

# Orienteering British Columbia

## Policy and Procedures Manual



©Adrian Zissos 2012

©OBC, Vancouver, British Columbia

Version 3.2

September, 2018

---

# TABLE OF CONTENTS

<b>1</b>	<b><i>Introduction and Statement of Objectives</i></b>	<b>4</b>
1.1	Description of Association	4
1.2	Vision Statement	4
1.3	Mission Statement	4
<b>2</b>	<b><i>Organization and Personnel of Orienteering British Columbia</i></b>	<b>5</b>
2.1	Board of Directors	5
2.2	Volunteers	5
2.3	Contract Workers	5
<b>3</b>	<b><i>Membership and Clubs</i></b>	<b>5</b>
3.1	Membership in OBC	6
3.2	Member Clubs of OBC	6
3.3	Membership Grants	6
3.3.1	Grants for junior orienteers	6
3.3.2	Grants for high performance program athletes	6
<b>4</b>	<b><i>Meetings</i></b>	<b>6</b>
4.1	Annual General Meeting	7
4.2	Extraordinary General Meetings	7
4.3	Board of Directors Meetings	7
<b>5</b>	<b><i>Privacy Policy</i></b>	<b>8</b>
<b>6</b>	<b><i>Conflict of Interest</i></b>	<b>10</b>
6.1	Rules for avoidance of conflict of interest	10
6.2	Conflict Resolution	10
<b>7</b>	<b><i>Harassment</i></b>	<b>11</b>
<b>8</b>	<b><i>Dispute Resolution</i></b>	<b>12</b>
<b>9</b>	<b><i>Contract Workers and Volunteers</i></b>	<b>13</b>
9.1	Contract worker policies	13

9.2	Screening contractors and volunteers .....	13
9.3	Codes of conduct.....	13
9.3.1	Officials .....	14
9.3.2	Coaches.....	15
9.3.3	Participant/athlete Code of Conduct.....	15
9.3.4	Volunteers.....	16
10	<b><i>Commitments to the community.....</i></b>	<b>17</b>
10.1.1	Equity and Access .....	17
10.1.2	Drug Free Environment .....	17
10.1.3	Commitment to fair play .....	17
11	<b><i>Events Officials.....</i></b>	<b>18</b>
12	<b><i>Competitions.....</i></b>	<b>19</b>
12.1	BC Championships.....	19
12.1.1	Hosting .....	19
12.1.2	Eligibility and awards.....	19
12.1.3	Financial Assistance.....	19
12.1.4	Format .....	19
12.2	Western Canadian Championships.....	19
12.3	Canadian Championships.....	20
13	<b><i>Clinics and Training Camps .....</i></b>	<b>21</b>
13.1	Junior Training Camps .....	21
13.2	Adult Training Camps .....	21
13.3	Officials and Coaches Training Clinics .....	21
14	<b><i>Maps.....</i></b>	<b>22</b>
14.1	Standards.....	22
14.2	Copyright .....	22
14.3	Map Identification.....	22
14.4	Use of Maps .....	22
14.5	Map Levy .....	22
15	<b><i>Financial .....</i></b>	<b>23</b>
15.1	Banking and Signing Powers .....	23

<b>15.2</b>	<b>Financial Accounting Reports and Controls.....</b>	<b>23</b>
15.2.1	Deposit Procedures .....	23
15.2.2	Cheque Requisitions .....	23
15.2.3	Visa Account .....	<b>Error! Bookmark not defined.</b>
15.2.4	Audit Controls.....	23
15.2.5	Accounting Methods .....	23
<b>15.3</b>	<b>Expenses.....</b>	<b>23</b>
15.3.1	Travel .....	23
15.3.2	Other Expenses.....	23
<b>16</b>	<b>Insurance .....</b>	<b>25</b>

# 1 INTRODUCTION AND STATEMENT OF OBJECTIVES

## 1.1 DESCRIPTION OF ASSOCIATION

The policy manual of Orienteering British Columbia (OBC) is a compilation of policies explicitly set by either the membership at the Annual General Meeting or the Board of Directors at their meetings, or adopted practices that have evolved in the organization over the years. This manual is intended as a guide as to the how the sport of orienteering is conducted in British Columbia. The statements made here in no way supersede policy set down by the constitution or bylaws of OBC, by the minutes of the Annual General Meetings, or by the Orienteering Canada rule book. In addition, the Orienteering Canada Policies<sup>1</sup> are to be used as a guide for policies not explicitly discussed here.

