



Sovereign Lake Nordic Club

Policy and Procedures Manual

Issued: October 29, 2025

Table of Contents

Contents

1.0	Board of Directors' Responsibilities	4
1.1	Board of Director's Meetings.....	6
1.2	Policy and Procedures.....	7
2.0	Financial and Accounting Policy	11
3.0	Strategic Planning Policy	14
4.0	Human Resources Policy	16
4.1	Standards of Conduct Policy	19
4.2	Conflict of Interest Policy	20
5.0	Communication Policy.....	21
5.1	Internal Communications Policy.....	23
5.2	External Communications Policy	24
6.0	Risk Management	26
7.0	Coaching Standard	28
8.0	Biathlon Range Usage.....	29
9.0	Health and Safety	30
10.0	Dog Policy.....	31
11.0	Criteria for allowing outside instruction/coaching or commercial service within the SLNC Permit Area.....	34
12.0	Environmental Policy	36
13.0	Indigenous Access Policy.....	38

Summary of Revisions from Previous Manual

Updates from March 29, 2021 version of manual:

- Inserted this new section to provide an overview of the changes made from the previous version of manual.
- Policy 1.2 – Clarified treatment of rescinded policies and procedures.
- Policy 2.0 – Updated policy statement and procedures
- Policy 3.0 – Updated procedures
- Policy 4.0 (and 4.1 and 4.2) – Corrected numbering, and updated Policy and Procedure
- Policy 5.2 – Updated Procedure
- Policy 6.0 – Updated Procedure
- Policy 7.0 – Added preamble and updated Procedure
- Policy 8.0 – Updated numbering and Procedure
- Policy 9.0 – Updated Procedure
- Policy 10.0 – Updated Policy and Procedure
- Policy 12.0 – Added this new Environmental Sustainability Policy and Procedure
- Policy 13.0 – Added this new Indigenous Access Policy and Procedure
- Formatting updates throughout document

1.0 Board of Directors' Responsibilities

Created: 2007-03-12
Revised: 2009-02-09
Revised: 2010-10-20
Revised: 2015-05-27
Revised: 2025-10-22

Preamble

The fundamental responsibility of the Board of Directors is to advance the mission and objectives of Sovereign Lake Nordic Club (SLNC). The responsibilities of the Directors include assisting in the development, approval, implementation, and monitoring of the organization's strategic plan and budget.

Policy

Directors shall perform their duties, including committee duties, in good faith in a manner that he/she believes to be in the best interests of the Society and with such care, diligence and skill as an ordinary prudent person in a like position would use under similar circumstances.

Procedures

In general, the responsibilities of Directors include:

- Identifying principal risks of the organization's operations and ensuring that appropriate systems are in place to manage these risks.
- Hire, monitor and evaluate the performance of the General Manager.
- Ensure ethical behavior of the organization and compliance with all the laws and regulations.
- Ensure accuracy of financial information; ensure compliance with all accounting and audit principles; approve and monitor annual budgets.
- Establish appropriate governance structures to ensure efficient and prudent stewardship of the organization and assess the boards' own effectiveness.
- Review and decide on non-budgetary transactions that are not in the ordinary course of business.
- Participate as appropriate on-board committees/task forces that may be established from time to time.
- Upholding the responsibilities of Directors as described in the Bylaws.

In general, it is expected that:

1. Directors contribution to discussions and decision-making shall be positive and constructive.
2. Directors interaction in meetings shall be courteous, respectful and free of animosity.

3. Directors will support the Club's mission, vision and mandate.
4. Directors will abide by and support decisions of the Board made by majority vote.
5. Directors shall be prepared for meetings, having read pre-circulated material in advance of the meeting.
6. Directors shall conduct themselves in an ethical and professional manner.
7. Directors shall bring credibility and goodwill to the organization.
8. Directors will respect the confidentiality of the decisions and deliberations of the Board and only communicate those decisions and deliberations through agreed upon timelines and channels.
9. All internal documents are the property of the Society and the Directors should approve requests for this information. The Provincial Information and Privacy Act shall govern all requests for information.
10. Directors shall acknowledge that they do not have individual authority to influence the organization, other Directors or staff.
11. Directors shall disclose a conflict of interest if decisions being deliberated at the Board table directly or indirectly benefit themselves, their family or friends. If such a conflict of interest does exist, the Director involved will be asked to step away from the deliberations and decision making until the matter is decided.

1.1 Board of Director's Meetings

Created:	2007-03-07
Reaffirmed:	2009-02-09
Revised:	2010-10-10
Revised:	2013-10-28
Reaffirmed:	2015-10-03
Revised:	2025-10-22

Preamble

The Board of Directors will meet regularly to ensure the business of the Society and the Sovereign Lake Nordic Club (SLNC) is attended to in a timely fashion.

Policy

The Board of Directors for the SLNC will meet regularly, on a predetermined schedule. The expectation exists that all Directors will attend the monthly meetings except when unforeseen circumstances arise.

