



Big White Freestyle
Club Manual



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Overview

Introduction

The purpose and intent of this manual is to provide Big White Freestyle (BWF) members a resource to find answers to common questions and provide direction on club policy and procedures. The manual is not intended to cover every expectation and responsibility of members, coaches, athletes, or volunteers. It is to provide guidance. This manual will be updated from time to time based on the direction of the board and the demands of the club.

Annual Review Process

In order to stay relevant and up to date, this manual will be reviewed annually in the summer season. Freestyle is a growing and developing sport, and our club will continue to evolve and improve through the contributions and new ideas from all of our members and the freestyle community. If you would like to be involved in the review process, please email president@bigwhitefreestyle.com.

Vision

Big White Freestyle (BWF) and its members are grateful to live and play on the ancestral and unceded territory of the Syilx Nation. Lim'limpt.

BWF is a not-for-profit ski and snowboard club operating out of Kelowna, BC and Big White Ski Resort. We are a member-driven organization that works in collaboration with national and provincial organizations to promote freestyle and freeskiing and snowboarding, as well as snowboard cross in a fun, safe, and progressive team environment. Our purpose is to promote and assist with the development of amateur youth freestyle ski and board

programs, coaching programs and activities/events for all levels of amateur youth consistent with the standards of our partner organizations Freestyle Canada, Snowboard Canada and International Freeskiers & Snowboarders Association. Our Mission

- To deliver high quality Freestyle training programs and services to Big White Freestyle athletes
- To grow the sport of freestyle skiing and snowboarding through increased enrollment
- To engage youth in the sport of skiing and snowboarding for life in a safe, fun, and inclusive environment
- To prepare and send competitive athletes to BC, Canadian, and International competitions and pathways
- To develop and mentor future coaches

Membership

Big White Freestyle (BWF) membership is composed of voting and non-voting individuals engaged in activities with BWF, including but not limited to, athletes, coaches, officials, judges, volunteers, directors, officers, administrators, spectators, team personnel, and parents of BWF athletes.

The primary parent/guardian contact of an athlete as listed at registration is considered the voting member for the family. Each family is allotted one representative.

All members of Big White Freestyle are expected to be familiar with and adhere to the policies and procedures set forth in this manual.

Programs

Overview

Big White Freestyle offers freestyle programs suited to athletes of all abilities and ages 7 - 18, from recreational to competitive, and beginner to aspiring international competitor. Big White Freestyle does not offer learn to ski/board programming and as such all athletes must meet a specified minimum skill level. Any athlete not deemed by our coaches to be at this minimum skill level will be refunded in full and removed from the program with the hope that they will return when they are ready. All registration must be completed electronically by the participant through TeamSnap. Returning members must register within their given window and are prohibited from sharing any early or advance registration codes - sharing will result in your registration being cancelled.

Age Requirements

All participants in Big White Freestyle programs must be 7 years of age at the time of registration or no later than the program start date. There are no exceptions to this. Athletes graduate from our programs at 18 years old.

Schedule and Duty of Care

General

For full day winter programming, the training day runs from 9:30 am to 3:00 pm with a lunch break from 12:00 pm - 1:00 pm. Half-day programs run the morning session from 9:30 am - 12:00 pm and the afternoon session from 1:00 pm - 3:30 pm.

It is a parent's responsibility to physically ensure that their athlete meets up with their coach at the start of the training day and after the lunch break. Duty of care does not start



until parent hand-off has been completed with a Big White Freestyle representative. Big White Freestyle is unable to release athletes 12 and under on their own and we do not offer a supervised lunch program.

If you are late and the groups have left or are held waiting for you, you can use TeamSnap to message your coach and make alternate arrangements. If you are unable to attend a training day, please notify your team coach so that your athlete's group is not held up waiting.

Drop-Off

Coaches meet their groups at 9:20 am at the meeting spot at the top of Woodcutter and will depart promptly at 9:30 am. After lunch, groups meet at 12:50 pm at the top of the gondola and will depart promptly at 1:00 pm.

Pick-Up

Lunch pick-up is at 12:00 pm at the top of the gondola and end of day pick-up is at 3:00 pm for full day programs and 3:30 pm for half day programs from the Village Centre.

Registration

All programs are reviewed annually and factors such as cost, participation, and feedback from athletes, coaches, and parents are considered. In August/September, the new season program offerings will be approved by the Board of Directors. Registration for these programs will occur September through November. Returning families will be provided the opportunity to re-register for a period of one week, prior to registration opening to the general public.

Team Placement

Athletes can expect to ski and board all over the mountain for the first several weekends to get their legs back. We aim to have a better than 8:1 athlete to coach ratio. The goal is to have groups set by the 3rd weekend of training, however, individual athletes may be moved based on skill progression and training needs after that date. Groups will be created based on athlete age, ability, and coach feedback. Requests from parents will be honoured only when it is in the best interest of the athlete and the team. All change requests must be submitted in writing to the program director after the 2nd weekend of training. The program director in consultation with the coaches will make all final determinations on group placement.

Performance Team Selection

Performance Team selections are determined based on recommendation from the previous season's coach with final determination by the associated Head Coach and the Program Director.

The Talent Identification process (involves Freestylerz and Riders Blue/Black Coaches communication with Head Coach/Program Director) will dictate the stream of 'Performance' program for which the athlete is most eligible. Athletes must have a recommendation from a BWF coach to move on to Performance Programs.

Considerations:

- FS Canada Train to Train
https://www.freestylecanada.ski/files/canfree/2014_CFSA_LTAD_EN.pdf
- Canada Snowboard Train to Train
<https://www.canadasnowboard.ca/en/about/snowboarding/ltad/>

If you would like to ensure your athlete is evaluated, please reach out directly to the Program Director in writing with your request for evaluation.

Big White Ski Resort

It is the responsibility of all BWF members to acknowledge that maintaining a respectful relationship with Big White Ski Resort is crucial to the success and viability of our club. BWF is a guest of Big White Ski Resort and the club operates with their generous support and permission. Our positive relationship with our host mountain provides:

- The ability to train and operate our programming on the mountain
- A willingness for the host resort to provide key resources such as training areas, grooming, terrain park builds, event support, supplies, and infrastructure at low or no cost to the club
- The opportunity to host events

Any concerns from BWF members about resort operations should always be addressed directly with Big White Freestyle and not Big White Ski Resort.

Operational Parameters

Training times will be adjusted or completely cancelled if the temperature is at -15 C ambient and -20 C windchill as forecasted the night before for all teams with the exception of Performance Teams. Performance team training may continue to take place at the coach's discretion. The temperature reported on www.snow-forecast.com at Big White 1905 m will be considered the official temperature.

Any decision to cancel training will be made by 7:00 pm the day before. This will be communicated to athletes and parents via TeamSnap email. In some cases, training may be cancelled mid-session due to deteriorating conditions and families will be contacted to collect their athletes.

Always make sure your athlete is dressed in appropriate layers for the training day and changing conditions.

Groups may also be cancelled due to coach illness or injury and the unavailability of a substitute coach. A TeamSnap email notification will be sent to those impacted with as much advance notice as possible, but please understand that these events are often last minute.

At all times, parents must follow the Duty of Care Policy to ensure the safety of athletes and that they are handed off to a coach.

Athlete Safety

There are inherent risks associated with skiing and snowboarding in winter conditions. Safety and injury prevention are very important to our club. All athletes must be familiar with and adhere to the Alpine Responsibility Code at all times. Coaches will review additional on-mountain safety plans with athletes at the start of each season and revisit as required. The club will brief parents on safety plans at our first parent meeting of the season. Parents can support athlete safety by reinforcing the alpine code and safety plans with their child. Additional safety training such as tree well and avalanche awareness may be completed with athletes as necessary. All athletes must wear a helmet and are encouraged to use additional safety gear such as hip and spine protection, mouth guards, wrist guards, etc.. Baseline concussion testing is highly recommended for all athletes and is available through accredited Complete Concussion Management clinics.

Concussion and Return to Sport after Injury

Athletes follow planned skill progression pathways to minimize the risk of injury, are instructed to ski/board within their limits and are coached to pay attention to changing weather conditions. If an athlete sustains an injury during training, they must report it immediately to their coach for assessment. Coaches will document the injury in their coach report, inform parents, and seek additional medical attention and complete a Freestyle

Canada/Canada Snowboard Accident Report within 24 hours as necessary. If the athlete does not report the injury to the coach, the parents must follow-up and report it to BWF.

If an injury is sustained outside of training with Big White Freestyle, it is the responsibility of the athlete's parents to inform Big White Freestyle of the injury so that athlete safety will not be impacted.

Big White Freestyle, at their sole discretion, may require an athlete to provide a note from their doctor or physiotherapist to confirm they are clear to ski/snowboard after an injury.

Any athlete suspected of sustaining a concussion will be requested to seek appropriate medical care. A note from the doctor or physiotherapist confirming the results of the investigation may be required by Big White Freestyle. If a concussion is positively diagnosed the athlete must provide a standardized Medical Assessment Letter to the Head Coach or Program Director and may not return to any activities with a risk of concussion until medically cleared to do so.

Ski Programs

FUNdamentalz

FUNdamentalz is our introductory program developed by the Canadian Freestyle Ski Association. Participants, 7-10 years of age, must be able to load a T-bar or chairlift unassisted, take care of their own equipment AND ski parallel on a green run. Skiers are taught mountain safety, all-terrain skiing, jumps and bumps skills and are introduced to the Terrain Park. All athletes will be placed in suitable groups based on age, ability, and friends they would like to ski with. Athletes are encouraged to participate in local competitions such as the Big White Freestyle produced Huck, Tuck and Stomp and Freeski Biggie events.

Freestylers

The Freestylerz program is designed for athletes who have surpassed the Black Diamond level of the FUNdamentalz program and want to learn more about freestyle skiing with a focus on having fun. This program encompasses both of the specialised Girlstylerz and Freeriderz streams of training. Athletes in this program are aged between 8 – 18 yrs old. Athletes must be able to ski parallel on blue runs and be confident trying black runs. This program takes a balanced approach to the freestyle ski disciplines and focuses on teaching skills in Slopestyle (the terrain park), Moguls, Freeskiing and Big Air, in order to build competent life-long skiers. Athletes are expected to participate in the Big White Freestyle produced Huck, Tuck and Stomp and Freeski Biggie events. Freestylerz should attend regional freestyle and freeski competitions as recommended by our coaching staff. Competition fees will apply to athletes for any events not at Big White Ski Resort and are due within 30 days of receipt of invoice.

Freestylerz RTC (Ready to Compete)

The Freestylerz RTC Team is for athletes 12 and under choosing to make a commitment to developing and refining their freeski, slopestyle, moguls, and big air skiing skills. This program is coached by our high-performance coaches and involves a commitment to training 2 days per week on snow and participation in year-round training opportunities for athletes to improve their acrobatic skills, fitness, mental preparation, foundational skills and competitive readiness. Athletes will be expected to travel and compete in team selected regional and provincial events. The program fee will cover competition fees for 3 events (2 SuperYouth Freestyle and 1 Freeski), additional competition fees will be assessed and applied to all athletes in this program for any additional events. Additional weekday, camp, and dryland fees may apply. All invoices are due within 30 days of receipt.

Freestyle Performance Team



The Freestyle Performance Team is for athletes 13 and over choosing to make a commitment to developing and refining their slopestyle, moguls, and big air skiing skills. Athletes are required to be evaluated for this program by our head coach - please let the club know if you would like an evaluation of your child prior to the end of the season. This program is coached by our high-performance coaches and involves a commitment to training 2 - 3 days per week on snow and participation in year-round training opportunities for athletes to improve their acrobatic skills, fitness, mental preparation, foundational skills and competitive readiness. Increased training hours are needed at this stage to develop each athlete's long-term potential but more importantly, to provide them the fundamentals needed to perform more difficult technical skills safely. Athletes will be expected to travel and compete in team selected regional and provincial events. Eligible athletes will also compete at national and international events. The program fee will cover competition fees for the 3 Timber Tour events, additional competition fees will be assessed and applied to all athletes in this program for any additional events. Additional weekday, camp, and dryland fees may apply. All invoices are due within 30 days of receipt.