## 1.2 VISION STATEMENT

The Orienteering BC is the leading authority for the development and management of the sport of orienteering in the province. OBC supports close links with Orienteering Canada, and with other western orienteering associations, in order to maximize resources and opportunities for its membership. It provides an annual schedule of orienteering opportunities for new and experienced orienteers. OBC endeavors to offer sport access for all persons in the province. The organization strives to conduct the business of managing orienteering in the province in a professional manner. OBC is in a state of continuous development in improving the critical elements of the sport: coaching, officiating, hosting of events, mapping, and training for athletes. OBC also facilitates, with funding and encouragement, the sharing of resources and expertise between member clubs in the province of BC.

## 1.3 MISSION STATEMENT

OBC provides orienteering opportunities for the development of all levels of orienteers, coaches, officials and interested athletes through coordination and hosting of a comprehensive schedule of activities and events, by communicating well with its members, by managing its resources well, and by maintaining close links to its partners in the delivery of sport in the province.

---

<sup>1</sup> <http://www.orienteering.ca/about/policies/>

## 2 ORGANIZATION AND PERSONNEL OF ORIENTEERING BRITISH COLUMBIA

### 2.1 BOARD OF DIRECTORS

The executive or executive committee are also known as the Board of Directors. The OBC Board consists of volunteers, who are elected by full association of members at the Annual General Meeting (AGM) (see Bylaw article 4.d.i).

The Board of Directors shall consist of:

- President
- Secretary
- Treasurer
- Members at Large

The duties of each Board member are defined in the OBC Bylaws 4.f.

### 2.2 VOLUNTEERS

Orienteering is largely run by volunteers. A volunteer is an individual who chooses to undertake a service or activity – someone who is not coerced or compelled to do this activity; who does this activity in service to an individual or an organization, or to assist the community-at-large; and who does not receive a salary or wage for this service or activity.

The use of volunteers is preferred where available. The volunteer ethic is to be encouraged, and respect should be paid to the feelings of volunteers in any action made on behalf of the sport of orienteering. Workshops and conferences will be offered to members of the OBC Board of Directors and club volunteers to help train them in various volunteer skills.

When recruiting for a major volunteer task (with great responsibility for overseeing many others), an open selection process should be used with adequate advertising. This is to give an opportunity for all interested people to apply for the position. The volunteer opportunity will be advertised using e-mail to OBC members and member clubs, as well as posting on the OBC and member club websites and social media sites, where applicable.

### 2.3 CONTRACT WORKERS

If a suitable volunteer cannot be found for a task, OBC may advertise a paid contract position. See [9.0 Contract Workers & Volunteers](#) for details on contract worker policy.

## 3 MEMBERSHIP AND CLUBS

### 3.1 MEMBERSHIP IN OBC

An OBC member joins through a BC orienteering club; a local club membership includes membership in OBC. A member is recognized in one of the following three membership categories: junior, individual, or family.

At present, OBC does not charge any membership dues. Any changes in the membership fee structure must be voted on at an AGM, as per OBC Bylaw 1.b.

### 3.2 MEMBER CLUBS OF OBC

As of 2018, the active member clubs in BC are:

Greater Vancouver Orienteering Club (GVOC), Vancouver

Victoria Orienteering Club (VICO), Victoria

Sage Orienteering Club (SAGE), Kamloops, Shushwap, Okanagan

Kootenay Orienteering Club (KOC), East and West Kootenay's

Williams Lake Orienteering Club (WLOC), Williams Lake

Any new club that wishes to join OBC must apply to the Board of Directors. Entry of a new member club is at the sole discretion of the Board of Directors.

### 3.3 MEMBERSHIP GRANTS

#### 3.3.1 GRANTS FOR JUNIOR ORIENTEERS

OBC will, whenever financially possible, provide grants to BC juniors who attend approved provincial or national orienteering training camps (e.g. the *Sass Peepre* training camp), or compete in Provincial, Regional or National Championships. To qualify, a junior should be a resident of BC for a minimum of 6 months, and be a member in good standing of a local member club.