Procedures

- With the exception of one month in the summer, Board meetings will be held monthly (on a predetermined scheduled).
- Agendas for the meetings will be circulated no less than a week in advance.
- Directors who do not attend monthly meetings for three months consecutively without prior notice to the Board could be asked to resign in order that the position is filled with an individual who is able to contribute more significantly to the organization.
- Special committees may be struck when the Board considers it appropriate and may give committees powers as it sees fit. Each committee must have at least one director from the Board and other members may be solicited from the community according to skills and abilities required for the operation of that committee. The designated Board Director will be required to report on progress, updates and resolutions from that committee.
- The Board of Directors will provide terms of reference for each committee.

1.2 Policy and Procedures

Created: 2018-11-26

Revised: 2025-10-22

Preamble

This approach to policy development establishes:

- a standard for policies and procedures through clear definitions of these terms
- clearly delineated responsibilities for the development, maintenance, approval, implementation and review of policies and procedures
- standardized policy and procedure formats
- a mandated review period for policies and procedures (see policy review section below).

Policy

A. Developing new policies

New policies and procedures may be developed as required in accordance with the Policy on Policies and Procedures. The Sovereign Lake Nordic Club (SLNC) Board is responsible for the development of new policies. Individuals or committees who are beginning to develop a new policy should contact the pertinent Board Member who can act as their Champion.

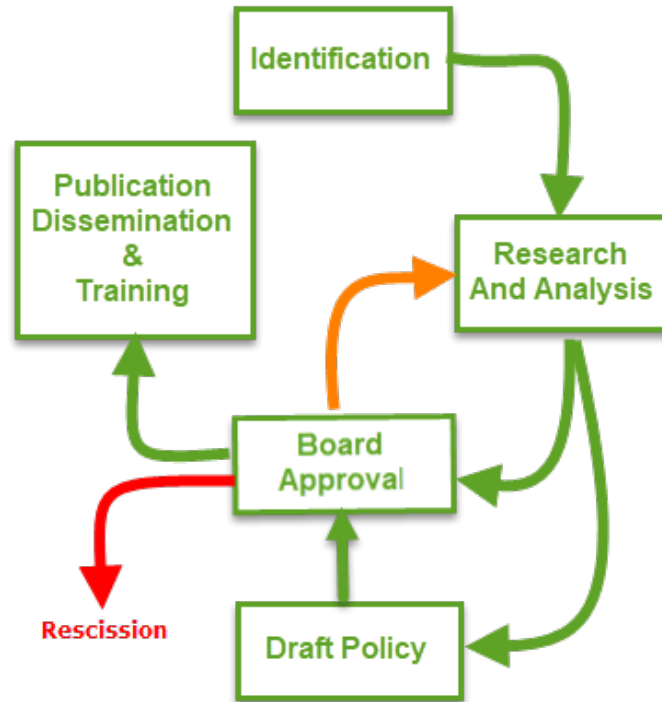
B. Policy review

Policies must be reviewed to ensure that they are concise, functional and accessible. This is a key strategy for enhancing organizational effectiveness. In accordance with the Policy on Policies and Procedures, the Board is responsible for the maintenance and review of policies and procedures. Individuals or committees who are planning revisions to an existing policy or procedure should contact the pertinent Board member who can act as their Champion.

The policy review process entails the review of all policies and procedures against the standard established in the Policy on Policies and Procedures to create and maintain a collection of user-friendly policies and procedures that are relevant to the needs of the club. Policies created or reviewed after Oct 2025, must be reviewed within two years of their last review or creation date. Policies created or reviewed prior to Oct 2025, will be scheduled to be reviewed within the next two years.

Procedures

A. Policy development or review process



1) Identification

As we become aware of potential issues, we consider whether existing policies address those issues or if new policies are needed. Some indicators that a review is necessary include:

- Policy Review Date
- The identification of potential issues by stakeholders or staff.
- The results of a judicial review.
- Compliance with amended legislation.

Research and analysis

Once an issue is identified a Board Member is tasked to head the development or review process, the BOD will begin the research and analysis phase which may include stakeholder consultations and will determine the appropriate action which could be one of:

- Drafting a new Policy
- Drafting amendments to an existing Policy
- Recommending that the Policy remain unchanged

- Recommending that the Policy be rescinded

2) Draft Policy

A draft of the new or modified policy and its procedures, consistent with the Policy Format, is prepared.

3) Board Approval

The draft policy or recommendations are presented to the Board for approval. The possible outcomes are:

- Approved.
- To be amended. The Board requests that the Policy be redrafted as per directions from the Board.
- Rejected. No further action required.
- Publication and Dissemination

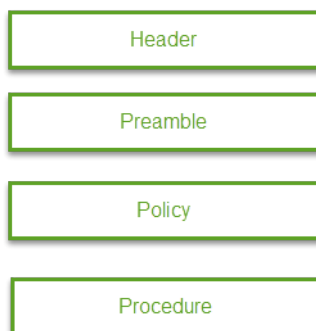
If approved, the policy is published by incorporating it into an updated revision of the Policy and Procedure Manual. Notice of a new or revised policy is posted on the SLNC website. The previous revision of the Policy and Procedure Manual will be archived for 7 years.