Big Mountain Performance Team

The Big Mountain Performance Team is for athletes 12 and over choosing to make a commitment to developing and refining their freestyle and air sense skills. Athletes are required to be evaluated for this program by our head coach - please let the club know if you would like an evaluation of your child prior to the end of the season. This program is coached by our high-performance coaches and involves a commitment to training 2 - 3 days per week on snow and participation in year-round training opportunities for athletes to improve their acrobatic skills, fitness, mental preparation, foundational skills and competitive readiness. Increased training hours are needed at this stage to develop each athlete's long-term potential but more importantly, to provide them the fundamentals needed to perform more difficult technical skills safely. Athletes will be expected to travel

and compete in team selected regional and provincial events. Eligible athletes will also compete at national and international events. The program fee will cover competition fees for up to 3 team events, additional competition fees will be assessed and applied to all athletes in this program for any additional events. Additional weekday, camp, and dryland fees may apply. All invoices are due within 30 days of receipt.

Snowboard Programs

Riders Green

Riders Green is our introductory program developed by the Canada Snowboard. Participants, aged 7-10 years of age, must be able to load a chairlift unassisted, take care of their own equipment AND link turns on a green run. Snowboarders are taught mountain safety, and develop slopestyle, all-mountain and snowboard cross skills. All athletes will be placed in suitable groups based on age, ability, and friends they would like to board with. Riders are encouraged to participate in local competitions such as the Big White Freestyle produced Huck, Tuck and Stomp.

Riders Blue

The Riders snowboarding program is for athletes ages 8 – 18. Riders is a fun, progressive program for athletes who have learned to snowboard and are ready to take their skills to the next level. The RIDERS Program has been developed by Canada Snowboard Coaching Program and Canadian Association of Snowboard Instructors as an introduction to competitive snowboarding in a structured, safe, and supportive environment. The athletes further their base snowboard skills and develop specific skills to enter each of the competitive snowboard disciplines. The Riders Blue program works on developing more advanced slopestyle, all-mountain and snowboard cross skills. Each level develops a solid multi-skill foundation to build upon and helps athletes progress their all-mountain,

snowboard cross, and slopestyle skills. Riders Blue athletes must be able to link turns on blue runs and be confident trying black runs. Riders should attend Grom series events, local jams, and club events as recommended by our coaching staff. Competition fees will apply to athletes for any events not at Big White Ski Resort and are due within 30 days of receipt of invoice.

Riders Black

The Riders Black Team is for athletes 12 and under choosing to make a commitment to developing and refining their slopestyle, big air, and snowboard cross skills. This program is coached by our high-performance coaches and involves a commitment to training 2 days per week on snow and participation in year-round training opportunities for athletes to improve their acrobatic skills, fitness, mental preparation, foundational skills and competitive readiness. Athletes will be expected to travel and compete in team selected regional and provincial events. Competition fees will be assessed and applied to all athletes in this program for all team events. Additional weekday, camp, and dryland fees may apply. All invoices are due within 30 days of receipt.

Slopestyle Performance Team

The Slopestyle Performance Team is for athletes 13 and over choosing to make a commitment to developing and refining their slopestyle and big air boarding skills. Athletes are required to be evaluated for this program by our head coach - please let the club know if you would like an evaluation of your child prior to the end of the season. This program is coached by our high-performance coaches and involves a commitment to training 2 - 3 days per week on snow and participation in year-round training opportunities for athletes to improve their acrobatic skills, fitness, mental preparation, foundational skills and competitive readiness. Increased training hours are needed at this stage to develop each

athlete's long-term potential but more importantly, to provide them the fundamentals needed to perform more difficult technical skills safely. Athletes will be expected to travel and compete in team selected regional and provincial events. Eligible athletes will also compete at national and international events. Competition fees will be assessed and applied to all athletes in this program for all team events. Additional weekday, camp, and dryland fees may apply. All invoices are due within 30 days of receipt.

Snowboard Cross Performance Team

The Snowboard Cross Performance Team is for athletes 13 and over choosing to make a commitment to developing & refining their snowboard cross and air sense skills. Athletes are required to be evaluated for this program by our head coach - please let the club know if you would like an evaluation of your child prior to the end of the season. This program is coached by our high-performance coaches and involves a commitment to training 2 - 3 days per week on snow and participation in year-round training opportunities for athletes to improve their acrobatic skills, fitness, mental preparation, foundational skills and competitive readiness. Increased training hours are needed at this stage to develop each athlete's long-term potential but more importantly, to provide them the fundamentals needed to perform more difficult technical skills safely. Athletes will be expected to travel and compete in team selected regional and provincial events. Eligible athletes will also compete at national and international events. Competition fees will be assessed and applied to all athletes in this program for all events. Additional weekday, camp, and dryland fees may apply. All invoices are due within 30 days of receipt.

Fees

Fees are subject to periodic review and will be updated as required. As a general rule, we aim to keep our fees as low as possible.

Program Fees

Current base fees are approved to not exceed \$1050 (one-day on-snow program) and \$1950 + (two-day on-snow program). Performance teams will also have an additional competition fee assessed as part of registration that covers the cost for up to 3 team events as selected by the Program Director/Head Coach. These fees must be paid in full prior to the start of the program. A minimum of 5 registered athletes is required to run any program, and groups should not exceed 8 athletes. Any exceptions to this will be at the sole discretion of Big White Freestyle.

Competition Fees

Competition fees are necessary to offset the costs associated with providing coaching support at Big White Freestyle approved (“team”) events that take place at Big White and other venues. Big White Freestyle absorbs the cost of coaching wages for these events, and families share the costs associated with coach accommodations, travel, tickets, meals, and incidentals. The approved events are selected at the sole discretion of Big White Freestyle at the start of the season; any additional events will be reviewed on an individual basis. For freestyle and big mountain performance team members, their program fees include pre-payment of up to 3 events calculated based on historical averages. For slopestyle and snowboard cross athletes, their fees will be assessed and billed on a per competition basis.

For additional events or for non-performance team athletes attending events, fees will be assessed and invoiced prior to the event. These fees are due prior to the event. Athletes

who have not paid will not be supported at the event. The following standards will be used to assess fees and fees will be shared amongst participants:

Accommodation Costs: as paid

Lift Ticket Cost: as paid

Mileage: \$0.61/km

Daily Per Diem for Meals and Incidentals: \$80

Coach Daily Rate: \$200 - \$300/day for non-team events

Parent Participation Fee

The parent participation fee is a mandatory fee and is currently approved to \$150 per family and represents 10 hours of volunteer time throughout the season. Parent participation fees are in support of families becoming actively involved with Big White Freestyle. Some volunteer opportunities include: weekly airbag set-up/tear-down, event planning and execution, participation on the board of directors and in sub-committees, sponsorship, and fundraising. Upon completion of your volunteer hours, email a copy of your volunteer log (please include date/time and BWF supervisor) to our program director, and your fee will be returned to you at the completion of the season.

Camp Fees

Big White Freestyle strives to provide additional on-snow training opportunities by providing winter and spring break camps for an additional fee. The cost of these camps will be assessed at \$75/day/athlete plus administrative costs. A minimum of 3 registered participants are required to offer this programming.

At the sole discretion of Big White Freestyle, additional camps may also be offered and fees will be assessed accordingly. These could include spring training at Whistler or Mt.

Washington, Covert Farms Water Ramps, or other specialized training opportunities.

All camp fees are due in full prior to participation in camps.

Weekday Training Fees

This is an additional fee that may be assessed to performance team members or specialty programming to cover the cost of weekday training. The cost of weekday training will be kept to a minimum and at least 4 registered participants are required to offer this programming.

Dryland Training Fees

Dryland training includes strength and conditioning, water ramps, air sense, and other suitable cross-training activities. Additional fees may be assessed to athletes to cover the cost of this additional and optional training. The cost of dryland training will be kept to a minimum and at least 4 registered participants are required to offer this programming.

Visiting Athlete Fees

Big White Freestyle welcomes the opportunity to work with visiting athletes when we have the capacity to do so. Visiting athletes must be in good standing with BC Freestyle/BC Snowboard and possess a current license. The fee for visiting athletes is \$75/day, and the frequency of training offered can not exceed 50% of regularly scheduled weekends. This fee must be paid in advance of training/competition support.

Licensing/Membership Fees

Big White Freestyle operates in partnership with Freestyle Canada, BC Freestyle, International Freeski Association (IFSA), and BC Snowboard (BCSB). Each participant of Big White Freestyle is responsible for registering and purchasing the appropriate Licence or Licences through one or more of these organizations and remaining in good standing with the organizations. Please note that there are different renewal dates and it is the participant's responsibility to ensure that their license is up to date prior to participating in any Big White Freestyle programming on- and off-snow.

Credits/Refunds

We recognize our season may be disrupted by circumstances beyond the club's control. Big White Freestyle will aim to provide make-up sessions for days Big White Freestyle must cancel training due to resort closures, program cancellations, coach unavailability or local/provincial/national health guideline changes. For any days we are not able to offer a make-up, we will offer a pro-rated credit less any fixed costs that can be applied to future activities with the club. Make-up days and credits will not be issued for adverse weather conditions that fall outside of our operational parameters. Any credits will be issued at the end of the season.

If an athlete cancels the winter program at any point due to injury, the club will provide a credit towards their next winter season's fees on a monthly prorated basis, minus a \$250 non-refundable administration fee. Supporting documentation may be required by BWF - the costs associated with this are the responsibility of the member. There will be no credits issued after February 1st and no refunds/credits for other reasons even if a skier/boarder's lift pass or club membership is revoked due to disciplinary action.

There are no refunds or credits offered for on-snow or off-season camps or dryland programs.

Any exceptions to this policy are at the sole discretion of Big White Freestyle.

Events

General

Big White athletes will have opportunities to compete at Big White hosted events, regional events and provincial/national level events. All Big White Freestyle athletes, including Freestylerz and Riders athletes, are welcome to participate in any event the club supports and they are eligible to attend. Please check with your child's coach if you are unsure. Please note that Competition and Event Registration Fees may apply.

Big White Freestyle aims to host the following annual events:

- Freeski Biggie: a regional freeski competition
- Huck, Tuck, & Stomp: a club double header slopestyle event

There are no competition fees for Big White hosted events, but participants will be responsible for registration.

The club will also from time-to-time bid to host other events. These bids will be approved by the Board of Directors at the start of the season.

The success of these events is highly dependent on dedicated volunteers like you!

International Children's Games

In some years, Big White Freestyle is fortunate to be able to support the selection of a team of athletes in each of Freestyle Skiing and Snowboarding to represent Kelowna at the International Children's Games (ICG). ICG is sanctioned by the International Olympic Committee (IOC) and is widely known as the "Children's Games." At these games, athletes aged 12 - 15 from countries around the world will compete in sport and participate in cultural activities over the course of a week. A great deal of emphasis is placed on the

cultural aspect of the Games, with each host city organizing many events and opportunities for the athletes to “get connected” with each other. The ICG is both a sporting and cultural event.

Team selection typically takes place the spring preceding the games. Teams are selected as follows and BWF must have the total required in each sport in order to recommend a team:

- Freestyle Skiing: athletes may compete in slopestyle, moguls, big air or ski cross
 - 2 male, 2 female
- Snowboarding: athletes may compete in slopestyle, snowboard cross, or parallel giant slalom
 - 2 male, 2 female

Exact disciplines are determined by the host city.

Selected participants are expected to cover the costs of their airfare and spending money - accommodations, meals, and activities are provided by the host city. Additionally, participants may cover additional costs such as the travel costs of their coach, any chaperones, team uniforms, and the Kelowna ICG delegation. They are also expected to participate in team and club fundraising activities to offset the above costs.

The following selection criteria will apply to the BWF candidates:

- Current BC Freestyle/BC Snowboard member in good standing with the intent to remain a member the following season (the year of the games)
- Athletes must be 12 years old by the 1st of January and must still be 15 years old on the 31st of December the year of the games
- Must attend a School District 23 school or live in Kelowna
- Athlete must possess a love of freestyle, a positive attitude and work ethic, and be an upstanding representative of Big White Freestyle

- Eligible athletes must complete an essay indicating why they love freestyle and why they should be selected to represent Big White Freestyle and Kelowna at the games
- Preference may be given to athletes that have a demonstrated history of competition in the ICG discipline in the selection year and intend on continuing to compete the year of the games

A sub-committee made up of the program director and 2 board members will review all applications and make the final selection.

Athlete Travel

Purpose

These guidelines are intended to help establish a common understanding of expectations for increasing the protection of children/youth (athletes) taking part in overnight trips. The Coaching Association of Canada strongly recommends coaches and athletic staff adhere to the Rule of Two in interactions with athletes. Athletes and parents should be familiar with the Rule of Two and how it applies to all coach interaction with athletes.