#### 3.3.2 GRANTS FOR HIGH PERFORMANCE PROGRAM ATHLETES

OBC will, whenever financially possible, provide grants to junior and senior athletes representing Canada at the Junior World Orienteering Championships, the World University Orienteering Championships or the World Orienteering Championships, to help cover competition expenses. These athletes should be a resident of BC for a minimum of 6 months, and be an active member of a local member club.

## 4 MEETINGS

#### **4.1 ANNUAL GENERAL MEETING**

OBC must hold an AGM once per year, as per the OBC Bylaw 3.1.1.

The details of calling a meeting, notifying members, and voting procedures can be found in the OBC Bylaws 3.1 (Annual General Meeting), 4 (Voting) and 10 (Notices).

#### **4.2 EXTRAORDINARY GENERAL MEETINGS**

Extraordinary General Meetings may be called by the Board of Directors, or by application to the Secretary with support of 10% of the total voting membership. See OBC Bylaws 3.3. (Extraordinary General Meetings), 4 (Voting), and 10 (Notices) for complete and most current details.

#### **4.3 BOARD OF DIRECTORS MEETINGS**

The Board of Directors must meet at least 4 times per year, as per the OBC Bylaw 4.e.i. These meetings are scheduled by the OBC President.



## 5 PRIVACY POLICY

OBC, as a non-profit organization registered under the *Societies Act*, is regulated by the *Personal Information Protection Act* (PIPA) of British Columbia<sup>2</sup>. This policy is to fulfill the obligation under PIPA to:

“(a) develop and follow policies and practices that are necessary for the organization to meet the obligations of the organization under this Act (i.e. PIPA),

(b) develop a process to respond to complaints that may arise respecting the application of this Act, and

(c) make information available on request about

(i) the policies and practices referred to in paragraph (a), and

(ii) the complaint process referred to in paragraph (b).”

OBC only collects and stores personal information on members as required by sports funding agencies, such as *viaSport* or *Sport BC*. However, all OBC member clubs that collect membership information are bound by this privacy policy. The OBC President is responsible for making sure this policy is followed by OBC and the member clubs.

Only personal information necessary for providing membership or competitor services shall be collected. For members this includes: first and last names, address, phone number, birthdate, gender and e-mail address (optional). At the site of a competition, for safety reasons, the event director may request information as to the vehicle the person arrived in and a cell phone number, if available. By the fact that the member or competitor provides this information, consent to collect this information is considered to be implied.

This information will only be provided to others as necessary for the provision of member or competitor services, for safety purposes, to canvass for volunteers to help with the running of the association, to advertise association events or meetings, or to meet federal, provincial, or funding agency requirements. Member or competitor information will never be sold or given to anyone else. A member’s name will be removed from mailing lists if they so request.

Competitors must be informed that their names and results may be publicized by, for example, posting on a web-site unless they request otherwise.

---

<sup>2</sup> [http://www.bclaws.ca/EPLibraries/bclaws\\_new/document/ID/freeside/00\\_03063\\_01#section14](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_03063_01#section14)

For members of the Board, volunteers, or employees, other information may be collected to perform background checks. This information will only be reviewed by the committee involved in the hiring or selection process.

Should any complaints arise, they should be dealt with as per the dispute resolution process outlined in this policy manual (see 0 Dispute Resolution).

## 6 CONFLICT OF INTEREST

The standard of behavior at OBC is that all contractor, volunteers, and Board members scrupulously avoid conflicts of interest between the interests of the OBC on one hand, and personal, professional, and business interests on the other. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest. Conflicts of interest include both financial and non-financial interests.

This policy is to protect the integrity of the OBC decision-making process, and to protect the integrity and reputations of volunteers, contractors, and Board members.

### 6.1 RULES FOR AVOIDANCE OF CONFLICT OF INTEREST

An OBC volunteer, contractor or Board member will not:

- engage in any business or transaction, or have a financial or other personal interest that is incompatible with their official duties in OBC, unless such business, transaction or other interest is properly disclosed in accordance with this policy;
- knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration, or might seek, in any way, preferential treatment;
- in the performance of their official duties, accord preferential treatment to family members, friends or colleagues, or to organizations in which their family members, friends or colleagues have an interest, financial or otherwise;
- derive personal benefit from information that they have acquired during the course of fulfilling their duties with OBC, where such information is confidential or is not generally available to the public;
- use OBC property, equipment supplies or services for activities not associated with the performance of official duties with OBC without permission.