If rescinded the Policy text is removed, and summary notes outlining changes to the manual from the previous version of the manual include mention of the policy that has been removed.

Training, if required, is scheduled and made available to those who need it.

B. Policy Format

All policies with use the following format:



Header: The Header identifies the Policy meta-data:

Number: The Number assigned to the Policy. (See note below)

Name: The name of the policy
Created: The original Approval Date
Revised: The date that the Policy was revised
Reaffirmed: The date that the Policy was reaffirmed
Rescinded: The date that the Policy was rescinded

Preamble The Preamble sets the context and rationale for the policy.

Policy The policy is the statement of intent.

Procedures The Procedures state what is to be done, who is to do it, how it is to be done and for (or to) whom it is to be done, to implement the Policy.

Policy Numbering Policy numbers consist of two numbers separated by a period. The first number represents the policy's category, the second its sequence within the category.

2.0 Financial and Accounting Policy

Created: 2007-03-12
Reaffirmed: 2009-02-09
Revised: 2010-10-20
Revised: 2013-10-28
Reaffirmed: 2015-10-03
Revised: 2020-06-29
Revised: 2025-10-22

Preamble

Sovereign Lake Nordic Club (SLNC) believes in the principle of sound financial management and operating SLNC in a fiscally responsible manner and to develop and run programs that encourage Nordic skiing for all age groups, and to raise the profile of the sport of cross-country skiing.

SLNC also believes in the principle of living within our means and ensuring that all financial decisions leave the club without debt unless the debt is incurred for an essential operational purpose and has a manageable repayment plan.

Policy

The Board of Directors in conjunction with the General Manager, will ensure that sufficient and appropriate accounting procedures are in place to provide relevant financial information for decision-making purposes.

Procedures

A. Accounting Practices

The Society will follow Generally Accepted Accounting Principles (GAAP) and keep financial records in accordance with the Society Act and the Park Use Permit. Books of account will be kept in such a way as to provide detailed analysis of the Society's business and to support applications for grants and tax filings as required.

The Treasurer oversees finances and accounting along with the Finance Committee which is comprised of the GM, Club Accountant, and one or two additional Board members. The Treasurer shall have sound financial knowledge, and the Club Accountant shall have appropriate accounting knowledge and experience to support the General Manager and Board of Directors with the

implementation of the Club's Financial and Accounting Policy.

At the end of each fiscal year, financial records will be provided to an independent Accounting Firm, approved by the Board of Directors, for preparation of external Financial Statements

B. Financial Reporting

The Treasurer will work with the Accountant and the General Manager to produce monthly reports, which will allow the Board and the staff to ensure the organization is operating effectively. These reports typically include, but are not limited to, the following:

1. Statement of Operations (Income and Expense Statement)
2. Statement of Financial Position (Balance Sheet)
3. Statement of Cash Flows
4. Performance Measures and other relevant analysis

C. Budgets

The Club will have an annual budgeting process including both operational and capital elements that will be presented and approved by the board prior to the start of the next fiscal year.

Revisions to the annual budget will only be made if events of a material nature change budgeted outcomes to a significant degree.

Multi-year forecasting will be implemented to ensure that the replacement of capital assets is planned for and that sufficient cash flow is generated for that purpose.

D. Expenditures and Approvals

1. The board will establish four signatories for expenditures, including the GM and three board members. Approvals for expenditures will require approvals from two of the signatories. The Treasurer will not have any bank account signing authority.
2. Cheque runs and E-transfer requests prepared by the Club Accountant will have sufficient backup for review by the signers.
3. The GM codes the expenses and monitors spending as per the approved budget.
4. No single capital expenditure outside of the approved budget greater than \$5000.00 can be made without Finance Committee approval.

5. Wherever possible when material expenditures are planned, the GM will attempt to obtain multiple estimates for the work required or asset to be purchased. The BOD recognizes that for reasons including market conditions, supplier availability, or timing of required work, that sole sourcing may be the only option. Where this is the case, the GM will provide justification and receive Finance Committee approval before proceeding.
6. SLNC shall have an expense claim, purchasing and cash management procedure in the staff manual.
7. Generally, assets purchased with a value equal to or greater than \$1000 are capitalized. That said, it is up to the GM and Accountant to use professional judgement in this regard taking into account budget parameters and whether an expenditure extends the life of an existing asset.
8. Any staff issued a corporate credit card will sign an agreement annually which specifies the terms of use.
9. The GM has a \$1000 spending limit and must obtain Board approval on larger amounts. The exception to this is regularly purchased items such as fuel, merchandise, food etc. that are within the budget limits.
10. Legitimate costs incurred in the performance of SLNC business will be borne by the Club in accordance with the expense claim procedure. Approval must be sought ahead of time from an appropriate authority being the GM or BOD Chair.
11. SLNC will pay for any required maintenance on sponsored vehicles. Employees will pay for personal use fuel and will maintain logs for vehicle use identifying kilometers for Business or Personal Use, and will submit their log at the end of each fiscal year to the GM.
12. The GM may use a board briefing note to assist discussions with the Finance Committee in evaluating quotes for approved capital expenditures, or when a change in supplier providing over \$10k per annum of goods or services is desired

3.0 Strategic Planning Policy

Created: 2007-03-12
Revised: 2008-10-16
Revised: 2010-10-20
Revised: 2014-07-15
Reaffirmed: 2015-10-03
Revised: 2025-10-22

Preamble

The Board of Directors believes that long and short range planning is necessary to keep our organization focused and moving in a positive direction. It is, therefore, incumbent upon the Board to create both long and short range planning documents to guide the work of the organization.