Definitions

“Rule of Two” - The Rule of Two is a guideline to ensure all interactions and communications are open, observable, and justifiable. Its purpose is to protect participants (especially minors) and coaches in potentially vulnerable situations by ensuring more than one adult is present. For more information visit - <https://coach.ca/three-steps-responsible-coaching>

Scope

This policy applies to all members of Big White Freestyle including coaches, athletes, and parents.

Overnight Stays

The guidelines on managing overnight stays prioritize the physical and emotional safety of all athletes. In general, Big White Freestyle does not organize or arrange travel accommodations for athletes. In cases where Big White Freestyle arranges travel accommodations, the following guidelines are to be followed:

- All travel arrangements must be documented in writing and approved in advance by the Board of Directors by the requestor.
- Chaperones must provide a copy of a recent BC Police Information Check with Vulnerable Sector (PIC-VS) to Big White Freestyle. Letters showing your association with Big White Freestyle are available from the Program Director or Club President.
- Athletes are to be roomed with those whom they feel comfortable and safe - athletes/parents are invited to provide any details, specifications, as well as suggestions about whom they or their child feel most comfortable.
- It is required that athletes aged 12 and under stay in hotel rooms with their parents/guardians.
 - If a child's parent/guardian is not present, families can make their own arrangements for a child to share a room with another athlete and their guardian. BWF will not be responsible for screening or making these arrangements.
- If athletes aged 13 and over are assigned to hotel rooms together, arrangements should include placing similarly aged and same gender teammates together, giving consideration to inclusion.
- Coaches are not permitted to share rooms/accommodations with athletes. Coaches are also never to act as chaperones.
- Screened adult chaperones (minimum of two with appropriate gender representation) will be placed on all floors with athletes. Whenever possible, athletes all stay on the same floor and same wing in the hotel. Interactions between athletes and adult chaperones and coaches always follow a Rule of Two.
- Athletes, coaches, and chaperones should have an expectation of privacy around bathroom use, showering, and changing in hotel rooms and dorm rooms. Adults, including coaches and chaperones, should not share bathrooms or showers with athletes.

- Athletes will have pre-determined guidelines on where they can and cannot go on their own or without an adult accompanying them. Athletes must use the buddy system when leaving the hotel and an adult chaperone must be informed. Athletes must adhere to curfew hours and policies about where they can and cannot go unsupervised.
- Athletes do not leave the room after curfew without adult chaperones and only within team guidelines or with expressed permission (except in the event of emergency).
- Coaches should not be meeting with the athletes in personal/private spaces such as hotel rooms or change rooms.
- Designated conference rooms/meeting areas in hotels should always be used for socialization between athletes, coaches, and chaperones. All socialization occurs in groups and is subject to a rule of two. Meetings and other interactions between athletes, coaches, and chaperones should take place in public areas of the hotel or an athletic facility, and do not occur in hotel rooms.
- Chaperones are responsible for the safe transport of athletes and are to accompany them in groups. If a situation requires transporting a single athlete, adhere to a rule of two or parents should transport their own child. All transportation should be transparent where it is well communicated who is with the youth athletes, when, and for what purpose. Coaches are not to transport athletes without written permission from the Board of Directors (this is a last resort option).
- Safety planning: if athletes are sleeping in a room without parents/guardians, a safety plan shall be put in place. This plan is clearly communicated and shared in writing with the athletes and parents/guardians on the trip. This should be done in advance of the trip in order to allow for questions and feedback. A safety plan shall include:

- Having adult chaperones, who adhere to a Rule of Two, in the hotel and available to athletes at all times.
- Answering the door (e.g., not opening the hotel room door for someone unknown or unexpected). Coaches and adult chaperones should not show up at the hotel rooms without phoning in advance.
- Behaviour expectations: athletes are not to leave their hotel room at night except in case of emergency (and in accordance with the emergency situation procedures); no alcohol/drugs; steps for an athlete to take should there be behaviour issues with another athlete to address with an adult in charge; and what to do should the athlete have a concern with a coach, member of the athletic staff, chaperone, or other adult.
- Emergency situation procedures (e.g., in case of injury, severe illness, accident, fire, hotel evacuation).
- A phone list should be shared with athletes and parents which includes numbers for coaches and chaperones on the trip, parents/guardians of each child, and emergency phone numbers.
- Establish expectations for use of electronic devices (e.g., phones, tablets, computers), including:
 - Prohibiting taking pictures or recording videos of others in private situations (e.g., in bathrooms, when changing, or when sleeping), or in a secretive or disrespectful manner.
 - Ensuring athletes receive permission from another athlete prior to taking pictures of or recording videos of that person both in the field of play or off.
 - Prohibiting private communications between an individual athlete and a coach/chaperone other than for that which is directly related to and necessary for the sporting event. Should communication be in an

electronic format, the athlete's parent/guardian should be included in the communication.

- Refer to the Code of Conduct and Discipline policy for guidance regarding non compliance with these guidelines.

Transportation

The guidelines on transportation prioritize the physical and emotional safety of all athletes. In general, Big White Freestyle does not organize or arrange transportation for athletes. In cases where Big White Freestyle arranges transportation, the following guidelines are to be followed:

- All transportation arrangements must be documented in writing and approved in advance by the Board of Directors by the requestor.
- Drivers must submit for both: an ICBC motor vehicle Driving Record and Insurance History and complete the Volunteer Screening procedure.
- Drivers must provide a copy of a recent BC Police Information Check with Vulnerable Sector (PIC-VS) to Big White Freestyle. Letters showing your association with Big White Freestyle are available from the Program Director or Club President.
- Drivers should be aware of and follow the Rule of Two.
- Drivers must be aware they are assuming personal liability for transportation and therefore must have sufficient insurance coverage.
- Big White Freestyle reserves the right to refuse any driver and are responsible to check on the insurance and liability aspect of the driver.
- Where possible, drivers should transport their own children.
- Cell phones may not be used by the driver when driving, except in accordance with BC driving regulations.

- Drivers should always be aware of the driving conditions and be in communication with parents or guardians should they need to alter travel plans due to inclement weather.
- Coaches are not permitted to transport athletes without written permission from the Board of Directors. This should be considered a last resort option.
- Coaches may be transported by drivers following the guidelines.

Volunteer Screening

As part of our commitment to creating a safe sport environment, Big White Freestyle takes steps to ensure volunteers participating in Big White Freestyle activities are screened with an onboarding process, including Criminal Records Checks (CRC) or Police Information Check (PIC). Big White Freestyle acknowledges volunteer screening is one component that will help to create a safe and protected sport environment free from abuse and maltreatment for all members. The following screening guidelines are used:

- Police information Checks with Vulnerable Sector (PIC-VS) are required for any volunteers over the age of 19 that are deemed to be in a position of trust or authority over athletes in our program. This further includes any volunteers that have the opportunity for unsupervised access to athletes.
 - All chaperones of overnight stays and drivers must have a PIC-VS on file. As part of the approval process for overnight stays and transportation of athletes, Big White Freestyle will verify this.

Volunteers that do not have unsupervised access to athletes will not require a CRC/PIC.

Code of Conduct

Purpose

Big White Freestyle (BWF) is committed to providing an environment in which all individuals are treated with respect. This Code of Conduct Policy exists to help create a safe and positive environment within Big White Freestyle programs, activities, and events. Big White Freestyle accepts all language contained in the [British Columbia Universal Code of Conduct](#) (BC UCC) as part of this policy. All individuals must be aware that there is an expectation of appropriate behaviour, consistent with the values of Big White Freestyle, BC Freestyle/BC Snowboard, Safe Sport, and the BC UCC at all times. Further, BWF supports equal opportunity and prohibits discriminatory practices. Members of BWF are expected to conduct themselves at all times in a manner consistent with the values of BWF that include fairness, integrity, open communication, and mutual respect. They are expected to be familiar with their responsibilities under this Code of Conduct Policy, and at all times, act as both a representative of BWF and in general, a role model to the public.

Definitions

The following term will have this meaning in this Policy:

“Individuals” - All categories of membership within BWF, as well as all individuals engaged in activities with BWF, including but not limited to, athletes, coaches, officials, judges, volunteers, directors, officers, administrators, spectators, team personnel, and parents of BWF members.

Scope

This policy applies to individuals relating to conduct that may arise during the course of BWF's business, activities and events, including but not limited to, office environment, competitions, training, camps, and travel.

This policy applies to conduct that may occur outside of BWF's business and events when such conduct adversely affects relationships within BWF's work and sport environment and is detrimental to the image and reputation of BWF.

This policy applies to conduct that occurs in-person and online.

Commitment to Fair Play

All individuals involved in BWF can and should play a part in promoting fair play. As such, individuals should lead by example and respect the written and unwritten rules of sport. It is important to learn how to constructively manage frustration, so that fair play skills and instincts will not be lost in the moment.

Responsibilities

All individuals have a responsibility to:

1. Respect the property of others and not wilfully cause damage.
2. Abstain from the non-medical use, control or possession of drugs or performance-enhancing drugs or methods.
3. Comply at all times with the Bylaws and Policies of BWF as adopted and amended from time to time.
4. Ensure familiarity and adherence to the Commitment to Safe Sport Policy.

5. In order to prevent situations from escalating, BWF and its members shall observe a 24-hour “cooling-off” period where appropriate. The exception to this rule would be any situation that arises which places a participant’s personal safety at risk.

Athlete Responsibilities

All athletes are members of Big White Freestyle and membership has both privileges and responsibilities. It is expected that athletes read this code of conduct, understand its content, and abide by the guidelines set out. Further, athletes must understand that failure to comply with the Code of Conduct may lead to loss of privileges, including the ability to participate in training or competition. Parents should support their athletes in understanding these responsibilities. As part of registration with BWF, athletes must indicate review and acceptance of this Code of Conduct Policy.

As an athlete and a member of the Big White Freestyle Team you are expected to:

1. Respect and abide by all Return to Sport Protocols and other Local, Provincial and Federal Health Authority directives.
2. At all times demonstrate RESPECT for others, yourself, the sport and the mountain.
3. Participate fully and appear on time to all training sessions, competitions, events and activities as designed by the coaching staff and program director.
4. Respect and follow any and all directions, decisions or other policies which may be developed and communicated by the team administration or coaching staff.
5. Clearly communicate your goals for the season with the coaches and regularly review performance against goals.
6. Ski/board within your limits and refrain from attempting manoeuvres that you are not physically or mentally prepared for, qualified for, or have otherwise been advised against performing due to mountain conditions or other safety concerns.

7. Ensure all equipment is in sound condition and suitable for the terrain. You will always wear a helmet.
8. Ski/board under control and at a safe speed so as not to scare or endanger others. Athletes must obey all posted mountain signs and all verbal or written instructions received from ski patrol, coaches and/or ski area employees.
9. Adhere to and demonstrate an understanding of the Alpine Responsibility Code
10. Respectfully address all concerns about your training/performance, your teammates or coaches with a coach or Program Director at a mutually suitable time.
11. Provide positive comments that motivate and encourage the continued effort of all participants.
12. Report any medical problems in a timely fashion, where such problems may limit your ability to travel, train, or compete in a safe manner.
13. Respect the decisions and judgments of officials and encourage others to do the same.
14. Respect and show appreciation to all competitors, and to the coaches, officials, judges and other volunteers who give their time to the sport.
15. Act as an ambassador for Big White Freestyle and the sport of freestyle skiing/boarding by presenting yourself with honour and integrity on and off the mountain. You will show courtesy and cooperation with coaches, fellow athletes, parents, officials and employees while at all venues during training and competition.
16. Refrain from using profane language and from using alcohol or drugs at all training, competitions, or events.
17. Respect all facility property and equipment. You will also assume responsibility for any damage you cause directly or indirectly to any training facility, competition venue, or accommodation.
18. Refrain from any behaviour that constitutes harassment, where harassment is defined as comment or conduct directed towards an individual or group, which is

offensive, abusive, racist, sexist, degrading or malicious, either in person or through technology.

Parent Responsibilities

All parents are members of Big White Freestyle and membership has both privileges and responsibilities. It is expected that parents read this code of conduct, understand its content, and abide by the guidelines set out. Further, parents must understand that failure to comply with the Code of Conduct may lead to loss of privileges, including the ability to participate in training or competition. As part of registration with BWF, parents must indicate review and acceptance of this Code of Conduct Policy.