### 6.2 CONFLICT RESOLUTION

All real or perceived conflict of interest will be disclosed to the OBC Board of Directors for resolution using the Dispute Resolution guidelines (refer to 0 Dispute Resolution).

## 7 HARASSMENT

Harassment may be one incident or a series of incidents, and may be intentional or unintentional. Harassment is a form of discrimination and a violation of the law when it is on the basis of a prohibited ground of discrimination as protected by Human Rights legislation (i.e.: race, national or ethnic origin, color, religion, family status, sex (including pregnancy), sexual orientation, age, marital status, physical or mental disability, pardoned conviction). Harassment may also include inappropriate behaviour that is not related to a protected ground under Human Rights legislation.

If a member, volunteer or employee (individual) believes that they are being harassed, the following action should be taken:

- Tell the alleged harasser to stop, even if the person holds a position of authority in OBC or at the event. The individual should immediately state that the behaviour is offensive, unwelcome, and that it must stop.

If the alleged harassment continues, or if the individual doesn't feel comfortable telling the alleged harasser to stop, the individual should immediately report the alleged harassment to one of the following:

- His/her immediate supervising orienteering member, meet director, program director;
- Member of the OBC Board responsible for the program;
- The OBC President.

OBC will follow the guidelines of the Orienteering Canada Harassment policy of investigation, hearing and decision, confidentiality, and appeal process<sup>3</sup>.

---

<sup>3</sup> [http://www.orienteering.ca/wordpress/wp-content/uploads/Policy\\_CodeOfConductAndEthics.pdf](http://www.orienteering.ca/wordpress/wp-content/uploads/Policy_CodeOfConductAndEthics.pdf)

## 8 DISPUTE RESOLUTION

Good decision-making is served by transparency. When disputes occur, the member, athlete, coach, volunteer, or contractor may bring the issue to the OBC Board of Directors for their consideration. Depending on the issue, a committee of three or more members of the Board, who have no conflict of interest, may be formed to address the request at the next Board meeting and report back the duly recorded issue and decision.

To provide for an effective alternative dispute resolution between OBC and its members, athletes, volunteers, coaches and contractors, and to avoid the harm of litigation, OBC supports the principles of Alternative Dispute Resolution and is committed to techniques of mediation and arbitration as effective ways to resolve disputes with its members. Accordingly, opportunities for mediation may be pursued at any point in a dispute where it is appropriate and where such a course of action would be mutually beneficial.

In the event a dispute persists after internal avenues of decision-making and appeals have been exhausted, the Board of Directors may request an Extraordinary General Meeting, or an application may be made in writing to the OBC Secretary to call an Extraordinary General Meeting if such a request is supported by 10% of the total OBC membership. If needed, disputes can then be taken to the Orienteering Canada Board.

In the event a dispute persists after these avenues of decision-making and appeals have been exhausted (OBC Board, AGM or Extraordinary General Meeting, and the Orienteering Canada Board), opportunities for arbitration may be pursued through the Sport Dispute Resolution Centre of Canada.

## 9 CONTRACT WORKERS AND VOLUNTEERS

### 9.1 CONTRACT WORKER POLICIES

When a suitable volunteer cannot be found, OBC may advertise a paid position. The OBC Board of Directors should ensure that all paid positions are adequately advertised to the membership through email and website postings.

A standard contract between the contractor and OBC should be drawn up prior to work being started. This contract should clearly state that all persons hired by OBC are to be considered independent contractors, and should be advised that it is his or her responsibility to ensure BC labour laws are adhered to.

Salary is dependent on task and OBC budget.

### 9.2 SCREENING CONTRACTORS AND VOLUNTEERS

OBC reserves the right to screen paid contractors, consultants or volunteers. OBC shall screen a contractor, consultant, or volunteer if the position requires the individual to be alone unsupervised with persons identified as vulnerable (a vulnerable person is an individual who has difficulty protecting him or herself from harm temporarily or permanently, and is at risk because of age, disability, handicap or situation).