Policy

The Board of Directors is committed to working with the membership to develop a Strategic Plan to guide the decisions and resource allocation of the Board over a suitable forward-looking timeframe (nominally five years). The Strategic Plan will describe the mission and goals of the club, will identify focal issues to be addressed for the duration of the plan, and will be used to guide major decisions and directions of the club's activities.

Procedures

A. Strategic Plan Development

A strategic plan will be developed when the board feels it necessary, or every 5 years. The Strategic plan will be developed over the ski season and will include extensive consultation with club members on issues and priorities.

B. Periodic Member Engagement

- a) A membership survey will be conducted periodically to gain feedback on club communication, activities and direction and quality of service.
- b) Informal small group meetings will be held to gather feedback from members as input to strategic plan development.

C. Annual Review

The board and staff will review progress on the strategic plan annually, and update the plan if

required.

D. Annual General Meeting Update

The Board will provide an update at the AGM on progress and issues arising out of the Strategic plan reviews.

4.0 Human Resources Policy

Created: 2015-10-26
Revised: 2016-11-22
Revised: 2020-10-05
Revised: 2025-10-22

Preamble

Sovereign Lake Nordic Club (SLNC) is committed to ensuring fair and equitable practices in managing their employees at all levels. These practices include providing clarity to the employees through consistent language, well-written job descriptions, a comprehensive staff procedure manual and thoughtful job performance evaluation processes.

Policy

SLNC is committed to maintaining a fair, respectful, and supportive environment for all employees, contractors, members and volunteers. Our Human Resources practices are guided by the principles of equity, transparency, and accountability, in compliance with the British Columbia Employment Standards Act, the BC Human Rights Code, and all other applicable legislation.

SLNC values its people as its greatest asset. We strive to ensure that all individuals are treated with dignity and respect and are provided opportunities for growth, development, and contribution to the Club's mission.

Procedures

A. Human Resources Committee:

The Board of Directors shall establish a Human Resources Committee comprised of 3 Board members, which will deal with matters such as hiring and dismissal, performance management, staff development and training. The Committee shall meet regularly and report to the Board monthly.

B. Staffing

The Club will establish three levels of staff:

- Level 1 - General Manager
- Level 2 - full-time year-round and full-time seasonal staff as designated by the HR Committee (e.g.: Coaches, Operations Manager, Mechanic, Groomer, Program

Administrator, etc.)

- Level 3- part-time seasonal (e.g.: front counter staff, instructors, coaches, part-time groomers)

C. Hiring and Dismissal

The Board of Directors shall determine the hiring and dismissal of the General Manager on recommendation from the Human Resources Committee. The only SLNC employee with authority for hiring and dismissal of other employees is the General Manager. (See Levels below for additional considerations).

1) Hiring

All hiring, with the exception of yearly rollovers of seasonal staff must be done through a public process that includes, at a minimum, the SLNC website and CCBC website where appropriate for the position.

For any new position the GM must get approval from the HR Committee Chair in writing (and where it has budget ramifications the Finance Committee). If the new position has governance or policy implications, Board approval is required to approve the position.

2) Dismissal

For all dismissals the HR Committee Chair must be consulted in writing prior to the termination whenever possible or immediately afterwards if before is not possible due to the severity of the cause for termination. Routine dismissal shall be determined by the GM. Non-routine dismissal shall be done in consultation with the HR Committee.

3) Levels

Hiring and dismissal of all Level 2 staff working directly for the General Manager shall be determined by the General Manager on recommendation of a selection committee comprised of the General Manager and a minimum of 1 member of the HR Committee.

The hiring and dismissal of Level 3 and all other staff shall be determined by the General Manager with assistance as appropriate by Level 2 positions or HR Committee.

D. Performance Management

The Human Resources Committee and General Manager shall establish a performance management system for all staff consisting of regular setting of priorities (targets) and periodic assessment of performance.

1) General Manager

The General Manager shall oversee day-to-day supervision and performance management of Level 2 staff. The General Manager shall report to the HR Committee on the performance assessments of all designated Level 2 staff.

The General Manager shall report to the HR committee who shall be responsible for day-to-day supervision, setting priorities and quarterly assessment of performance.

2) Other Staff

The Level 2 staff shall oversee day-to-day supervision and performance management of the Level 3 staff in their department.

4.1 Standards of Conduct Policy

Created: 2015-10-03

Revised: 2025-10-22

Preamble

This policy outlines standards of conduct for staff and all Board members within the Sovereign Lake Nordic Club (SLNC). These standards satisfy the expectations of employees and management for a Code of Professional behaviour that's common to all staff and the Board that conducts our business with all interested parties.