As a parent and a member of Big White Freestyle you are expected to:

1. Respect and abide by all Return to Sport Protocols and other Local, Provincial and Federal Health Authority directives.
2. You will promote and support your child's on-time attendance at all required team activities.
3. You will manage all financial obligations to the team and community in a timely and complete manner.
4. You will respect any and all directions, decisions or other policies which may be developed and communicated by the team administration or coaching staff. This includes the placement of your child on a team of best fit as determined by coaching staff.
5. You will advocate for your child's best interest and communicate any concerns about any aspects of the program or concerns about your child's health and well-being respectfully with coaches, the program director, the board of directors and officials as needed in a timely manner, and at a mutually suitable time.
6. If an issue arises that can be addressed with your Athlete's Coach, you will do so.

7. If the issue is with the Coach please discuss it privately with the Program Director.
8. If a solution cannot be reached, contact the BWF President to have the concern reviewed by them or the Code of Conduct Committee as appropriate and reasonable.
9. You will provide positive comments that motivate and encourage the continued effort of all participants.
10. You will respect the decisions and judgments of officials and encourage others to do the same.
11. You will respect and show appreciation to all competitors, and to the coaches, officials, judges and other volunteers who give their time to the sport.
12. You will keep off of the training or competition area and not interfere with any activities.
13. You will refrain from any behaviour that constitutes harassment, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading or malicious.
14. You will communicate with coaches or the Program Director any needs or changes arising from the athlete's personal life that may affect performance and/or behaviour, this includes injuries sustained.
15. You will act as an ambassador for Big White Freestyle and the sport of freestyle skiing/boarding by presenting yourself with honour and integrity on and off the mountain. You will show courtesy and cooperation with coaches, fellow parents, officials and employees while at all venues for training or competition.

Coach Responsibilities

The athlete-coach relationship is a privileged one and plays a critical role in the personal as well as athletic development of their athletes. Coaches must understand and respect the

inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it.

As a coach and a member of Big White Freestyle you are expected to:

1. Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability and fitness level of athletes, including educating athletes as to their responsibilities in contributing to a safe environment.
2. Prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm athletes.
3. Avoid compromising the present and future health of athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment and management of athletes' medical and psychological problems.
4. Under no circumstances provide, promote or condone the use of drugs or performance enhancing substances or methods, and in the case of minors, alcoholic beverages and/or tobacco products.
5. Accept and promote athletes' personal goals and refer athletes to other coaches and sports specialists as appropriate and as opportunities arise.
6. At no time engage in an intimate or sexual relationship with an athlete under the age of 18 years and at no time engage in an intimate or sexual relation with an athlete over the age of 18 if the coach is in a position of power, trust or authority over the athlete.
7. Where an athlete has qualified for an event, training camp, provincial team, national team, etc, the Coach will support the program, applicable coaching staff and BWF.
8. Refrain from intervening inappropriately in personal affairs that are outside the generally accepted jurisdiction of a coach.
9. Act in the best interest of the athlete's development as a whole person.

10. Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy); informed participation and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights.

Director Responsibilities

The individuals that make up the Board of Directors are members of Big White Freestyle and membership has both privileges and responsibilities. It is expected that directors read this code of conduct, understand its content, and abide by the guidelines set out. Directors are entrusted with the responsibility to ensure safety and well being of athletes and coaches.

As a director and a member of Big White Freestyle you are expected to:

1. Act with honesty and integrity, and in the best interest of BWF. Always maintain confidentiality and privacy.
2. Ensure a safe environment and be a positive role model and representative of BWF at all times.
3. Refrain from intervening inappropriately in personal affairs that are outside the generally accepted jurisdiction of BWF.
4. Encourage and facilitate athletes, coaches, and parents to be responsible for their own behaviour, performance, and decisions.
5. Support Board decisions in a positive manner, even if you are in a minority position.
6. Work with and respect the opinions of your peers who serve BWF and leave any personal prejudices out of Board decisions.

7. Avoid acting in a way that represents a conflict of interest between your position as a Board member and your personal or professional interests. If such a conflict does arise, declare that conflict before the Board and refrain from acting or voting on matters in which you have a conflict.
8. Refrain from the use of illegal substances while representing BWF in any way.

Discipline and Complaints

Any behaviour that violates this Code of Conduct Policy may be subject to sanctions pursuant to the Discipline and Complaints Policy. Infractions that are sexual in nature will be referred to the Canada Sport Help Line or the appropriate law enforcement agency as per BWF Commitment to Safe Sport Policy. Decisions may be appealed pursuant to the Appeal Policy. Written documentation of Code of Conduct violations will be kept on file by Big White Freestyle.

Discipline and Complaints

Purpose

Big White Freestyle (BWF) is committed to providing an environment in which all Freestyle BC Members are treated with respect. Membership in BWF, as well as participation in its activities, brings with it many benefits and privileges. At the same time, members and participants are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with the Constitution, Bylaws, Policies, and Code of Conduct of BWF, including our Commitment to Safe Sport. Irresponsible behaviour by BWF members can compromise members' freedom to participate in a safe environment and result in severe damage to the integrity of BWF. Conduct that violates these values may be subject to sanctions pursuant to this policy. Since sanctions may be applied, it is only fair to provide BWF members a mechanism, so complaints and discipline is dealt with fairly, expeditiously and affordably.

Definitions

The following terms have these meanings in this Policy:

"BWF Member" – All categories of membership within BWF, as well as all individuals employed by or engaged in activities with BWF, including but not limited to, athletes, coaches, judges, officials, volunteers, directors, officers, administrators, spectators, and parents of BWF members.

"Days" – Days irrespective of weekends and holidays.

"Case Manager" – The BWF President or someone delegated by the President to oversee the discipline or complaint process.

“Repeated” – The definition of “repeated” will depend on the severity of the infraction and frequency of offences within a given time to be determined by BWF at its sole discretion.

“Code of Conduct Sub-Committee” – This committee is in place to make decisions regarding discipline or complaints. The BWF Board will approve this committee.

Scope

This Policy applies to all BWF Members. This Policy applies to discipline matters that may arise during the course of BWF business, activities and events, including but not limited to, competitions, training, camps, travel associated with BWF activities, any meetings, and inappropriate actions taken on social media that adversely affect relationships within BWF work and sport environment or the safety and security of its members.

Discipline matters and complaints arising within the business, activities or events organized by Freestyle BC/BC Snowboard or other partner local sport organizations may be dealt with pursuant to the member or partner clubs’ policies or by BWF.

Reporting a Complaint

Any BWF member may report a complaint. Complaints must be received in writing or by e-mail within fourteen (14) days of the alleged incident. Anonymous complaints may be accepted upon the sole discretion of BWF. Complaints should be directed to the Program Director or BWF President.

A complainant wishing to file a complaint beyond the fourteen (14) days must provide a written statement giving reasons for an exemption to this limitation. The decision to accept, or not accept, the notice of complaint outside the fourteen (14) day period will be at the sole discretion of BWF. This decision may not be appealed.

BWF will appoint a Case Manager to oversee the management and administration of complaints in accordance with this Policy. The Case Manager should be experienced and skilled in managing disputes and is not required to be a member of BWF. The appointment of the Case Manager may not be appealed. The Case Manager has an overall responsibility to ensure procedural fairness is respected at all times in this Policy, and to implement this Policy in a timely manner, more particularly, the Case Manager has a responsibility to:

1. Determine whether the complaint is frivolous or vexatious. If the Case Manager determines the complaint is frivolous or vexatious, the complaint will be dismissed immediately. The appointment of the Case Manager and their decision to the acceptance or dismissal of the complaint may not be appealed.
2. Convene and Chair the Code of Conduct Sub-Committee, if necessary, in accordance with this Policy.
3. Coordinate all administrative aspects of the complaint to ensure a fair and timely proceeding.
4. If a complaint is determined by the Case Manager to be legitimate, the complaint will be designated as a minor infraction or a major infraction and dealt with according to the appropriate sections of this Policy. It will be at the sole discretion of the Case Manager, to determine whether a complaint is to be dealt with as a major or minor infraction and whether the Code of Conduct Sub-Committee needs to be convened. This decision may not be appealed.
5. The matter will be dealt with according to the applicable section relating to the minor or major infraction contained in this policy.
6. This Policy does not prevent the Case Manager or an appropriate person having authority from taking immediate, informal, or corrective action in response to behaviour that constitutes either a minor or major infraction provided that the individual being disciplined is told the nature of the infraction verbally or in writing. In this case, the individual being disciplined may or may not have the opportunity to

provide information concerning the incident. This decision may not be appealed.

Further sanctions may be applied in accordance with the procedures set out in this Policy.

Minor Infractions

Minor infractions have limited impact on the athlete, other athletes and/or Big White Freestyle as a whole. Examples of minor infractions include, but are not limited to, a single incident of:

1. Disrespectful, offensive, abusive, racist or sexist comments or behaviour directed towards others.
2. Unsportsmanlike conduct or conduct contrary to the ideals of respect such as angry outbursts or argument.
3. Being late for or absent from BWF training, events and activities at which attendance is expected or required.
4. Not responding to a late notice of outstanding BWF fees.

All disciplinary situations involving minor infractions will be dealt with by the appropriate person or people having authority over the situation and the individual involved (the person in authority may include, but is not restricted to, judges, officials, coaches, chaperones, organizers, Code of Conduct Sub-Committee or the BWF directors).

Procedures for dealing with minor infractions will be informal as compared to those for major infractions and will be determined at the discretion of the person responsible for discipline of such infractions (as noted above). This is provided that the individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident.

Sanctions for minor infractions, which may be applied singly or in combination, include the following:

1. Verbal or written reprimand which may be placed in the individual's file.
2. Verbal or written apology.
3. Service or other voluntary contribution to BWF.
4. Suspension from the current training, camp, competition, activity or event.
5. Any other sanction considered appropriate by an authorized BWF person or committee for the offense.

Minor infractions that result in discipline will be recorded and maintained by BWF. Repeat minor infractions may result in further such incidents being considered a major infraction.

Major Infractions

Major infractions have a serious impact on the athlete, other athletes and/or Big White Freestyle as a whole. Examples of major infractions include, but are not limited to:

1. Incidents of physical abuse, sexual abuse, psychological abuse, harassment, bullying, or any other forms of repeated maltreatment (e.g. neglect, acts of omission, maltreatment related to process and reporting, etc.).
2. Repeated incidents of disrespectful, offensive, abusive, racist or sexist comments or behaviour directed towards others.
3. Repeated conduct contrary to the ideals of respect such as angry outbursts or argument.
4. Repeated incidents of being late for or absent from BWF training, events and activities at which attendance is expected or required.
5. Activities or behaviour which interfere with a competition or with any athlete's preparation for competition
6. Pranks, jokes or other activities that endanger the safety of others.

7. Disregard for the policies, procedures, rules and regulations under which BWF is governed.
8. Conduct which results in harm to the image, credibility or reputation of BWF and/or its' sponsors and supporters/partners.
9. Abusive use of alcohol where abuse means a level of consumption that impairs the individual's ability to speak, walk or drive; causes the individual to behave in a disruptive manner; or interferes with the individual's ability to perform effectively and safely.
10. Any control, possession or use of alcohol by minors.
11. Any control, possession, use of illicit drugs and narcotics.
12. Any control, possession or use of banned performance enhancing drugs or methods.

Major infractions occurring during training or competition may be dealt with immediately, if necessary, by an appropriate person having authority, provided the individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident. In such situations, disciplinary sanctions will be for the duration of the competition, training, activity or event only. Their decision is final. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this Policy. This review does not replace the appeal provisions of this Policy.

Discipline Review and Hearing

Upon receiving a complaint of a major infraction, the Case Manager, at their sole discretion, will convene the Code of Conduct Sub-Committee as follows:

1. The Sub-Committee will be made up of one to three persons who will have no significant involvement with the alleged infraction and will be free from any other bias or conflict of interest, real or perceived.
2. The Case Manager will act as the committee chair.
3. Having regard to the nature of the discipline matter and the potential consequences of any resulting sanctions, the Sub-Committee will decide to conduct the hearing by way of review of documentary evidence, in-person, or via teleconference.
4. The Sub-Committee at its discretion, may determine that the circumstances of the complaint warrant a preliminary meeting.
5. The Sub-Committee may delegate to one of its members the authority to deal with preliminary matters, which may include but are not limited to:
 - a. Format of the hearing (hearing by documentary evidence, oral hearing, in-person or a combination).
 - b. Timelines for exchange of documents.
 - c. Clarification of issues in dispute.

