

Accessibility Policy

Policy Level: Board, ED, Staff, volunteers

Approved on: **August 29, 2016, Updated Logo March 21, 2019, Updated Name Change on November 9, 2022**

Approved by: Board of Directors

Purpose: The Accessibility for Ontarians with Disabilities Act (AODA) has been put in place to prevent, identify and remove barriers for persons with disabilities. Track3 is committed to improving accessibility.

Scope Track3's accessibility policy outlines our standards and practices in complying with AODA to provide goods, services, facilities, accommodation, employment, buildings, structures and premises that are accessible to people with disabilities.

Policy: Track3 is committed to training staff and volunteers on Ontario's accessibility laws and on accessibility aspects of the Human Rights Code that apply to persons with disabilities. Training will be provided in a way that best suits the duties of employees and volunteers.

Information and communications

Track3 is committed to meeting the communication needs of people with disabilities and will consult with people with disabilities to determine their information and communication needs. When asked, we will provide information and communications materials in accessible formats or with communication supports. This includes publicly available information about our services and facilities.

Employment

When requested, Track3 will accommodate disabilities during recruitment and assessment processes and when people are hired. If needed, we will provide customized workplace emergency information to employees who have a disability. If using performance management, career development and redeployment processes, we will take into account the accessibility needs of employees with disabilities.

Design of Public Spaces

Track3 will meet the Accessibility Standards for the Design of Public Spaces when building or making major modifications to public spaces.

Responsibility: The Executive Director is responsible for ensuring compliance to the AODA.

Consequences: Failure to comply with this policy will be grounds for disciplinary action, at the discretion of the Board of Directors.

Code of Behaviour

Athlete and Family/Guardian Members

Policy Level: Board, ED, Athlete and Family Members

Approved on: **May 9, 2019**

Approved by: Board of Directors

Purpose: The purpose of this Policy is to provide guidelines to promote understanding of acceptable behaviour; and to encourage consistency throughout the organization.

This Policy is simply a formal statement of the behaviour that clarifies Track3's expectations and re-affirms our commitment to the safety and care of our members, staff and volunteers.

Scope: This Policy applies to all athletes and their family members (parent/guardian) and closely mirrors the Code of Conduct Policy for volunteer members and employees (including sub-contractors and part-time contract employees).

Policy: In order to create the best possible learning environment, we ask that parents/guardians and athletes be aware of and help manage behaviour that can work against the goal of a high-quality alpine experience. As well, our volunteers need to know that parents/guardians are supportive of our efforts and can be relied upon for assistance if necessary in promoting a positive program environment.

Responsibility: Each athlete and their family/parent/guardian are responsible for behaving positively while participating in Track3 activities. We all share the obligation to ensure a supportive, safe and respectful environment.

Procedure: In order to participate in the scope of activities of Track3 and in respect of others within Track3 it is incumbent on every athlete and their family/parent/guardian to uphold the highest standards possible of positive behaviour.

Where appropriate and possible, and in light of varying levels of comprehension and ability, we ask each family/parent/guardian to read and discuss these guidelines with your child. It is important that parents/guardians and athletes acknowledge Track3's behaviour expectations during our programs.

Language

Swearing and the use of distasteful words in speech or songs is not acceptable at Track3. Parents/guardians of athletes will be informed if their child repeatedly uses bad language and if requests for restraint are ignored. In extreme situations, Program Directors may make recommendations for the athlete to be removed from the program.

Violence

Violence against another person is totally unacceptable in our society. Athletes must be aware that physical violence or verbal abuse is never the solution to any problem. Parents/guardians will be informed of a child who uses physical violence against a volunteer member or fellow athlete. Violent behaviour, or threats of violence can result in the athlete being removed from the program.

Illegal Substances

Athletes found in the possession of alcohol and/or illegal drugs at Track3 programs will be removed from the program. Athletes found in the possession of tobacco or non-medical marijuana will have the tobacco/marijuana confiscated and their parents informed. Subsequent infractions will result in the athlete being removed from the program.