Policy:

At all times employees are to

- treat our members, customers and other employees with respect and dignity and
- maintain a working environment that is free from discrimination or harassment.
- support the role of management and consistently demonstrate alignment to organizational decisions
- respect confidentiality of information specifically ensuring that all member information is maintained confidential to the organization.
- treat all our partners, associates and service suppliers with respect
- follow the guidelines set out in the conflict of interest policy

At all times employees are expected to demonstrate the following attributes

- Initiative
- Willingness to learn
- Willingness to follow directions
- Honesty
- Dependability.
- Enthusiasm.
- Loyalty.
- Punctuality.

4.2 Conflict of Interest Policy

Created: 2015-10-03

Revised: 2025-10-22

Preamble

The purpose of this policy is to assist Sovereign Lake Nordic Club (SLNC) staff and Board members in recognizing and managing any conflicts between their private interests and their duties to SLNC; to facilitate ethical decision making within our organization; and promote member's confidence in the integrity of the club.

Policy

SLNC defines Conflict of Interest when a club member, staff or Board member's private affairs or financial interests are in conflict, or could result in the perception of conflict, with the club's duties or responsibilities in such a way that:

- The member's ability to act in the club's interest could be impaired; or
- The member's actions or conduct could be seen to undermine or compromise the wellbeing of the club; or
- The trust the club places on the staff or the Board members could be compromised.

Procedures

4.2.1 SLNC employees and Board members shall

- Perform their official duties in the SLNC's interest in a manner that is not biased or improperly impaired by private interests.
- recuse themselves from any hiring activities related to family members.
- not be direct supervisor of a family member.
- defer matters of performance, scheduling, discipline, or pay to other appropriate SLNC employees or Board members.
- be provided training on identifying, avoiding and resolving conflict of interest situations.
- not assist persons or organizations in their dealings with the SLNC where this would result in preferential treatment.

5.0 Communication Policy

Created: 2007-03-12
Reaffirmed: 2009-02-09
Revised: 2010-10-20
Revised: 2015-10-03
Revised: 2021-03-29
Revised: 2025-10-22

Preamble

The Sovereign Lake Nordic Club (SLNC) Board recognizes that they have been elected by the membership to work on their behalf and it is incumbent upon them to communicate with the membership and the community at large, in a timely fashion.

Policy

The SLNC Board is committed to the principle of open, two-way communication between members and the Board.

Procedures

A. Board Meeting Minutes

It is the secretary's responsibility to ensure effective minutes from the Board Meetings are taken. If the Secretary is not present, the Chairperson can appoint another director. The minutes are to be circulated to the Board prior to the next Board Meeting.

Board Meeting minutes from the previous meeting are to be approved at the current Board meeting. The minutes are then to be submitted for posting on the website within 7 days of approval.

B. In Camera Meetings

It is the discretion of the Board Chair to determine whether or not a portion of the meeting be identified as an *in-camera* session. There will be an opportunity for an *in-camera* session at all Board meetings. The Board Chair will announce when a discussion topic is *in-camera* and will advise on whether minutes will be recorded. A separate agenda for *in-camera* sessions will be prepared and the circulation restricted to the participants of the *in-camera* session.

Matters that will generally be dealt with in an *in-camera* session include, but are not limited to:

- Assessing, rewarding, or disciplining individuals;
- Discussions and dealings with other entities or persons where the information being discussed may compromise the relationship of the Club with them or its relationship with its stakeholders;
- Labour relations or human resources issues;
- Financial, personnel, contractual and/or other matters for which a decision must be made in which premature disclosure would be prejudicial;
- Matters related to civil or criminal proceedings;
- Personal health information related to an individual.

5.1 Internal Communications Policy

Created: 2010-10-20
Revised: 2021-03-29
Revised: 2025-10-22

Preamble

The Sovereign Lake Nordic Club (SLNC) Board recognizes that they have been elected by the membership to, among other duties, hire and supervise a General Manager who in turn hires and supervises the operational staff. This policy is designed to help all the Board members and staff to understand the appropriate protocol for communication.

Policy

The SLNC Board is committed to the principle of open two-way communication between employees and the Board. They are also committed to respecting the appropriate chain of command between the Board, the General Manager, and the employees and so understand that all staff/board communication should go through the General Manager.

Procedure

- A. The Board of Directors will communicate all operational suggestions directly to the General Manager.
- B. Staff will communicate policy issues through the General Manager that will be forwarded to the Board in a timely fashion.
- C. To ensure good internal communications, best efforts will be made to have select board members attend a minimum of 2 staff meetings per season (at season start and season end). Staff also may request a meeting with the Board through the manager on any issues of concern.
- D. Staff and Board members may be asked to work together on committees. In these situations, it is expected that both will communicate within the spectrum of the project they are working on.

To ensure staff receive timely communications, the General Manager will have regularly scheduled senior staff and all staff meetings and if necessary individual meetings.