The Sub-Committee will conduct a hearing by means of documentary review, conference call, or in- person. The following guidelines will be observed:

1. The parties will be given seven (7) days written notice of the date, time and format of the hearing.
2. Copies of written documents that any of the parties would like the Sub-Committee to consider will be provided to the Sub-Committee and to all other parties at least three (3) days prior to the hearing.
3. BWF is committed to protecting personal and sensitive information in their custody and control. As such, some information and documents will be shared with all parties in a restricted manner that protects the privacy of others at the sole discretion of the Code of Conduct Sub-Committee.

4. The parties will have the right to present evidence and argument in a respectful manner.
5. The Sub-Committee may direct any other person to participate or present evidence.
6. Unless otherwise agreed by the parties, there will be no communication between the Sub-Committee and the parties except in the presence of, or by copy to, the other parties.
7. Each party will bear their own costs.
8. If the hearing becomes aggressive or abusive in any way, the Code of Conduct Sub-Committee reserves the right to excuse the offending party from the hearing at their discretion.
9. Decisions will be by majority vote, where the Chair carries a vote.

Decision

After hearing the matter, the Code of Conduct Sub-Committee will determine whether or not the individual will be sanctioned, and if so, will determine the appropriate penalty to be imposed and any measures to mitigate the harm suffered by others as a result. The Sub-Committee's written decision, with reasons, will be distributed to all parties, the Case Manager and BWF within fourteen (14) days of the conclusion of the hearing.

Where the individual acknowledges the facts of the incident, they may waive the hearing, in which case the Sub-Committee will determine the appropriate disciplinary sanction. The Sub-Committee may hold a hearing for the purpose of determining an appropriate sanction.

If the individual being disciplined chooses not to participate in the hearing, the hearing may proceed in any event.

Sanctions

The Code of Conduct Sub-Committee may apply the following disciplinary sanctions singly or in combination, for major infractions:

1. Written reprimand to be placed in the individual's file.
2. Written apology.
3. Removal of certain privileges of membership.
4. Suspension from certain BWF teams, events and/or activities.
5. Suspension from all BWF activities for a designated period of time.
6. Suspension from BWF.
7. Expulsion from membership.
8. Other sanctions may be considered as appropriate for the offense.

Unless the Code of Conduct Sub-Committee decides otherwise, any disciplinary sanctions will commence immediately. Failure to comply with a sanction as determined by the Code of Conduct Sub-Committee will result in automatic suspension of membership in BWF until such time as compliance occurs.

In applying sanctions, the Code of Conduct Sub-Committee may have regard to the following aggravating or mitigating circumstances:

1. The nature and severity of the incident.
2. Whether the incident is a first offense or has occurred repeatedly.
3. The individual's acknowledgment of responsibility.
4. The individual's remorse and post-infraction conduct.
5. The age, maturity or experience of the individual.
6. Whether the individual retaliated.
7. The individual's prospects for rehabilitation.

A written record will be maintained by BWF for major infractions that result in a sanction.

Serious Infractions

Big White Freestyle may determine that an alleged incident is of such seriousness as to warrant suspension of the individual pending a hearing and a decision of the Code of Conduct Sub-Committee. This is at the sole discretion of Big White Freestyle.

All complaints alleging criminal behaviour including but not limited to maltreatment, harassment, and physical and sexual abuse shall be reported to the Canada Sport Help Line (Call: 1-888-83SPORT (77678)) or appropriate law enforcement or child welfare authorities.

Timelines

If the circumstances of the complaint are such that this policy will not allow a timely conclusion, or if the circumstances of the complaint are such that the complaint cannot be concluded within the timelines dictated in this policy, the Code of Conduct Sub-Committee may direct that these timelines be revised.

Confidentiality

The discipline and complaints process is confidential involving only the parties, the Case Manager and the Code of Conduct Sub-Committee. Once initiated and until a decision is released, none of the parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings. The results will not be made public under any circumstances, except where legally required by law. Depending on the nature of the complaint, the original complainant may not necessarily be notified.

Appeals

The decision of the Code of Conduct Sub-Committee may be appealed in accordance with the BWF Appeal Policy.

Appeals

Purpose

Big White Freestyle (BWF) is committed to providing an environment in which all members are treated with respect. Irresponsible behaviour by members can result in severe damage to the sport and to the support of BWF. Conduct that violates these values may be subject to sanctions pursuant to BWF's Discipline and Complaints Policy. Since sanctions may be applied, it is only fair to provide BWF Members with some mechanism to appeal what may appear to be unfair treatment. The purpose of this Policy is to enable appeals within BWF to be dealt with fairly, expeditiously and affordably, in order to fully satisfy parties involved.

Definitions

The following terms have these meanings in this Policy:

"BWF Member" – All categories of membership within BWF, as well as all individuals employed by or engaged in activities with BWF, including but not limited to, athletes, coaches, judges, officials, volunteers, directors, officers, administrators, spectators, and parents of BWF members.

"Days" – Days irrespective of weekends and holidays.

"Case Manager" – The BWF President or someone delegated by the President to oversee the discipline or complaint process.

"Code of Conduct Sub-Committee" – This committee is in place to make decisions regarding discipline or complaints. The BWF Board will approve this committee.

"Appellant" - The party appealing a decision.

"Respondent" - The body whose decision is being appealed.

“Appeals Panel” - This panel will make decisions regarding appeals.

Scope

Any BWF Member who is directly affected by a decision of BWF will have the right to appeal that decision, provided there are sufficient grounds for the appeal as set out in the Screening of Appeal section of this Policy.

This Policy will not apply to decisions relating to:

1. Matters of employment/contracts.
2. Infractions for doping offences which are dealt with pursuant to the Canadian Anti-Doping Program or any successor policy by the Canadian Centre for Ethics in Sport.
3. The Freestyle BC/BC Snowboard and/or FIS rules of freestyle skiing/snowboarding.
4. Matters relating to the substance, content and establishment of team selection criteria.
5. Volunteer appointments and the withdrawal or termination of those appointments.
6. Matters of budgeting and budget implementation.
7. Matters of operational structure and committees.
8. Discipline matters and decisions arising during events organized by entities other than BWF, which are dealt with pursuant to the policies of these other entities.
9. Disputes arising within competitions which have their own appeal procedures.
10. Any decisions made under the Screening of Appeal and Preliminary Conference sections of this Policy.

Timing of Appeal

BWF Members who wish to appeal a decision will have fourteen (14) days from the date on which they received notice of the decision, to submit in writing to the president of BWF the following:

1. Notice of their intention to appeal.
2. Grounds for the appeal.
3. All evidence that supports these grounds.
4. The remedy or remedies requested.
5. A payment of two hundred fifty dollars (\$250), which will be refunded if the appeal is successful.

Any party wishing to initiate an appeal beyond the fourteen (14) day period must provide a written request stating reasons for an exemption to the requirement of Grounds for Appeal. The decision to allow, or not allow an appeal outside the 14-day period will be at the sole discretion of the Case Manager appointed by BWF and may not be appealed.

Grounds for Appeal

A decision cannot be appealed on its merits alone. An appeal may be heard only if there are sufficient grounds for appeal. Sufficient grounds include the Respondent:

1. Making a decision for which it did not have authority or jurisdiction as set out in the Respondent's governing documents.
2. Failing to follow procedures as laid out in the bylaws or approved policies of the Respondent.
3. Making a decision that was influenced by bias, where bias is defined as a lack of neutrality to such an extent that the decision-maker is unable to consider other views.

Screening of Appeal

Upon receipt of the notice and grounds of an appeal and the required fee, the Case Manager will determine whether there are appropriate grounds for the appeal to proceed as set out in the Grounds for Appeal section of this policy. The Case Manager is not to determine if an error has been made but only if the appeal is based on such an allegation of error by the Respondent.

If the appeal is denied on the basis of insufficient grounds, the Appellant will be notified of this decision in writing, giving reasons. This decision is at the sole discretion of the Case Manager and may not be appealed.

Appeals Panel

If the Case Manager is satisfied that there are sufficient grounds for an appeal, the Case Manager will establish an Appeals Panel (hereafter referred to as the "Panel") as follows:

1. The Panel will be comprised of one to three persons who will have no significant relationship with the affected parties, will have had no involvement with the decision being appealed, and will be free from any other actual or perceived bias or conflict, real or perceived. In general, the Panel will consist of members of the BWF Board of Directors (BOD). It is possible, however, to appoint Panel members from outside the BOD when the nature of the appeal is such that the BOD would be in a conflict of interest with the appellant.
2. The Case Manager will appoint one person from the Panel to act as Chairperson.

Preliminary Conference

The Panel may determine that the circumstances of the appeal warrant a preliminary conference. The matters that may be considered at a preliminary conference include:

1. Format of the hearing (hearing by documentary evidence, oral hearing, in-person or a combination).
2. Timelines for exchange of documents.
3. Clarification of issues in dispute.
4. Remedies sought.
5. Any other procedural matter that may assist in expediting the appeal proceedings.

The Panel may delegate to its Chairperson the authority to deal with these preliminary matters on behalf of the Panel.

Procedure for the Hearing

The Panel will conduct the hearing by means of documentary review, conference call, or in-person.

Where the Panel has determined that the appeal will be held by way of oral hearing in person or via conference call, the Panel will govern the hearing by such procedures as it deems appropriate, provided that:

1. The Appellant and Respondent will be given seven (7) days written notice of the date, time and place of the hearing.
2. Decisions will be by majority vote, where the Chairperson carries a vote.
3. Copies of written documents that any of the parties would like the Panel to consider will be provided to the Panel and to all other parties at least three (3) days prior to the hearing.
4. If the decision of the Panel may affect another party to the extent that the other party would have recourse to an appeal in their own right under this policy, that party will become a party to the appeal in question and will be bound by its outcome.

5. A representative or advisor, including legal counsel may accompany any of the parties, and is at their own expenses.
6. The Panel may direct any other person to participate or present evidence in the appeal.
7. Unless otherwise agreed by the parties, there will be no communication between the Panel and the parties except in the presence of, or by copy to, the other parties.

Procedure for Documentary Appeal

Where the Panel has determined that the appeal will be held by way of documentary submissions, it will govern the appeal by such procedures as it deems appropriate provided that:

1. All parties are given a reasonable opportunity to provide written submissions to the Panel, to review written submissions of the other parties, and to provide written rebuttal and argument.
2. The applicable principles and timelines set out in the Procedure for Hearing section of this policy are respected.

Appeal Decision

Within fourteen (14) days of concluding the appeal, the Panel will issue its written decision, with reasons. In making its decision, the Panel will have no greater authority than that of the original decision-maker. The Panel may decide to:

1. Reject the appeal and confirm the decision being appealed.
2. Uphold the appeal and refer the matter back to the initial decision-maker for a new decision.
3. Uphold the appeal and vary the decision.
4. Refund the appeal fee of \$250 to the Appellant.

A copy of the decision will be provided to each of the parties and to BWF.

In extraordinary circumstances, the Panel may issue a verbal decision or a summary written decision, with reasons to follow, provided the written decision with reasons is rendered within the timelines specified in this policy.

Timelines

If the circumstances of the dispute are such that this policy will not allow a timely appeal, or if the circumstances of the disputes are such the appeal cannot be concluded within the timelines dictated in this policy, the Panel may direct that these timelines be revised.

Confidentiality

The appeal process is confidential involving only the parties, the Panel and the Case Manager. Once initiated and until a decision is released, none of the parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings.

Final and Binding Decision

The decision of the Panel will be binding on the parties and on all BWF Members, subject only to the provisions of BWF's Dispute Resolution Policy.

No action or legal proceeding will be commenced against BWF or its members in respect of a dispute, unless BWF has refused or failed to abide by the provisions for appeal and/or dispute resolution as set out in the BWF policies.

Freedom from Bullying and Harassment

Purpose

Big White Freestyle does not tolerate any form of bullying or harassment and undertakes to protect all members regardless of their race, ancestry, place of origin, color, ethnic origin, citizenship, creed, sex, sexual orientation, disability, age, marital status, family status, or record of offence, from bullying or harassment by other members, officers of the association, officials, organizers, coaches, clubmates, and any other member of the Association with whom they may have contact.

Scope

This Policy applies to all members of Big White Freestyle and includes any form of bullying and harassment. This policy is directed toward the protection of members from bullying and harassment which may occur during the course of Big White Freestyle business, training, and events. Big White Freestyle members are expected to assume ownership for bullying and harassment as potential perpetrators, reinforcers, and bystanders.