Position postings and descriptions will clearly set out responsibilities of the positions and will indicate any screening requirements. Applicants will provide needed contact information upon request (these may include reference checks, medical exam, driver's record, police records check) and give needed permission as a condition of application/consideration for the position.

Screening process may include: interviews, reference checks, or police record checks. Contractors or volunteers will be supervised and evaluated by a member of the OBC Board or delegated committee/committee member. Contractors or volunteers may be evaluated by program participants or supervisors during the program, or as a follow-up activity.

### 9.3 CODES OF CONDUCT

It is important for all members of, and who represent, OBC to conduct themselves in a manner that does not bring the reputation of OBC into disrepute. The following codes of conduct have been developed for the various roles played by members of OBC, to ensure no ambiguity in the conduct OBC expects from its members.

### 9.3.1 OFFICIALS

OBC administers Orienteering Canada's Officials Program and adheres to the *Orienteering Canada Orienteering Competition Rules Section 7.7 Officials*. In addition, OBC adopts the following code of ethics for Officials participating within BC. All officials should have participated in and passed the Officials Certification Program as outlined by Orienteering Canada, and offered by Certified Instructors within each province. All officials are volunteers.

*Officials have the responsibility to:*

- treat everyone fairly within the conduct of their duties, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status;
- consistently display high personal and moral standards of judgment and competency which includes self-control, responsible and respectful behaviour, consideration for others' physical and emotional well being, and courtesy and appropriate manners in public places and at any event;
- project a favourable image of orienteering and the roles of the officials;
- be impartial and conduct their duties in a manner which reflects the spirit and intent of the rules and regulations set by Orienteering Canada and followed by OBC;
- consider the safety and health of all involved at all times;
- do their utmost to provide participants with fair and equitable opportunities to perform to their potential;
- promote a positive sporting spirit and environment for all involved;
- abstain from the use of illegal drugs and from immoderate consumption of alcohol during the conduct of their duties; and
- refrain from the use of profane, insulting, harassing or otherwise offensive language or behaviour during the conduct of their duties.

If an official appears to have exhibited behaviour or conduct that is in conflict with the above statements, the disciplinary action will follow as per the *Orienteering Canada Discipline Policy*<sup>4</sup>.

---

<sup>4</sup> [http://www.orienteering.ca/pdfs/policy/Policy\\_Discipline.pdf](http://www.orienteering.ca/pdfs/policy/Policy_Discipline.pdf)

### 9.3.2 COACHES

OBC administers and follows, in principle, the program and philosophy of the National Coaching Certification Program. OBC adheres to the *Orienteering Canada Orienteering Competition Rules Section 7.8 Coaches and Spectators*. In addition, OBC has adopted the Coaching Association of BC's (CABC) Coaching Code of Conduct<sup>5</sup>. OBC is a member of CABC and ensures its coaches are aware of this organization's services and resources.

The athlete/coach relationship is a privileged one. Coaches play a critical role in the personal as well as the athletic development of their athletes. They must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. Coaches must also recognize that they are conduits through which the values and goals of orienteering are channeled. Thus, how an athlete regards his/her orienteering is often dependent on the behaviour of a coach.

*Coaches must:*

- ensure the safety of the athlete with whom they work;
- at no time become intimately and/or sexually involved with their athletes. This includes requests for sexual favours or threat of reprisal for the rejection of such requests;
- respect the athlete's dignity; verbal or physical behaviours that constitute harassment or abuse are unacceptable (see **Error! Reference source not found.** OBC Harassment Policy);
- never advocate or condone the use of illegal drugs or banned performance-enhancing substances; and
- never provide under-age athletes with alcohol.

If a coach appears to have exhibited behaviour or conduct that is in conflict with the above statements, the disciplinary action will follow as per the *Orienteering Canada Discipline Policy*<sup>6</sup>.

### 9.3.3 PARTICIPANT/ATHLETE CODE OF CONDUCT

OBC adheres to *Orienteering Canada's Competition Rules Section 8.0 Duties and responsibilities of participants*.