5.2 External Communications Policy

Created: 2021-03-29

Revised: 2025-10-22

Preamble

The Sovereign Lake Nordic Club (SLNC) Board recognizes that they have been elected by the membership to, among other duties, provide accurate and timely information to the community at large. This policy outlines the appropriate protocol for external communication for Board members and the General Manager.

Policy

The SLNC Board is committed to providing accurate and timely communication with external stakeholders and the media. They are also committed to defining the appropriate roles and responsibilities between the Board and the General Manager with respect to external communications.

Procedure

- A. Media communications pertaining to such issues as SLNC policy, public health and safety, major accident or incident, closure of the club, or an event that adversely impacts members or stakeholders, will be the responsibility of the Board. The Board Chair will in most cases be the spokesperson for the Club unless determined otherwise by the Board. At the Board's discretion, the General Manager will act as the spokesperson for day-to-day operational media inquiries.
- B. External communications with BC Parks, Silver Star Mountain Resort and the City of Vernon relating to management agreements and matters of policy will be the responsibility of the Board.
- C. The General Manager, will be the spokesperson for general operations related communications.
- D. Website, E-Blasts and Social Media. The primary method of communications with members and the public will be through the club website, various other social media platforms and E-Blasts. E-Blasts will be distributed by email to all registered club members and will be produced biweekly during winter and monthly during the summer.



- E. Staff will update the website and social media daily during the operating season. The General Manager will be responsible for content and preparation of the E-Blasts.

6.0 Risk Management

Created: 2006-01-15
Revised: 2010-10-20
Revised: 2015-10-03
Revised: 2025-10-22

Preamble

Sovereign Lake Nordic Club (SLNC) recognizes that there are risks inherent in the operation of the organization and in the sport of Nordic skiing, Biathlon and snowshoeing.

Policy

SLNC is committed to minimizing risks to the organization, its members, and participants by being proactive in identifying, measuring, and controlling actual and potential risks. **Definition:** *For the purpose of this policy, risk is defined as any condition or circumstance that may result in injury, damage or loss to either individuals or organizations.*

Procedures

- A. Club operations shall be designed to:
 - Prevent or limit injury to participants, volunteers, and staff
 - Help protect SLNC and its volunteers and staff against liabilities
 - Reduce the cost of insurance
 - Improve the services provided to SLNC's customers
 - Practice sound business management
 - Enhance SLNC's image and reputation
- B. Prudent measures shall be taken to identify, measure and control both predictable and unforeseen risks
- C. Risk assessment procedures shall be developed to protect SLNC from accusations of negligence by establishing a "standard of care" that is defined by written or published standards, unwritten or unpublished standards (e.g., Typical practices within the Canadian sport system or industry) established precedent (e.g., case law) and common sense.
- D. The General Manager shall implement a Risk Management Plan that will give force to this policy within SLNC's operations.
- E. The General Manager will also be charged with the responsibility of reviewing all activities, events, and property and manage associated risks. If an activity is deemed necessary and it is assessed that insurance is an appropriate control measure for risks associated with the activity, action must be taken to ensure that insurance coverage is in place.

- F. The General Manager will keep the Board informed of incidents, practices or situations that are likely to lead to risk.

7.0 Coaching Standard

Created: 2005-10-13
Reaffirmed: 2008-10-16
Revised: 2010-10-20
Revised: 2015-10-03
Revised: 2025-10-22

Preamble

Sovereign Lake Nordic Club (SLNC) values the importance of qualified coaches in delivering safe, effective, and enjoyable programs. Certified coaching ensures consistency with provincial and national standards, supports athlete development, and helps maintain eligibility for grant funding. This policy sets the standard for required certifications and confirms the Club's support for training both paid and volunteer coaches.

Policy

Head coaches shall have, or be capable of achieving, Competitions Coaching Development (CCD) certification. This is a requirement for coach grant funding.

All volunteer coaches and instructors working within the Skier Development Program, or the Ski School Program, must meet Nordiq Canada or CANSI's requirements for coaching.

Procedures

The Club will communicate when training is available and pay fees for coaching certification for both paid and volunteer coaches with prior approval of the GM.

8.0 Biathlon Range Usage

Created: 2005-10-10
Revised: 2010-10-20
Revised: 2015-10-03
Revised: 2025-10-22

Preamble

Sovereign Lake Nordic Club (SLNC) strives to promote Nordic activities in a fun and safe manner, including Biathlon, which needs special consideration due to the nature of the sport.

Policy

SLNC expects all members to act in accordance with the International Biathlon Union, federal, provincial, and municipal laws and regulations and in accordance with the SLNC biathlon range policy and procedure.

Procedures

- A. The GM shall update and maintain a section of the Operating Manual that provides details on the use of the biathlon range. This section shall include, but is not limited to, licensing requirements, access control, overall usage, clean up, and other best practices.
- B. The GM shall take measures to ensure that all users are aware of these best practices, and routinely check that practices are being followed.