Bullying and Harassment

Bullying and Harassment may also include:

- written or verbal abuse or threats
- sexually oriented comments
- racial or ethnic slurs
- unwelcome remarks, jokes, innuendos, or taunting about a person's body, attire, age, marital status, ethnic, or racial origin, religion, etc.
- display of sexually explicit, racist, or other offensive or derogatory material

- sexual, racial, ethnic, or religious graffiti; i. practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance
- unwelcome sexual remarks, invitations or requests whether indirect or explicit, or intimidation
- leering (suggestive staring), or other obscene or offensive gestures
- condescension, paternalism, or patronizing behaviour which undermines self respect or adversely affects performance or working conditions
- physical conduct such as touching, kissing, patting, pinching, etc.
- vandalism
- physical assault

Reprisal

As part of their right to freedom from bullying and harassment, Big White Freestyle members are protected from reprisal or the threat of reprisal.

Reprisal may include situations in which a member is:

- denied or threatened with denial of promotional, advancement, training, or other related opportunities or benefits (e.g., team selection, etc.)
- disciplined or threatened with disciplinary action
- dismissed or threatened with dismissal.

On the sole basis of:

- rejecting the sexual advances of a person in authority who could or who could be perceived to have influence over Freestyle-related decisions affecting the member
- having made a complaint of harassment.

Reprisal may also include situations involving co-member(s) who, because the member has made a complaint of bullying or harassment, continue or escalate the bullying or

harassment; ostracise or isolate the member; and/or engage in any behaviour with the intent to intimidate, threaten, humiliate, hurt, or adversely affect the performance or working conditions of the member.

Complaint Procedure

Members who experience bullying and harassment are encouraged to make it known to the harasser that the behaviour is offensive and contrary to association policy. If confronting the harasser is not possible or if after confronting the harasser the harassment continues, report the incident to the Program Director. If the avenue outlined above is either unavailable or inappropriate, complaints may be made directly to the President of Big White Freestyle or any member of the board of directors. Complaints will be addressed in a sensitive, responsible, and timely manner.

Complaint Investigation and Resolution

The above complaints procedure sets out a number of avenues for reporting incidents of bullying and harassment. Once a complaint is reported immediate action must be taken as follows:

- the complaint must be documented and immediately forwarded to the President of Big White Freestyle
- the complaint will follow the procedure set out for a Code of Conduct Major Infraction as documented in the Discipline and Complaints Policy

All complaints of bullying and harassment must be investigated to determine the nature and circumstances of the incident(s) and to determine appropriate resolution.

All complaints alleging criminal behaviour including but not limited to maltreatment, harassment, and physical and sexual abuse shall be reported to the Canada Sport Help



Line (Call: 1-888-83SPORT (77678)) or appropriate law enforcement or child welfare authorities.

Alcohol, Drug Use, Smoking and Vaping

This Policy is created in consideration of the following:

- Big White Freestyle is committed to the health and safety of all of its members.
- Members who are intoxicated while conducting Big White Freestyle business can pose a health and safety risk both to themselves and others and negatively impact the image of Big White Freestyle.
- Big White Freestyle recognizes that the casual consumption of alcoholic beverages by of age members during freestyle social events does occur from time to time and does not intend to curtail that practice.
- Big White Freestyle expects all members to take reasonable steps to manage the consumption of alcohol, marijuana, and/or tobacco products including smoking and vaporizing.
- Big White Freestyle has a zero-tolerance policy for the consumption of alcohol, marijuana, and/or tobacco products including smoking and vaporizing by minors
- This policy is meant to enhance the Big White Freestyle Code of Conduct.

The following expectations apply to all members while conducting business on behalf of Big White Freestyle:

- Members are expected to be fit for duty and able to perform their duties safely and to remain fit for duty while conducting Big White Freestyle business.
- Members are prohibited from reporting to work, performing Big White Freestyle business and working with minors while intoxicated.
- Members are prohibited from the consumption of alcohol, marijuana, and/or tobacco products including smoking and vaporizing while training or supervising minors.

- Members shall not drive to or from activities on behalf of Big White Freestyle while intoxicated.
- Members who take prescription medication must communicate to the Program Director or Club President any potential side-effects, risks, limitations, or restrictions arising from the use of such medication that requires or may require the modification of duties or that may give the appearance of intoxication. All such medical information shall be kept confidential by Big White Freestyle unless authorized by law.

Big White Freestyle understands that individuals may develop a dependency to certain substances, which may be defined as a disease or disability. Members are not excused from their duties as a result of dependencies, though Big White Freestyle will accommodate any disability to the extent required by law.

Big White Freestyle supports early diagnosis. Any contractor who has or suspects that they might have a substance dependency is expected to seek appropriate treatment promptly and communicate that dependency or suspected dependency to Big White Freestyle so that it can be accommodated appropriately.

Members will be subject to disciplinary action as per the Code of Conduct Policy up to and including termination of contract for failure to adhere to the provisions of this policy.

Commitment to Safe Sport

Purpose

Big White Freestyle (BWF) believes that all participants have the right to safely enjoy the sport at whatever level or position they participate. Athletes, coaches, officials and volunteers have the right to a safe and inclusive training and competitive environment free of maltreatment, abuse, harassment and discrimination. BWF believes the welfare of everyone involved in the sport is a foremost consideration and in particular, the protection of children/athletes in the sport is the responsibility of each individual, member and special interest group in BWF. Creating a culture where everyone can thrive is a shared responsibility.

Responsibilities

BWF assumes the following responsibilities to protect the safety and welfare of all participants:

1. Ensure that all coaches contracted are accredited, licensed and have cleared a background check.
2. Ensure that BWF members are aware of their duties and obligation to report on a timely basis any issues or potential violations of this policy, BWF's Code of Conduct Policy, and the Freedom from Bullying and Harassment Policy.
3. Ensure that all athlete agreements and related documents are signed by both the athlete and their legal guardian, where the athlete is a minor.
4. Ensure that all athlete communications from a coach or person in an authority position, including but not limited to; email or text correspondence, letters etc. must be shared with the athletes' legal guardian unless approval has been granted by the athletes' legal guardian, where the athlete is a minor.

5. Ensure that all training and competition calendar with all travel logistics must be shared and approved by the athletes' legal guardian, prior to travel, where the athlete is a minor.
6. Ensure that whenever possible, one-on-one interactions between a coach and an athlete should take place within earshot and in view of the second coach, following the "Rule of Two," except in a medical emergency.
7. Athlete travel where possible shall be in a group setting; in cases where one-on-one travel is required, prior approval must be provided by the athletes' legal guardian, where the athlete is a minor.
8. BWF staff, including coaches and related personnel, shall not initiate contact, or accept supervisory responsibility for athletes outside of approved BWF programs or activities unless prior approval by the athletes' legal guardian, where the athlete is a minor.
9. BWF staff, including coaches and related personnel, shall not engage in any form of sexual relationship with an athlete.

What To Do If You Have A Concern

BWF is here to support you. Please contact any person within the organization that you trust. This person of trust should then contact the BWF President for next steps.

All BWF members, including coaches, athletes and parents shall report any suspected breach of this policy on a timely basis. Any member of the public is also encouraged to report any such alleged breaches.

Reporting Sexual Complaints

All reports of sexual maltreatment must be directed to the Canada Sport Help Line. Any other complaints of maltreatment may also be reported directly to the Help Line. It is

available to provide you with advice, guidance, and resources on how to proceed/intervene appropriately in the circumstances.

Call: 1-888-83SPORT (77678) or go to: abuse-free-sport.ca/

Reporting Criminal Matters

All complaints alleging criminal behaviour shall be reported to the appropriate law enforcement and child welfare authorities in a timely manner. Everybody has a responsibility to report unlawful activity and/or abuse. If a child is in immediate danger, call police (call 9-1-1 or your local police) to intervene and a child protection social worker should be contacted to determine whether the child is in need of protection. If you think a child or youth under 19 years of age is being abused or neglected, you have the legal duty to report your concern to a child welfare worker. Phone 1 800 663-9122 at any time of the day or night. More information for reporting child abuse in BC can be found on the Government of British Columbia's website:

<https://www2.gov.bc.ca/gov/content/safety/public-safety/protectingchildren/reporting-child-abuse>

Confidentiality

Where a matter arising under this policy is of a highly sensitive nature, BWF shall keep all matters under this policy confidential, except where disclosure is required by ViaSport BC, by law, or is in the best interest of the public.

Additional Information

Additional support services available to you to prevent and report maltreatment in sport can be found at SafeSport.coach.ca/Toolbox

Principles for Safe Operation

To ensure safe operation BWF will not allow participation in any activities by the following individuals or groups:

- People who are currently infected with COVID-19 or any other communicable disease
- Anyone who is under quarantine/self-isolation or who has symptoms of COVID-19 or any other communicable disease
- Non-members of a sanctioned BC Freestyle/BC Snowboard Club
- Anyone without an active BC Freestyle/BC Snowboard membership
- Members who do not follow the instructions or guidelines provided by BC Freestyle/BC Snowboard and Provincial/Regional health authorities

Big White Freestyle activities will maintain a list of participants at training and events.

All types of training activities must be carried out in accordance with the most recent BC Freestyle/BC Snowboard guidelines and Provincial/Regional health orders/guidelines, including measures such as physical distancing, group gatherings, mask requirements, and proof of vaccine as applicable. These guidelines will be followed and reinforced, as required.

All participants are expected to practice personal health hygiene and awareness (routine hand washing, physical distancing, and masks as appropriate), and stay home when sick.

On the day of participation in any Big White Freestyle activities, all participants must complete and pass a [daily health check](#). Participants who become ill during an activity, must notify BWF immediately, and they will be isolated and sent home.



All participants in any Big White Freestyle activities will also agree to follow any additional guidelines set by the venue (e.g. Airhouse, Big White Ski Resort).

Big White Freestyle will make decisions to cancel, postpone, or modify any activity if one or more cases of potential infection are reported. Big White Freestyle will promptly communicate all information regarding reported cases at any event with public health.

Club Governance

Local clubs play an integral role in sport development and are run by volunteers like YOU! Volunteers are responsible for making it all happen, and the club could not function without the dedication, skills, and passion of our volunteers. For many volunteers, it is about being with our kids and for others it is about giving back to our community. Whatever your reason, we are thankful to have you! If you would like to be more involved in our club please reach out to any board member or email president@bigwhitefreestyle.com. Help is always needed and appreciated.

Sanctioning

Freestyle clubs like ours are sanctioned by Freestyle Canada and Canada Snowboard. FIS sanctions national level sport organizations. When clubs apply annually for sanctioning, we agree to follow the club membership policies of our national sport organizations. All board members should read these policies and be aware that we are part of a larger system.

Board of Director's Purpose

The Big White Freestyle (BWF) Board of Directors, is a governing body whose main task is to focus on policy and governance issues, working in partnership with, but maintaining independence from, the management and operations of BWF. The board is made up of committed volunteers who chose to engage, help, and carry out the mandate and goals of BWF.

General Responsibilities and Commitment

All Directors are required to possess a current Volunteer Membership from BC/Canada Freestyle.

A Director's responsibilities include, but are not limited to:

1. The duty of knowledge, by keeping oneself informed about BWF and its relationship to other aspects of Canadian sport.
2. The duty of care, by acting honestly and in good faith in the best interests of the Association.
3. The duty of diligence, by acting prudently and reasonably in all circumstances which are impacted by the decisions taken on behalf of BWF.
4. The general fiduciary responsibility to avoid being in a position of a conflict of interest.

The time commitment for a Director will include:

1. Attendance at the Annual General Meeting, which is preceded by Board of Directors Meetings; these are held usually monthly or in higher frequency depending on time of year.
2. Up to an additional 10 hours per month to review ongoing issues, Board and other communications, and engage in committee work.

Director's Liability

All director's are equally liable for actions and decisions taken by the board.

Non-attendance at a meeting at which a decision is made does not absolve a director from shared responsibility, accountability, or liability. As a Freestyle Canada sanctioned club, our directors and officers are covered under the Canadian Snowsports Association Directors and Officers Liability Coverage for Clubs and Divisions. Each board member should ensure they annually update and renew their Freestyle Canada Volunteer membership.

Equity and Access

In accordance with BWF's Equity and Access Policy, BWF is committed to having a Board of Directors that provides accessible, inclusive, and equitable opportunities for participants regardless of gender, race, ethnicity, culture, religion, or ability (or any other grounds protected under Human Rights legislation in Canada).

Benefits

By being a member of the Board of Directors, a person will have the opportunity for further professional and personal development; the challenge of being part of a team dedicated to making significant changes in, and promoting new leadership models for, sports excellence; and the thrill of playing a significant role in the ongoing development of BWF. It is a volunteer board and Board Members will not be remunerated but Directors may be repaid such reasonable expenses as they may incur in and about the business of BWF.