Athletes are not allowed to smoke or ingest non-medicinal drugs at our programs regardless of having parental/guardian permission. Athletes are asked to hand in all prescription and non-prescription medication to ensure proper dispensing and eliminate possible dangers to themselves and to other athletes.

Cellphones and Other Electronic Devices

Track3's programs involve participation in physical activity where there's risk of physical harm to our athletes, our instructors and to others engaged in such activity. When it's time to participate in such activity, cellphones and other electronic devices should be turned off.

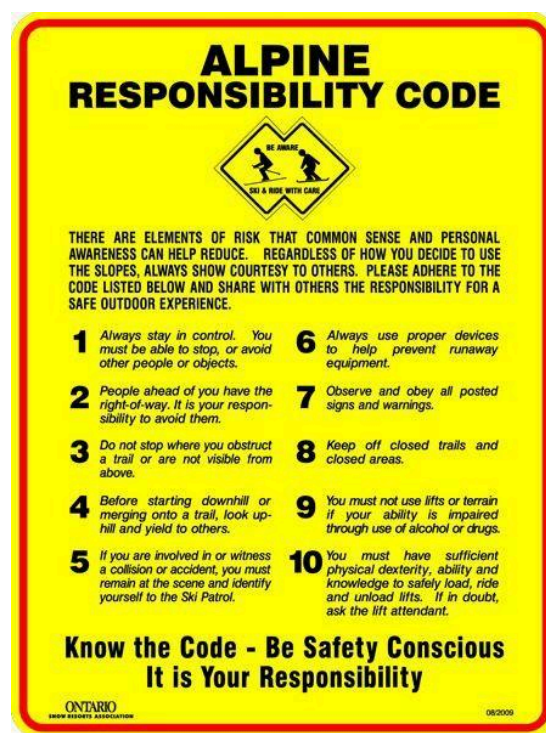
Respect

Respect of all Track3 members at all times is the cornerstone of our program. Athletes are expected to bring a positive attitude to our programs. Respect for property belonging to Track3, our host hills, other athletes and volunteer members is required at all times.

Adhering to the responsibilities laid out in the Alpine Responsibility Code:

Consequences:

A breach of this policy will result in discipline and or loss of privilege.



Code of Conduct

Employees and Volunteers

Policy Level: Board, ED, members

Approved on: **August 29, 2016, Amended November 15, 2018**

Approved by: Board of Directors

Purpose: The purpose of this Policy is to provide guidelines to promote understanding of acceptable conduct and behaviour; and to encourage consistency throughout the organization.

This Policy is simply a formal statement of the conduct that Track3 has always embraced. It clarifies Track3's expectations and re-affirms our commitment to caring for our clients/members. **The safety of our members, staff and volunteers is paramount.**

Scope: This Policy applies to all members, employees (including sub-contractors and part-time contract employees) and volunteers.

Policy: Regulations for acceptable conduct and behaviour are necessary: for the orderly operation of any business; for the benefit and protection of the rights and safety of employees and volunteers; and for the protection of Track3's assets. Employees and volunteers will perform their duties in a manner that maintains and enhances public confidence and trust in the integrity, objectivity and impartiality of the Organization.