9.0 Health and Safety

Created: 2007-11-15
Reaffirmed: 2009-02-09
Revised: 2010-10-20
Revised: 2015-10-03
Revised: 2025-10-22

Preamble

Sovereign Lake Nordic Club (SLNC) will operate in a manner that protects its workers, members and guests while respecting our environment. SLNC believes that the health and safety of our employees, members and guests is our primary objective and everyone involved with the club shares the responsibility.

Policy

SLNC will maintain a safety program that will follow the program outlined in the Health and Safety Manual found in the Club Risk Management document.

Procedures

SLNC will:

- Meet or exceed regulatory requirements,
- Encourage members and guests take responsibility for their personal safety and the safety of others
- Implement corrective actions necessary to continually improve SLNC's safety performance.

Staff have the right to refuse unsafe work or unsafe work practices, and shall report concerns promptly to their supervisor, or the Joint Health and Safety Committee.

The General Manager will be responsible for developing and maintaining an Emergency Response Plan (ERP), and making it readily available to staff, shall confirm that staff adhere to the ERP. The ERP will describe the procedures that staff must follow in the event of an emergency and will include a regular inspection procedure to ensure the maintenance of emergency equipment and the safety of SLNC facilities.

10.0 Dog Policy

Created: 2009-01-12
Revised: 2018-11-26
Revised: 2025-10-22

Preamble

The Sovereign Lake Nordic Club (SLNC) understands some people wish to ski with their dogs and accepts that some individuals feel threatened by dogs. This policy attempts to find a fair balance between the interests of both.

All skiers using the Club's approved Dog Trails are required to be aware of this policy.

The purpose of this policy is:

- A. To promote responsible use of the trails and by those individuals skiing with dogs.
- B. To limit SLNC's liability arising from incidents involving dogs
- C. To encourage mutual respect between those who ski with dogs and those who do not.
- D. To prescribe areas where dogs are permitted and to allow for flexibility to accommodate specific events which may take place on the Club's trails.
- E. To outline procedures for responding to incidents regarding dog and owner behaviour.

Policy

Skiers may ski with their dogs in designated areas only. Trail users who bring their dogs to SLNC trails will take responsibility to not interrupt the enjoyment or safety of other skiers. Members and day trail users are encouraged to respectfully speak with those who may not be complying, as well as report unsafe situations to counter staff or management.

Procedures

A. Dog Permitted Areas

Dogs are permitted in the Dog Permitted Areas, as shown on the SLNC website, and must be under the full control of their owners. The GM may grant access for dogs outside the Dog Permitted Areas in special and limited circumstances. Such permission must be received in writing from the GM and include the description of additional permitted area(s).

B. Complaint of a dog bite or aggressive behaviour

If a dog bites a human or another dog or displays aggressive behaviour while at any of SLNC's trails or general facilities, the owner of the dog will be contacted immediately by SLNC staff or a member of the SLNC Board. In the interest of safety, the dog's trail privileges will be withdrawn immediately for the duration ski season.

C. Conditions for the use of the Sovereign Lake Dog Trails

1. Dog Owners MUST have either a valid day ticket or season pass.
2. All skiers with their dogs are only permitted on the designated xc ski dog trail network.
3. Dogs must be on a leash or skijoring harness AT ALL TIMES in the parking lot, adjacent buildings, and on trails.
4. Dogs are not permitted inside SLNC facilities, including the Black Prince Cabin.
5. Owners are fully responsible for their dogs. Where an incident involving a dog takes place, the owner is 100% responsible.
6. Aggressive behaviour towards humans or other dogs (e.g. charging, growling, snapping, and jumping on people or other dogs) is unacceptable.
7. The owner is responsible for ensuring he/she has adequate skiing abilities to stay in control of their dog at all times, on all permissible terrain.
8. Dog Owners must clean up after their dog and dispose of their waste in the available receptacles or carry with them until a receptacle is available. It is unlawful to litter in a Provincial Park.
9. Report all unsafe practices to lodge counter staff immediately.
10. Respect the space of others and keep your dog under control at all times.
11. Pass other skiers with or without dogs slowly and with plenty of warning.
12. There is an expectation that trail users who bring their dogs to SLNC will take responsibility for ensuring common consideration on all trails. Members and day trail users are encouraged to respectfully speak with those who may not be complying, as well as report unsafe situations to counter staff or management.
13. Violation of any element of this policy will lead to the immediate confiscation of the



Dog Owners pass for the remainder of the day and suspension of Dog Trail privileges for the season.

12.0 Criteria for allowing outside instruction/coaching or commercial service within the SLNC Permit Area

Created: 2013-03-13

Revised: 2015-10-20

Re-affirmed: 2025-10-22

Preamble

The Sovereign Lake Nordic Club (SLNC) has been granted exclusive rights by BC Parks to charge fees and operate programs within our permit area (as defined in the Park Use Permit) and as approved in the Annual Operating Plan.

Policy

SLNC recognizes that large group visits are important to achieving our goals as a club and that sometimes these groups do travel with their local ski pros. SLNC will consider activities such as coaching/instruction or commercial service providing they meet criteria required of their grouping and are viewed in the best interest of SLNC by the Board and Management.