Format

The BWF Board of Directors will consist of a minimum of three (3) and a maximum of ten (10) members, including the Chair as follows: President, Vice President, Secretary, and Treasurer. The role of Secretary and Treasurer may be combined if needed. These Officers are Directors of the Society.

In addition to these Officers, the following shall be members of the Board:

1. The immediate Past-President of the Society. If the Past-President is not a Member, or concludes Membership with the Society, or holds another elected position on the Board, this position shall remain vacant.
2. Directors at Large. This group usually takes on areas of responsibility depending on club needs, including communication, facilities, sponsorship, fundraising, grant writing, etc.

Election of Directors

At every Annual General Meeting, the members shall elect the required number of Directors to fill the offices of those Directors whose terms then expire. Executive positions will be elected or appointed by the new board of directors at the first meeting after the AGM. The club should endeavour to elect or appoint president and vice-president positions in alternating years.

Director's Term of Service

Each Director's term of service is for a period of two (2) years. A Director whose term of office has expired must retire from office but will be eligible for re-election. A director who intends to resign must give their resignation to the society in writing, and the resignation takes effect once the letter has been confirmed to be received and on the date indicated in the letter.

Board of Director Nominations and Elections

Nominations of an individual for election as a Director can be done in advance of, or in person at, the Annual General Meeting (AGM), and must include the verbal consent of the nominee. Nominees must be in good standing and be 19 years of age or older. Nominees can not be employees, coaches, or contractors with BWF.

It is expected that Elected Directors will have demonstrated an ongoing commitment to BWF through their involvement in the club and, in addition, will bring to the board a set of skills gained through knowledge of and expertise that will further advance the work of the Board.

Roles and Responsibilities

All members of the BWF Board of Directors are expected to:

1. Foster a productive and collaborative approach and environment within the club.
2. To carry out the stated goals of BWF to the best of their ability.
3. To be an ambassador for BWF and uphold BWF's core Values and Beliefs.
4. To facilitate willing, respectful and courteous communications between BWF Board of Directors and its Members.
5. To foster a team environment.
6. To be present and participate in the activities BWF engages in including events, socials and fundraising initiatives.
7. Be a member of committees and encourage non-board members to participate in committee work.
8. Be familiar with BWF constitution, by-laws and policies.
9. Be familiar with Provincial Sport Organizations goals and strategies and policies that apply to BWF.
10. Understand the financial position of BWF and contribute to responsible financial decision making by the executive.
11. Attend and contribute at all executive and general meetings.
12. Provide agenda topics and contribute to executive meetings.
13. Act in accordance with a minimum standard of care to athletes.
14. Anticipate any probable consequences of any course of action that the organization may choose to take.
15. Avoid acting in such a way that personal interest conflicts with the interest of BWF. Declare any conflicts and remove themselves from situations where conflicts of interest may arise.
16. Act honestly and in good faith and within the scope of BWF.

President

Additionally, the BWF President is expected to:

1. To work closely with the Head Coach(s)/Program Director to ensure the policies and procedures of the Club are observed and maintained.
2. Preside at all meetings of BWF with the exception of committee meetings.
3. Support the secretary in preparing and communicating agendas of executive and general meetings.
4. Meet with the current and incoming executive members to identify roles and responsibilities.
5. Keep up to date with the responsibilities of the executive and committees and ensure responsibilities are being carried out.
6. Mentor and advise executive members as required.
7. Communicate with Provincial Sport Organizations.
8. Attend regional, provincial, and national meetings where possible.
9. Be a Club designated signatory for distribution of cheques.
10. Provide support to the program director with operational oversight of coaching staff and programming.

Vice-President

Additionally, the BWF Vice-President is expected to:

1. Mentor and advise members of the executive as needed.
2. Assist the President in carrying out the administration of BWF and in furthering its policies and programs.
3. Perform all the duties pertaining to the office of president in the absence of the president.
4. Be a Club designated signatory for distribution of cheques.
5. Provide support to the program director with operational oversight of coaching staff and programming.

Past President

Additionally, the BWF Past President is expected to:

1. Advise and consult the President on matters where needed.

Secretary

Additionally, the BWF Secretary is expected to:

1. Designate another member as the alternate should the secretary be unable to attend either the general meeting or the executive meeting.
2. Be responsible for scheduling and ensuring board members are aware of all meetings.
3. Be responsible for creating a call for agenda items, composing the agenda, and sending the agenda and meeting information out to all board members in advance.
4. Be responsible for the recording and preservation of the minutes. The minutes are to include date, time and place of the meeting; attendees of the meeting (executive only); all motions made, including name of mover and seconder; results of votes; copies of reports submitted (i.e. treasurer's report); a brief summary of discussions; any commitments made by members of the club; and the time of adjournment. Minutes should be concise.
5. May request that executive members making reports at the meeting have a written summary to present or inclusion of any formal attachments.
6. Email executive minutes to the president for reading for errors/omissions, amend as necessary and file upon approval by executive. Follow the same procedure for the general meeting minutes. The president then sends them out by email.
7. Keep all minutes as official recordings of the club in a shared online drive.
8. Participate and assist in Race Office activities.
9. Maintain the club calendar of activities and events.

10. At the beginning of the term of office advise all those necessary of the new executive including BC Societies, and the bank.
11. File society records with BC Societies.
12. Be a Club designated signatory for distribution of cheques.

Treasurer

Additionally, the BWF Treasurer is expected to:

1. Reconcile club bank accounts at the end of each month.
2. Report on income and expenditures at each executive and general meeting.
3. Work with Executive members, General Manager and Head Coach to provide financial information necessary for decision making when required.
4. Bring a copy of the treasurer's report each meeting, ensuring that the recording secretary has a copy for club files.
5. Manage Accounts Receivable and Accounts Payable transactions.
6. Provide Justifications of expenses where required.
7. Liaise with accounting on all financial matters regarding the club.
8. Make routine disbursements by the authority of the executive. Extraordinary disbursements must be authorized by the general membership.
9. Work with the Program Director to prepare the annual budget and present to the executive at the AGM.
10. Arrange for a review of the books and the financial statements at the end of the fiscal year in collaboration with the accountant.
11. Issue receipts, reimbursements and payroll items as directed by the GM and President of the club.

Director At Large

Additionally, BWF Directors at Large are expected to:

1. Carry out duties mutually agreed upon and assigned by the executive.
2. Chair or lead at least one committee or major initiative/event per season.
3. Support BWF Executive in their roles.
4. Seek out and build relationships with club members to support the work of Big White Freestyle.

Annual General Meeting (AGM)

The AGM will be held each calendar year after our fiscal year end of June 30, typically in October/November. The AGM may be held in person or via tele-conference at the discretion of Big White Freestyle. Proxy voting will not be permitted.

Members are strongly encouraged to attend the AGM. Members who attend the AGM may receive access to a non-transferable early registration code for the following season if applicable.

Notice of the AGM and supporting documents will be sent out as per our society bylaws.

Sub-Committees

The following sub-committees have been established and will meet as required. Some committees have designated representation and thresholds as indicated. All members are welcome to join and participate in these committees. If you would like to be involved with any of the sub-committees, please let the board president know.

- **Snowboard:** Make recommendations for growing and developing the snowboard program. Snowboard head coach is a member of this committee, plus up to 4 other members.

- **Program Planning:** Solicit feedback, review, and make recommendations for overall programming. Program Director, Board President are members of this committee, plus up to 3 other members.
- **Infrastructure:** Review, manage and maintain existing infrastructure and make recommendations for future improvements via the development and monitoring of a capital expenditure plan. No threshold on committee membership.
- **Code of Conduct:** Review and respond to major disciplinary complaints. Board President is a member of this committee, plus up to 3 other members.
- **Sponsorship/Fundraising:** Create opportunities to generate additional revenue and develop positive relationships within the community. No threshold on committee membership.
- **Grants and Bursaries:** Research and apply for grants that will support the growth and development of the club. Administer the BWF bursary program. No threshold on committee membership.
- **Events:** Plan and execute BWF hosted events. Program Director is a member of this committee. No threshold on committee membership.
- **ICG:** Select the team of athletes that will represent BWF at the International Children's Games. Program Director is a member of this committee, plus up to 2 other members.

Privacy

Big White Freestyle and our third-party partners (provincial and national sport organizations, TeamSnap, URStore) collect personal data from its members in order to provide information, to register athletes, and to advise athletes, coaches, volunteers and judges about opportunities in our sport. Big White Freestyle will take reasonable physical and technical measures to protect Personal Information in our care against loss or theft, unauthorized access, use or disclosure. Big White Freestyle may keep Personal Information



it obtains through as is necessary or appropriate to carry out the purpose(s) for which such information was collected or for such a longer period as may be required or permitted by applicable laws and regulations. Big White Freestyle may disclose Personal Information it receives only if reasonably necessary to further the purpose for which the Personal Information was collected. Big White Freestyle reserves the right to disclose Personal Information if required to do so by law or legal process or otherwise requested by any law enforcement officer or agency. In addition, Big White Freestyle reserves the right to disclose Personal Information in order to protect and defend the rights or property of Big White Freestyle or act in urgent circumstances to protect the safety or security of the public or members. Big White Freestyle does not sell, rent or share its customer lists to third parties for marketing or commercial purposes.

Administrative and Financial Management

Big White Freestyle will be operated without purpose of gain for its members and no part of any income of the Society will be payable or otherwise available for the personal benefit of its members, and any profits or other assets of the Society will be used solely to promote its purposes as set out in its Constitution.

BWF recognizes the importance of a comprehensive inclusive financial management program for the sound management of the organization.

- The Association will maintain its financial records in accordance with generally accepted accounting principles, consistently applied to ensure accurate books and records of accounts are maintained.
- The books of account will be kept in such a manner as to clearly separate all income and expenses and to indicate which sources are attributable, with all distributions to be accompanied by supporting documents.
- The books shall be kept by using a recognized accounting software program.
- The Association appointed Accounting Firm will review these records at the end of each fiscal year (June 30).
- BWF will develop and support programming that through fees, sponsorship, or other means is self-sustaining and promotes the longevity of the association with discretionary measures.

The Board of Directors shall ensure the appropriate guidelines are established for the preparation and submission of budgets by the Program Director, in a timely manner. The initial budget for the upcoming season will be reviewed at the August/September board meeting and the presentation of the Board approved budget will occur at the AGM.

Financial statements will be prepared monthly and will reflect the different program areas. The Program Director will be responsible for maintaining and submitting accurate contractor records to the treasurer.

All expenses must be approved, prior to payment, by the Board of Directors. Authorized expenditures are limited to those contained in the policy manual or those made by the Program Director for established operations, the purchase of goods for resale, and for providing recoverable advances to host organizations on behalf of athletes.

The Program Director is responsible for the payment of approved invoices, all invoicing, issuance of receipts and collection of debts due to the Association. These tasks may be assigned to other staff or assumed by the Board.

Expenses will be paid to those authorized to act on behalf of the association when attending functions and events, in accordance with approved plans and budgets. Travel will be reimbursed at cost but individuals are expected to book the least expensive travel possible, within reason. The following standards will be used to assess expenses:

Accommodation Costs: reimbursed as paid

Pre-Approved Extras (such as Lift Ticket Cost): reimbursed as paid

Mileage: \$0.61/km

Daily Per Diem for Meals and Incidentals: \$80

Daily Rate: \$200 - \$300/day

Authorization may be given by the Program Director and/or Board President.

Payroll is to be processed through payroll service provider bi-weekly, hours to be approved by program director and forwarded to treasurer by Monday morning following the Sunday pay period cutoff.

The cheque signing authorities shall be determined by the Board in the first meeting after the Annual General Meeting. Each cheque requires the signature of any two (2) authorized signing authorities. Each electronic transfer requires the approval in writing or through electronic verification of two (2) authorized signing authorities. In order to ensure the integrity of financial reporting, and to avoid any potential conflict of interest, the board member tasked with financial oversight shall not be a signing officer as long as there are two other signing officers available.

The signing authority for other legal instruments such as funding contracts, sponsorship contracts, fee-for-service contracts or other like contracts shall be the President, Vice President, Treasurer, Program Director or one other Director.

All borrowing powers, signing authority, and access to records of this Association must be completed in accordance with our bylaws.