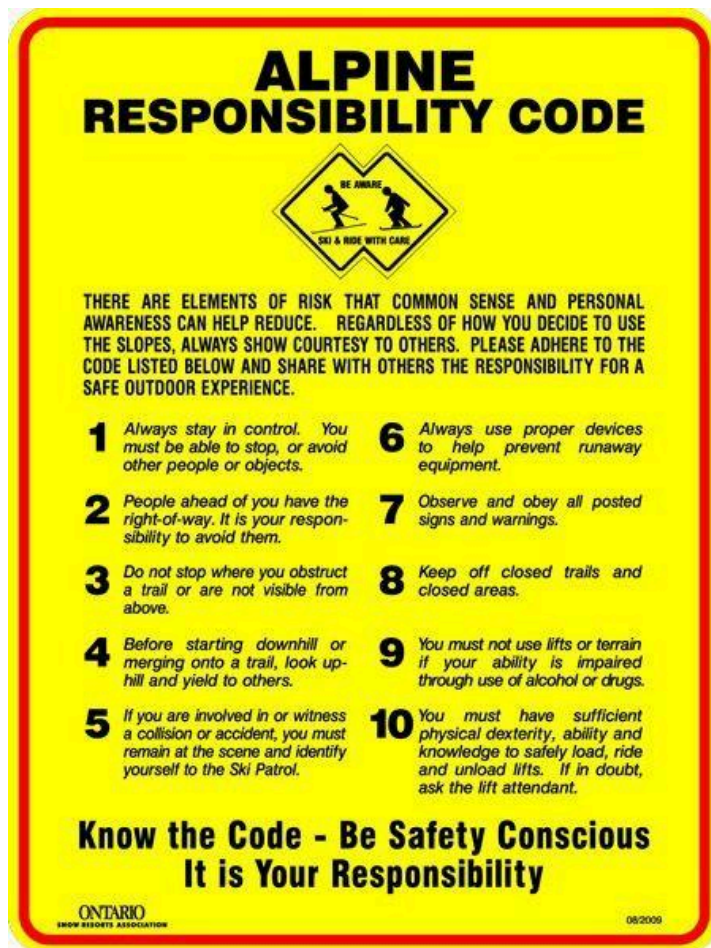
Responsibility: Each employee and volunteer is responsible for observing standard rules of conduct by following the highest standards of ethical behaviour in the course of their work to ensure that public confidence and trust is maintained. We all share the obligation to ensure a professional, respectful environment.

Procedure: In order to earn and retain the trust and respect of each other within Track3 as well as our external stakeholders, principles of honesty, integrity, fair dealing and the highest ethical standards will underlie everything we do and every decision we make.

We will conduct ourselves in a manner consistent with Track3 policies and this Code by:

- Performing all duties assigned to us to the best of our ability;
- Respecting the privacy of information that is provided to us for the delivery of our duties;
- Observing prompt and regular attendance;
- Providing courtesy to and respect for others;
- Not harassing, threatening, intimidating, or coercing any person at any time; nor make inappropriate comments directed at an individual related to the person's sex, sexual orientation, racial background, religion, or physical ability; nor by engaging in, or condoning behaviour which causes unnecessary mental, physical distress or loss of dignity, privacy or autonomy to others.

- Promoting and safeguarding the well-being and safety of others at all times by ensuring that no act or omission on our part places anyone at risk or in harm's way.
- Adhering to the responsibilities laid out in the Alpine Responsibility Code:



Furthermore, employees and volunteers are required to come to work or volunteer “fit to work”. As such employees and volunteers may never come to work or volunteer under the influence of alcohol, drugs, or any prohibited substances. Staff or volunteers who are required to take drugs or alcohol for medical purpose must declare this to the Executive Director and ask for an accommodation from the Executive Director well in advance of their scheduled work or volunteer shift. The Executive Director will determine if an accommodation is possible. They may not work or volunteer until a decision regarding accommodation has been made by the Executive Director.

Staff and volunteers are prohibited from carrying guns, weapons and/or explosives on Track3 property.

Consequences:

A breach of this policy will result in discipline and or loss of privilege. In the case of employees, inappropriate and unacceptable conduct could result in disciplinary action up to and including termination without notice or pay in lieu thereof.