Group A includes the following:

- CCC Sanctioned Clubs, who travel to our facility, to offer programs to their members.
- Educational Groups traveling from out of area with their own instructors and students.
- Groups with full time/full season coaches traveling for variety or snow.

SLNC generally grants access to these groups conditional to the following criteria.

1. These groups must allow SLNC first right of refusal on additional coaching/instructional needs.
2. These groups must not compete with core products offered by SLNC.

Group B includes the following:

1. Commercial Tours from out of town.
2. Commercial Products complimentary to SLNC vision
3. Not-For-Profit products complimentary to the SLNC vision

SLNC considers contract use of our facility to Group B conditional to the following criteria.

1. \$10 million 3rd party liability insurance naming SLNC and all other required partners.

2. Non-competitive with existing core products/services.
 - a. Contracted product must not detract or compete directly with our core product/programs
 - b. Contracted products must not create market confusion.
 - c. Contracted product must not compete for staffing resources
3. Congruent to current MOU between BC Parks and Resort Division Branch of FLNR.
4. Work Safe BC registration and coverage for all employees.
5. Function under SLNC code of conduct for employees/contractors.
6. Discretion of the SLNC board/management.
7. Written contract stating terms and fees.

Instructional programs, coaching or commercial enterprises, which do not fit the above criteria, are not permissible within SLNC's permit area as stated in our exclusive commercial BC Parks Use Permit.

12.0 Environmental Policy

Created: 2024-05-29

Preamble

Sovereign Lake Nordic Club (SLNC) is committed to doing business in a manner that effectively manages our impact on the environment and continually reduces resource consumption and the carbon footprint associated with operations.

Policy

SLNC will operate as an industry leader in continual reduction of resource consumption and environmental emissions on the path of becoming a zero emissions operation, while preparing for anticipated threats to operations. The club will also enhance awareness of employees, visitors, and customers on the importance of protecting the natural environment where we ski and snowshoe. Furthermore, SLNC shall:

- Comply with all relevant environmental regulatory requirements related to our operations, recreational activities, and our development projects.
- Work closely with BC Parks to understand the unique responsibilities that come from operating in a provincial park.
- Effectively manage our environmental impacts, including prevention of air, water, and soil pollution.
- Actively consider and work to reduce our consumption of resources, our carbon footprint and associated effects on climate change arising from all our activities.
- Educate and train employees related to their role in reducing environmental impact.
- Select suppliers with environmentally friendly products and services, and with forward-looking environmental practices that align with those of SLNC, wherever feasible.
- Communicate SLNC environmental aims, objectives, and improvement measures to all staff, members, visitors, day users, rights holders, and external stakeholders.

All of SLNC's staff and Board of Directors are responsible to protect the environment and improve the environmental performance of the organization.

Procedure

- A. SLNC will regularly (nominally annually) review opportunities to reduce resource consumption and environmental emissions, and actively seek to implement such opportunities throughout the year.
- B. SLNC will report to the board of directors and members on improvements undertaken

- and associated environmental improvements on a yearly basis.
- C. Staff training shall include an overview of SLNC's activities on environmental sustainability, relevant environmental regulatory requirements, BC Parks environmental management expectations, how staff work contributes to emissions, and encourage employees to actively provide suggestions on where consumption and emissions can be reduced.
 - D. SLNC will operate and maintain its facilities in accordance with the regulations and requirements outlined above.

13.0 Indigenous Access Policy

Created: 2025-08-18

Preamble

Sovereign Lake Nordic Club (SLNC) believes that fostering inclusion, accessibility, and reconciliation is central to the values of our organization. Providing complimentary access to our facilities for Indigenous peoples acknowledges the deep cultural and historical connection that Indigenous communities have with the land on which we operate.

The Board (or the Club) recognizes that removing financial barriers to sport and recreation is a meaningful step toward building relationships of trust, respect, and equity.

Policy

The Board of Directors commits to offering complimentary day tickets, season passes, and equipment rentals to all individuals who self-identify as Indigenous. This policy applies to all people who self-identify as indigenous.

The purpose of this policy is to:

- Ensure equitable access to sport and recreation for Indigenous peoples.
- Strengthen relationships with Indigenous communities through inclusion.
- Acknowledge the historical and ongoing stewardship of the land by Indigenous peoples.

Procedures

A. Eligibility

1. Complimentary access will be extended to all individuals who self-identify as Indigenous.
2. Proof of identity or documentation will not be required; self-identification will be accepted and respected.

B. Access Process

1. Individuals may request their complimentary day ticket, and/or rental through the ticket office.
2. Individuals may request their complimentary season pass by contacting the Director of Operations.
3. Staff will provide assistance in a respectful, welcoming, and supportive manner.
4. Rentals will be subject to equipment availability.

C. Communication

1. This policy will be publicly shared through the organization’s website, social media, and promotional materials.
2. The Club will engage with local Indigenous communities to ensure awareness of the program and to receive feedback for improvement.

D. Review

1. Feedback from Indigenous participants and community partners will guide updates to ensure the policy remains meaningful and effective.