---

<sup>5</sup> <http://www.coachesbc.ca/coaching/codes/code-of-conduct>

<sup>6</sup> [http://www.orienteering.ca/pdfs/policy/Policy\\_Discipline.pdf](http://www.orienteering.ca/pdfs/policy/Policy_Discipline.pdf)



If at an event, a participant/athlete appears to have exhibited behaviour or conduct that is in conflict with the above statements, the disciplinary action will follow standard procedures as outlined in the *Orienteering Canada Orienteering Competition Rules Section 10 Violation of Competition Rules*. If the conduct is not attended to within this framework then the disciplinary action will follow standard procedures as per the *Orienteering Canada Discipline Policy*<sup>7</sup>.

#### 9.3.4 VOLUNTEERS

OBC recognizes that volunteers are the key to the continued success of orienteering in Canada. It is the responsibility of each member club president to ensure the following guidelines are communicated within the member club. This is to ensure that the image of orienteering, and the relationship that local member clubs have with various local parties, such as municipalities and permitting officials, is not adversely affected.

*Volunteers should:*

- treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status;
- consistently display high personal and moral standards of judgment and competency which includes self-control, responsible and respectful behaviour, consideration for others' physical and emotional well being, and courtesy and appropriate manners in public places and at any event;
- be aware that they are the public face of orienteering, and should project a favourable image of orienteering;
- refrain from the use of profane, insulting, harassing or otherwise offensive language or behaviour during the conduct of their duties.

---

<sup>7</sup> [http://www.orienteering.ca/pdfs/policy/Policy\\_Discipline.pdf](http://www.orienteering.ca/pdfs/policy/Policy_Discipline.pdf)

## 10 COMMITMENTS TO THE COMMUNITY

OBC is committed to the following:

### 10.1.1 EQUITY AND ACCESS

OBC is committed to ensuring that all its members and other interested parties, of any gender, able-bodied or disabled (physically or intellectually), Indigenous peoples, and/or other under-represented groups, have equal access to a complete range of opportunities within all aspects of the sport. In addition to value statements, OBC adopts the *Orienteering Canada Equity and Access Policy*, with additions. OBC will:

- ensure that all Canadians at all levels have equal opportunity to participate, compete, coach, officiate, administer, organize, and lead in a fair and an unbiased environment;
- strive to have a gender balance on its Board of Directors and committees;
- offer free childminding at Canada Cup and Provincial meets (where possible);
- offer family membership rates and reduced entry fees for juniors;
- encourage meet directors to allow split start times for parents (one early start and one late option);
- offer a variety of courses to choose from so that anyone can participate in any event, regardless of their physical ability; and
- mandate that all local and championship events are open to any participant.

### 10.1.2 DRUG-FREE ENVIRONMENT

Each orienteering athlete in BC is responsible for knowing what constitutes an anti-doping rule violation (World Anti-Doping Association's "The CODE") and the substances and methods which have been included on the prohibited list published and revised from time to time by WADA<sup>8</sup>. OBC adheres to the *Orienteering Canada Orienteering Competition Rules Section 8.3.5 Forbidden Aids*.

### 10.1.3 COMMITMENT TO FAIR PLAY

OBC adheres to and promotes the *Orienteering Canada Orienteering Competition Rules Section 1 General Rules*.

---

<sup>8</sup> <http://www.wada-ama.org/en/World-Anti-Doping-Program/Sports-and-Anti-Doping-Organizations/International-Standards/Prohibited-List/>

## 11 EVENTS OFFICIALS

In order to provide high quality orienteering events and to minimize risks to the organization, the key officials consisting of event director, course planner, and controller associated with any OBC-accredited event must be certified Orienteering Canada officials. Orienteering Canada certification guidelines will be followed. Please see the Orienteering Canada Officials resource section for the most up-to-date guidelines<sup>9</sup>.

---

<sup>9</sup> <http://www.orienteering.ca/resources/officials/>

## 12 COMPETITIONS

### 12.1 BC CHAMPIONSHIPS

Hosting an annual BC Orienteering Championship is a main goal for OBC, and should be a priority event for all BC clubs and members.

#### 12.1.1 HOSTING

As OBC does not have the means to host this event, the right to hold these championships is awarded to the member clubs on a rotation system. When a club is not able to host the championships when it is their turn, another club with the means to host the event will be asked to fill in for that year.