Harassment & Discrimination Policy

Policy Level: Board, ED, Members

Approved on: January 23, 2024, Amended December 1st, 2025

Approved by: Board of Directors

One of Ontario Track3 Adaptive Sports Association's core values is that of respect. In addition, the Association promotes innovation through the free exchange of ideas and the intellectual development of its staff and volunteers. For this exchange of ideas and development to take place, Track3 is committed to providing an environment where all have the confidence to work, innovate and perform their duties without fear of discrimination and harassment on the grounds of race/colour, ancestry, place of origin, ethnic origin, language or dialect spoken, citizenship, religion, sex, sexual orientation, actual or perceived disability and criminal charges or record.

Procedure

The Board of Directors will ensure that all staff/volunteers know that the Association takes a serious stand on abuse and harassment and will enforce the Policy at all times. If abuse is reported, they will undertake a review immediately.

Staff/volunteers at every level are expected to take reasonable measures to prevent and discourage harassment from occurring and encourage colleagues to report incidents. No staff/volunteer will be subject to any form of retaliation or corrective action for pursuing, in good faith, a harassment complaint.

To control and monitor this policy, a designated Member of the Board will be appointed to act as facilitator or investigator.

If you believe you have been subjected to harassment or know of the occurrence of probable harassment, you are encouraged to request the harasser to stop. Explain that the conduct is not appreciated or welcome and that it makes you and/or others feel uncomfortable. The individual may not be aware that the behaviour is offensive and simply bringing it to their attention may resolve the problem.

The following steps of action are open to the complainant:

Direct confrontation of the offender

Informal complaint. This would involve speaking to the designated Board Member and working out the problem

Formal complaint. Documenting the event(s) and transmitting it to the designated Board Member

Contacting the Human Rights Commission

Filing criminal charges

It is recognized in certain of the steps above, it will be necessary to provide a written statement detailing the event including dates, times, nature of incident, and if there were any witnesses.

The individual alleged to have caused harassment and any witnesses will be interviewed and may also be requested to provide a written statement.

The review will be conducted in a timely manner and designed to consider the privacy of all parties concerned and to minimize suspicion toward any of them. Information collected will be kept confidential to the fullest extent possible.

Any staff/volunteer found to have violated this Policy by engaging in conduct constituting harassment, will be subject to corrective action.

Concussion Code of Conduct: Participant Athletes, Parents/Guardians

Policy Level: Board, ED, Participant Members

Adopted: August 20, 2019

Approved by: Board of Directors

Purpose: Ontario Track3 Ski Association takes seriously the health and well-being of our members. Concussion Guidelines have previously been distributed to members to provide a framework for identifying a concussion and procedures to manage an event of this nature. Following the July 1st, 2019, passage of Rowan's Law, (<https://www.ontario.ca/laws/statute/S18001>) this Code has been adopted to comply with the new Ontario Legislation.

Scope: The Board recognizes that challenges to identification of a concussion incident may be complicated with the special needs athlete population that we serve. For this reason, training around concussion management will be focussed on recognizing these challenges and implementing safe-to-return-to-sport protocols to the best of our ability to meet the needs of our members.

Policy: In order to create the best possible learning environment, parents/guardians and athletes must be aware of and help manage concussion injuries that can work against the goal of a high-quality adaptive sport experience. As well, our volunteers need to know that parents/guardians are supportive of our efforts and can be relied upon for assistance if necessary in promoting a positive healthy program environment.

Responsibility: We all share the obligation to ensure a supportive, safe and respectful environment. Each athlete and/or their family/parent/guardian who registers with Track3 after July 1st, 2019, needs to do the following two things:

1. Confirm they have read a Ministry Approved Concussion Awareness

Resource. Confirm they have reviewed, and committed to, the Track3 policies including Code of Concussion Conduct.

Below is a list of current Ministry Approved Concussion Resources. There are three options based on age that are available on our Track3 registration portal:

- Concussion Awareness Resources Ages 10 and under
- Concussion Awareness Resources Ages 11 to 14
- Concussion Awareness Resources Ages 15 and up

Procedure: In order to participate in the scope of activities of Track3 it is incumbent on every athlete and their family/parent/guardian to recognize the potential seriousness of a concussion. Participants (or their parent/guardian on their behalf) must follow concussion protocols and expectations highlighted below.

