy governs event budgets. The Fees and Charges policy governs registration fees.

*3. Risk Management*

1. Every adult participant in a Club event must execute the Designated Waiver Form, and a parent or guardian must execute the Designated Waiver Form on behalf of a member who is under 19 years of age. Members will typically already have executed a Designated Waiver Form by virtue of obtaining or renewing their Club membership.
2. All Club events must be communicated to the NWT Ski Division prior to their date of occurrence, and must adhere to all relevant Cross Country Canada safety guidelines, including as set out in the Cross Country Canada Rulebook and the Cross Country Canada Liability Insurance Manual.
3. The Club will not organize events that fall outside of the scope of its policies of insurance through Cross Country Canada.
4. Third parties that hold events on Club premises must do so on the basis of a written agreement. Such third parties must have their own liability insurance coverage for such events, naming the Club as an additional insured. Such agreements must also address responsibility for safety.
5. All provision or sale of alcohol at Club events or on Club premises must be in accordance with City of Yellowknife by-laws and territorial regulations.

**Scope and Authority**

This Policy applies to all members and non-members who participate in or organize Club events. The Director of Events is responsible for ensuring that all events are pre-approved by the Board and registered with the relevant Territorial Sport Organization. The Director of Events is responsible for supervising all event coordinators, accountable to the Board for ensuring compliance with this Policy, and will report to the Board on event preparation and outcomes.

**Prerogative of the Board**

Nothing in this Policy shall in any way be construed to limit the prerogative of the Board to make decisions or take action respecting the Club outside the provisions of this Policy, in appropriate circumstances.

**History**

This Policy was adopted by the Board on December 3, 2013