Records that are always accessible to directors and members include:

- the certificate of incorporation
- the constitution
- the bylaws
- the statement of directors and registered office of the society
- each confirmation, other certificate, or certified copy of a record furnished by the registrar, other than in response to a request
- a copy of each order made in respect of the society by any court or tribunal or a federal, provincial, or municipal government body, agency, or official, including the registrar
- the society's register of directors, including contact information provided by each director (which need not be the residential address)
- each written consent to act as director and each written resignation of a director

- a copy of each record (other than directors' meeting minutes or consent resolutions) evidencing the disclosure of director's or senior manager's interest
- the portion of directors' meeting minutes or consent resolutions evidencing the disclosure of a director's or senior manager's interest
- the society's register of members, organized by different classes of member if different classes exist, including contact information provided by each member (such as mailing addresses, email addresses, or fax numbers)
- the minutes of each meeting of members, including the text of each resolution voted on at each meeting
- a copy of each ordinary resolution or special resolution, other than a resolution included in the minutes of each meeting of members, and, in the case of a resolution consented to in writing by the voting members, a copy of each of the consents to that resolution
- the financial statements required under s. 35 of the Societies Act and the auditor's report, if any, on those financial statements

Infrastructure and Facilities Management

All BWF facilities/training sites will operate in conjunction with BWSR staff and resources to provide a safe and productive environment for BWF athletes to use for training purposes.

Coaches, Head Coaches, and Volunteers are responsible for all training-site related protocols (as outlined in the BWF Airbag Manual) including but not limited to: Site Security, Setup/Teardown, Site Operations, Handling of Equipment, and Documentation.

Users of any BWF training site must do so with the permission of BWF and hold up-to-date membership with Freestyle BC or BC Snowboard.

The BWF Program Director is responsible for effective delegation of responsibilities to coaches and volunteers.

Air Site

Important Notes:

- Air Site usage MUST be supervised by a Coach holding CFSA Air 3a Certified designation.
- While an air coach must be on site during operation, volunteer or paid “Knoll Masters are able to supervise drop in, landing, or video review as required and delegated by a Certified Air 3a Coach.
- On days where the air site is to operate, BWF staff and/or parent volunteers must be on-site no later than 8:30 am to secure the site and facilities prior to the opening of the mountain’s lift operations to the general public.

*See BWF Airbag Manual for detailed instructions/protocols.

Mogul Site

- Volunteers, Coaches, and Head Coaches will be called on for daily maintenance including but not limited to: Building Jumps, Setting Courses, Maintaining Site Safety Standards, and Chopping Landings.



Communications and Media

The Big White Freestyle website www.bigwhitefreestyle.com and TeamSnap e-mail communications are the main source of program information for members. All members are further encouraged to join our Facebook group at <https://www.facebook.com/groups/689155897794968/>.

Members of the general public can follow us:

Facebook: <https://www.facebook.com/bigwhitefreestyle>

Instagram: <https://www.instagram.com/bigwhitefreestyle/>

Athletes and their families are encouraged to tag and promote the club in their social media posts but it is expected that all social media communications are positive in nature and have the best interests of Big White Freestyle and its members at heart. Negative comments and any other type of abuse are strictly prohibited for all participants and may be subject to disciplinary action. The following general guidelines should be considered when posting: ensure the Code of Conduct is being observed, any language or music selection should be clean and non-offensive, and no consumption or encouragement of drugs, alcohol, smoking, or vaporization.

Athletes and their families are highly encouraged to write and distribute press releases to local, provincial, and national media outlets celebrating their accomplishments. Any such releases should be approved by the club president prior to submission to the media.

Specific club contacts are:

Program Director Sam Freedman: sam@bigwhitefreestyle.com

Club President Danielle Calder: president@bigwhitefreestyle.com

BWF Bursary Fund

Overview

The BWF Bursary was created with an aim to create Scholarships to help ski and snowboard athletes whose families and/or caregivers are challenged to meet the financial obligations of yearly registration fees. Funds are raised throughout the year via allocating a selected amount from specific club fundraisers, giving an option to contribute to the fund during the regular registration process for members, and through direct community business sponsorship (template on file).

Application

Application to receive a BWF Bursary will be done via online application to the Bursary Committee. The bursary opportunity will be widely advertised prior to the application deadline via social media, and our newsletter to membership.

The Bursary Committee will consist of 3 to 5 members of the Board of Directors who will review and vote on successful scholarships. Two bursaries, one in each ski and snowboard, will be given out each season. The bursary can be for full tuition or partial tuition, depending on the amount held in the bursary funds. This will be pre-determined by the Committee. The bursary will be awarded before the regular registration deadline. The funds will be dispersed via a credit for full or partial registration fees.

The applicant must be a member in good standing of BWF. Applications can be submitted with a short essay explaining why they deserve the bursary and their passion for the sport, or by submitting a short video and/or photos on why they think they should be the successful recipient. Athletes aged 7-18 may apply.

Fundraising

From time to time, BWF and/or authorized volunteers will initiate fundraising activities that benefit the club as a whole. All club members are expected to participate fully in these activities.

Our club has an ongoing Bottle Drive program. How it works:

1. Collect returnable containers from your home, friends, family or neighbours (see below for no-contact collection options)
2. Put the containers in clear plastic bags without a pull string, no sorting required!
3. Take the bagged containers to Columbia Bottle Depot located at 1936 Kent Road, or the Return-it Express at Big White use the phone number **250-864-6313** to log in at the kiosk and print your bag labels, remember one label per bag (maximum 6 bags per day).
4. Put a label on each of your bags and drop them off.
5. The Columbia Bottle Depot staff will sort and count your containers (if you have not already done so, and credit the Big White Freestyle Team account. The Bottle Depot does not charge a fee for this service!

Please feel free to forward this information to any friends and family in Kelowna or at Big White that would like to donate returnables.



Team Uniforms and Merchandise (AMY)

All team uniforms and merchandise must follow brand guidelines and be pre-approved by the Board of Directors prior to purchase.

Big White Freestyle has partnered up with [URSTORE Canada](#) to provide its members and fans with the following products:

- Mens, Womens, Kids Clothing
- Face Covers
- Accessories
- Headwear
- Gift Cards

A portion of all orders comes back to support Big White Freestyle programs and facilities.

Sponsorship

Big White Freestyle values the contributions of sponsors. Revenue generated from sponsorship has allowed our club to keep membership fees down, purchase infrastructure such as the airbag and provide event prizing.

Coaches

Coaches are Big White Freestyle's most valuable asset. We value their unique skillset and passion and commitment to our sport. All coach guidelines and policies are set out in the Coaches Handbook and include the elements of the Codes of Conduct, Coach Development, and Travel as detailed in this Club Manual.

Coach Development

Coaches are highly encouraged to further their professional development. Big White Freestyle supports coach development under the following guidelines:

- Any reimbursement must be approved in advance by the Program Director and Board of Directors.
- Reimbursement will occur in the following manner:
 - 50% of course fees upon successful completion of coaching contract in the year the course was completed
 - Remaining 50% of course fees upon successful completion of coaching contract in the following year the course was completed

Opportunities to develop skills include:

- BC/Canada Freestyle Coaching Courses - see their websites for upcoming courses
- BC/Canada Snowboard Coaching Courses - see their website for upcoming courses
- NCCP - see their website for upcoming courses
 - Freestyle Related modules (Part of the "Coaches Pathway" i.e. *Teaching & Learning* is in the Comp Intro Certification pathway)
 - Multi-Sport Modules

Junior Coaches

Big White Freestyle is committed to developing existing athletes into our next generation of coaches. Athletes wishing to learn more about being a coach are invited to speak with our Program Director about opportunities to shadow and support certified coaches. The club is happy to certify volunteer hours for any athletes that participate in this program. When junior coaches are ready to take their coaching course, they will be reimbursed as per the Coach Development policy.

Brand Use and Guidelines

Usage

Big White Freestyle word marks and logos should be used under the following terms and conditions:

1. BWF's logos and wordmarks are for non-commercial use only. Usage of BWF's logos and wordmarks for commercial sales, individual fundraising or organisational fundraising is strictly prohibited unless otherwise approved by the BWF Board.
2. Word marks and logos may not be used in an ambiguous way as described herein:
 - No word mark and/or logo may be used in any way that suggests that BWF is affiliated with, sponsors, approves or endorses you, your organisation, your websites, your products or your services.
 - No word mark and/or logo may be used in any way that mischaracterizes any relationship between you and BWF.
 - Vendors may not use any word marks and/or logos to advertise BWF or its members as clients on industry or vendor websites and promotional pieces without BWF's written permission, and which must be requested in writing.
3. All BWF's logos are distinctive, designed pieces of graphic artwork, owned by BWF.

The following usage guidelines must be followed:

- Do not modify or alter the logos
- Do not change scale, skew or rotate any logo
- Do not change the design of any logo
- Do not change or vary the colours of any logo
- Avoid screening logos
- Do not shrink any logo to less than 1 inch in width or height

- Do not combine a logo with any other design, trademark, graphic, text or other element, including your name, any trademarks or any generic terms
 - No other design, trademark, text, graphic or other element may be placed closer to a Logo without first meeting the clear space requirements found in the BWF Brand Guidelines
 - Logos may only be placed on solid backgrounds (preferably white) unless approved by BWF, and not over an image or pattern (unless approved by BWF)
 - No artistic effects (such as drop-shadows, gradients or embossing) may be applied
4. No word mark or logo may be used or displayed in any of the following ways:
- In any manner that, in the sole discretion of BWF, discredits BWF or tarnishes its reputation and goodwill
 - In any manner that infringes, dilutes, depreciates the value, or impairs the rights of BWF in the word marks and/or logos
 - In any manner that is false or misleading
 - In connection with any pornography, illegal activities, or other materials that are defamatory, libelous, obscene, or otherwise objectionable
 - In any manner that violates the trademarks, copyright, or any other intellectual property rights of others
 - In any manner that violates any law, regulations, or other public policy
 - In any manner as part of a name of a product or service of a company or organization other than BWF
5. All goodwill generated by the use of any word mark and/or logo inures to the benefit of BWF.
6. You may not assert rights to any BWF word mark and/or logo whether by trademark registration, common law ownership, domain name registration or anything else.

7. You must, if requested from BWF, provide samples of any materials that include the BWF word marks and/or logos for purposes of determining compliance with this policy
8. You must make any change(s) to your use of the word marks and/or logos that are requested by BWF
9. Your download and use of the logos is subject to the BWF approval
10. Partners who have agreements with BWF must comply with the terms of their agreement in addition to this policy

Guidelines

Colours

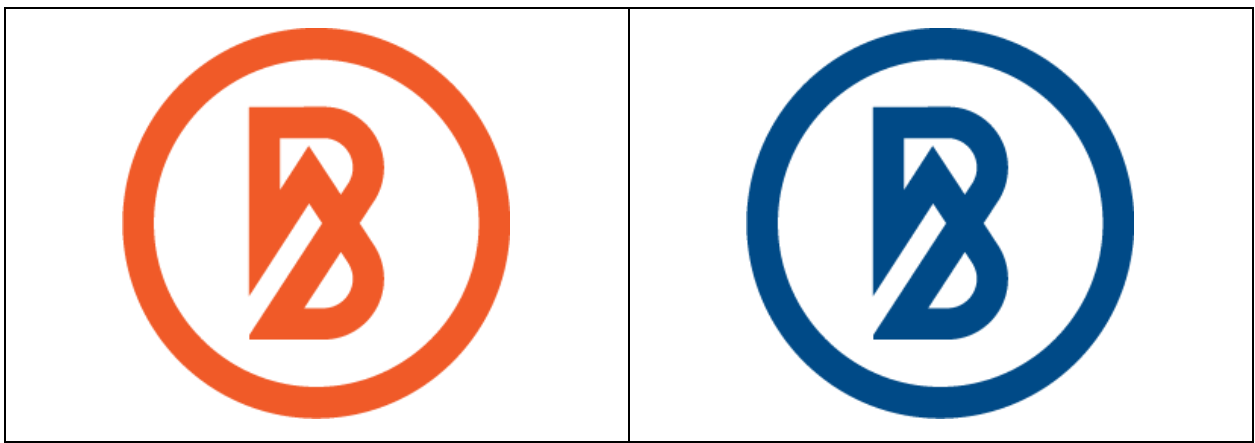
- Orange: #F15A29
- Blue: #004987

Fonts

- Website: Montserrat, Fjalla One
- Print/Logo: Alergia

Approved Logos





Policy Manual Revision History

Date	Document Changes
March 21, 2022	Policy manual drafted.
August 23, 2022	Policy manual approved by Board of Directors. All policies now in effect.