In our ongoing efforts to deliver a safe, fun, learning experience, members will be required to affirm their understanding by consenting to this statement as part of our registration process.

“I (and/or my parent/legal guardian if I am under 18 or unable to make this statement on my own behalf) confirm that I have reviewed the provided Concussion Resources and I acknowledge and commit to the Track3 policy statements provided, including the Code of Concussion Conduct.”

Code of Concussion Conduct – Participant:

We can all play a part to help prevent concussions by:

- Respecting the rules of each sport
- Being committed to fair play and respect for all, including other athletes, instructors, coaches, and officials.

Members will care for the health and safety of participants by taking concussions seriously, and acknowledging that:

- A concussion is a brain injury that can have both short and long-term effects.
- A blow to the head, face, neck, or body that causes the brain to move around inside the skull may cause a concussion.
- You don't need to lose consciousness to have had a concussion.
- We have a commitment to concussion recognition and immediate reporting of a potential concussion injury.

- Continuing to participate in further training, practice or competition with a possible concussion increases the risk of more severe, longer lasting symptoms, and increases the risk of other injuries.

Members will not hide concussion symptoms. They will speak up for others.

- Participants will not hide symptoms and will tell an instructor, official, parent or another adult they trust if they experience and/or notice any symptoms of concussion.
- Members have a duty to share if someone else tells them about concussion symptoms, or if they see signs they might have a concussion. They are to tell a coach, official, parent or another adult they trust so they can help.
- Participants understand that if they have a suspected concussion, they will be removed from sport and will not be able to return until they undergo a medical assessment by a medical doctor or nurse practitioner and have been medically cleared to return to training, practice or competition.
- Participants have a commitment to sharing any pertinent information regarding incidents of removal from sport with their school and any other sport organization where they are registered.

Participants recognize it will take time to recover, because it is important for future health concerns.

- They understand the commitment to following the return-to-sport process.
- They will respect the instructors, parents, health-care professionals, and medical doctors/nurse practitioners, regarding health and safety on their behalf.

By agreeing to this code, members acknowledge that they have fully reviewed and committed to this Concussion Code of Conduct.

Consequences:

A breach of this policy will result in discipline and or loss of privilege.

Concussion Code of Conduct: Volunteer

Policy Level: Board, ED, Volunteer Members

Adopted: August 20, 2019

Approved by: Board of Directors

Purpose: Ontario Track3 Ski Association takes seriously the health and well-being of our members. Concussion Guidelines have previously been distributed to members to provide a framework for identifying a concussion and procedures to manage an event of this nature. Following the July 1st, 2019, passage of Rowan's Law, (<https://www.ontario.ca/laws/statute/S18001>) this Code has been adopted to comply with the new Ontario Legislation.

Scope: The Board recognizes that challenges to identification of a concussion incident may be complicated with the special needs athlete population that we serve. For this reason, training around concussion management will be focused on recognizing these challenges and implementing safe-to-return-to-sport protocols to the best of our ability to meet the needs of our members.

Policy: In order to create the best possible learning environment, volunteers must be aware of and help manage concussion injuries that can work against the goal of a high-quality adaptive sport experience. As well, our volunteers need to know that parents/guardians are supportive of our efforts and can be relied upon for assistance if necessary in promoting a positive healthy program environment.

Responsibility: We all share the obligation to ensure a supportive, safe and respectful environment. Each volunteer who registers with Track3 after July 1st, 2019, needs to do the following two things:

1. Confirm they have read a Ministry Approved Concussion Awareness Resource.
2. Confirm they have reviewed, and committed to, the Track3 policies including Code of Concussion Conduct.