#### 12.1.2 ELIGIBILITY AND AWARDS

Eligibility is open to all residents of BC. A resident is defined as a person who has resided in BC for at least 6 months prior to the championship event and is a current member of an OBC orienteering club. Canadian Immigration status is not considered a factor in eligibility. HPP athletes being funded from other orienteering PSOs may not be eligible for BC Champion status if this recognition would jeopardize their external financial support.

#### 12.1.3 FINANCIAL ASSISTANCE

Hosting clubs may apply for financial assistance from OBC (e.g. mapping assistance), independent of any other financial aid for which the club may successfully apply.

#### 12.1.4 FORMAT

OBC encourages host clubs to obtain Canada Cup status for the BCOC event, and to follow the Canada Cup procedures for all aspects of the competition, such as officials' certification, course composition, and so on. See the Orienteering Canada website for the most up-to-date guidelines regarding Canada Cup Events<sup>10</sup>.

### 12.2 WESTERN CANADIAN CHAMPIONSHIPS

In rotation with the western Canadian provinces/territories, BC hosts the Western Canadian Orienteering Championship. When its turn arises, OBC will sanction one of the clubs to host this event in a similar manner to that of awarding the BC Championships.

As this event is considered a major event in the sport's calendar, OBC tries to ensure that all races are granted Canada Cup status by Orienteering Canada. The eligibility and awards policy is similar to that of

---

<sup>10</sup> <http://www.orienteering.ca/resources/guidelines/>

the Canadian Orienteering Championships (COC's) or the BC Orienteering Championships. Although an open event is held, with all orienteers welcome, only residents of western Canada are eligible to be declared the Western Canadian Champion.

### 12.3 CANADIAN CHAMPIONSHIPS

In rotation with other Canadian orienteering clubs, BC agrees to host the Canadian Championships when its turn arises. OBC will ensure that all Orienteering Canada standards, policies, and procedures for hosting a Canadian Orienteering Championship are adhered to, including:

- Orienteering Canada Rules<sup>11</sup>
- Orienteering Canada Course and category guidelines<sup>12</sup>
- SportIdent A-event Procedures for Organizers<sup>13</sup>
- Insurance<sup>14</sup>
- Officials certification<sup>15</sup>

---

<sup>11</sup> [http://orienteering.ca/pdfs/COF\\_rules.pdf](http://orienteering.ca/pdfs/COF_rules.pdf)

<sup>12</sup> [http://www.orienteering.ca/pdfs/Course\\_Category\\_guidelines\\_CanadaCup\\_ChampionshipEvents.pdf](http://www.orienteering.ca/pdfs/Course_Category_guidelines_CanadaCup_ChampionshipEvents.pdf)

<sup>13</sup> [http://www.orienteeringbc.ca/SportIdent/SI\\_org.pdf](http://www.orienteeringbc.ca/SportIdent/SI_org.pdf)

<sup>14</sup> [http://www.orienteering.ca/pdfs/policy/insurance\\_COF.pdf](http://www.orienteering.ca/pdfs/policy/insurance_COF.pdf)

<sup>15</sup> <http://www.orienteering.ca/resources/officials/>

## 13 CLINICS AND TRAINING CAMPS

### 13.1 JUNIOR TRAINING CAMPS

OBC will actively encourage, and support financially to the best of its ability, local member clubs to engage in junior programming. OBC will also financially support, to the best of its ability, any junior training camps held in conjunction with Canada Cup level meets, such as the Western Canadian Championships or Canadian Championships. Volunteer coaches are expected to have, as a minimum, certification as a *Community Coach* within the National Coaching Certification Program.

### 13.2 ADULT TRAINING CAMPS

OBC will actively encourage, and financially support to the best of its ability, adult training camp initiatives by local member clubs across the province.

### 13.3 OFFICIALS AND COACHES TRAINING CLINICS

OBC will actively encourage, and financially support to the best of its ability, training of orienteering officials, coaches, mappers and other associated programming across the province.

## 14 MAPS

### 14.1 STANDARDS

All maps funded by OBC must conform to the latest International Orienteering Federation (IOF) ISOM, ISSOM, ski-o, or mountain bike-o standards, as applicable<sup>16</sup>.

### 14.2 COPYRIGHT

All maps produced for OBC will be copyrighted to OBC. Canadian copyright law states that, as soon as an original work has been written down, recorded or entered on a computer file, it is immediately copyright protected. If the work is created by a person hired for the purpose of creating the work, the copyright may be owned by the employer. Since copyright can be owned individually or jointly, a clear statement regarding copyright ownership of the produced map, must be included in the mapping contract with any hired mapper. Any map funded by OBC, or through a grant given to OBC, becomes property of OBC. The original drawings will be kept by the member club in the case of a club map, or by OBC if the map is an OBC or an OBC/club shared map.

### 14.3 MAP IDENTIFICATION

All maps funded, wholly or partially by OBC, shall carry the OBC logo and copyright statement, the logo for ViaSport, the logo for the Province of BC, and the mappers name and year of completion.

### 14.4 USE OF MAPS

Files for maps fully or partially funded by OBC are to be stored and updated by OBC. However, these maps are freely available for use by any OBC member club.

Should a private company or entity outside of a member club wish to use a map funded fully or partially by OBC, that company or entity should enter into a contract with OBC to ensure the map is not distributed, copied, or used for any purpose other than that agreed between OBC and the company. Should a private company or entity wish to use OBC-funded maps for commercial purposes, an appropriate fee will be agreed upon in the contract, to recuperate mapping costs.

### 14.5 MAP LEVY

---

<sup>16</sup> <http://orienteering.org/resources/mapping/>

At this time, OBC charges no map levy to clubs for their use of maps funded partially or fully by OBC. Any changes to the amount charged for such a map levy should be made at an OBC Annual General Meeting.

## 15 FINANCIAL

### 15.1 BANKING AND SIGNING POWERS

All OBC cheques must be signed by two members of the Board of Directors. Banking is carried out through the HSBC Bank Canada (HSBC). Separate accounts are maintained for General Revenue and Gaming Grants. In addition, term deposits are utilized to maximize interest income.

### 15.2 FINANCIAL ACCOUNTING REPORTS AND CONTROLS

#### 15.2.1 DEPOSIT PROCEDURES

All cheques are deposited by the Treasurer. Receipts from ATM or teller are retained.

#### 15.2.2 CHEQUE REQUISITIONS

All invoices are kept for audit purposes and all expenses are paid by cheque. New expenses are authorized by a simple majority vote of the Board of Directors.

#### 15.2.3 AUDIT CONTROLS

All invoices, cheques, bank statements, and transaction materials are kept for review each year. The membership decides at the AGM each year whether an audit or review by a licensed auditor is required.

#### 15.2.4 ACCOUNTING METHODS

The association operates on a cash basis, and utilizes a suitable software program to calculate yearly budgets, track expenses and revenues, and generate reports as required or requested. Complete detailed summaries of budget, cash flow and variances are provided for the use of the Board of Directors.

### 15.3 EXPENSES

#### 15.3.1 TRAVEL

Out-of-town travel required for OBC-related activities will be reimbursed at the rate listed in the reimbursement table at

[https://docs.google.com/document/d/1aYqGmlvjm1baI9foLZARo3jP9hFdSrdHh6\\_gquaXrhY/edit](https://docs.google.com/document/d/1aYqGmlvjm1baI9foLZARo3jP9hFdSrdHh6_gquaXrhY/edit).

In-town travel is not covered by OBC.

#### 15.3.2 OTHER EXPENSES

OBC shall cover expenses of volunteers for OBC-related activities, as deemed reasonable by the Treasurer and one other Board member. Receipts are required for expenses, and should be submitted to the



Treasurer in a timely fashion for reimbursement. Any expenses over \$500 must be pre-approved by the Board of Directors, either as reflected in the approved OBC Annual Budget or by direct decision.

## 16 INSURANCE

OBC shall be covered by the third party liability insurance held by Orienteering Canada<sup>17</sup>, which covers bodily injury and property damage for all OBC members. Local member clubs are responsible for all insurance fees levied by Orienteering Canada.

---

<sup>17</sup> [http://www.orienteering.ca/pdfs/policy/insurance\\_COE.pdf](http://www.orienteering.ca/pdfs/policy/insurance_COE.pdf)