Below is a list of current Ministry Approved Concussion Resources. There are three options based on age that are available on our Track3 registration portal:

- Concussion Awareness Resources Ages 10 and under
- Concussion Awareness Resources Ages 11 to 14
- Concussion Awareness Resources Ages 15 and up

Procedure: In order to participate in the scope of activities of Track3 it is incumbent on every volunteer to recognize the potential seriousness of a concussion. Volunteers must follow concussion protocols and expectations highlighted below.

In our ongoing efforts to deliver a safe, fun, learning experience, members will be required to affirm their understanding by consenting to this statement as part of our registration process.

“I (and/or my parent/legal guardian if I am under 18 or unable to make this statement on my own behalf) confirm that I have reviewed the provided Concussion Resources and I acknowledge and commit to the Track3 policy statements provided, including the Code of Concussion Conduct.”

Code of Concussion Conduct – Volunteer:

I can help prevent concussions through my:

- Efforts to help my athletes develop their skills and physical abilities so they can participate to the best of their abilities.
- Respect for the rules of my sport and efforts to ensure that my athletes do too.
- Commitment to fair play and respect for all and ensuring my athletes respect others and play fair.

I will care for the health and safety of all participants by taking concussions seriously. I understand that:

- A concussion is a brain injury that can have both short and long-term effects.
- A blow to the head, face, neck, or body may cause the brain to move around inside the skull and result in a concussion.
- A person doesn't need to lose consciousness to have had a concussion.
- An athlete with a suspected concussion should stop participating in training, practice or competition immediately.
- I have a commitment to concussion recognition and reporting. This includes supporting my athletes when they report signs or symptoms of possible concussion, acting on any reports if an individual suspect that another individual may have sustained a

concussion and watching my athletes and other athletes for any situations where a concussion could be suspected.

- Continuing to participate in further training, practice or competition with a suspected concussion increases a person's risk of more severe, longer lasting symptoms, and increases their risk of other injuries or even death.

I will create an environment where participants feel safe and comfortable speaking up. I will:

- Encourage athletes not to hide their symptoms, but to tell me, an official, parent or another adult they trust if they experience any symptoms of concussion.
- Lead by example. I will tell a fellow coach or administrator and seek medical attention by a physician or nurse practitioner if I am experiencing any concussion symptoms.
- Understand and respect that any athlete with a suspected concussion must be removed from sport and not permitted to return until they undergo a medical assessment by a physician or nurse practitioner and have been medically cleared to return to training, practice or competition.
- Commit to providing opportunities before and after each training, practice and competition to enable athletes to discuss potential issues related to concussions.

I will support all participants to take the time they need to recover.

- I understand my commitment to supporting athletes through their return-to-sport process.
- I understand the athletes will have to be cleared by a medical doctor or nurse practitioner before returning to the sport.
- I will respect my fellow coaches, parents, medical doctors/nurse practitioners and any decisions made with regards to the health and safety of my athletes.

By agreeing to this code, members acknowledge that they have fully reviewed and committed to this Concussion Code of Conduct.

Consequences:

A breach of this policy will result in discipline and or loss of privilege.

Conflict of Interest

Policy Level: Board, ED, Staff and Volunteers

Approved on: **August 29, 2016; Updated logo March 22, 2019**

Approved by: Board of Directors

Purpose: In accordance with Track3's By-laws, the Conflict of Interest Policy outlines the parameters of conflict of interest.

Scope: This policy applies to all employees and volunteers of Track3.

Policy: An employee or volunteer shall be considered to have potential conflict of interest where he or she has a direct or indirect financial interest in a matter involving Track3 and where the employee/volunteer could influence or appear to be able to influence any decision by Track3. If a potential conflict exists because of an employee or volunteer's personal related interest in a matter, the employee/volunteer shall advise the Executive Director immediately, who in turn will forward the information to the President of the Board. Examples include acceptance of personal gifts beyond moderate courtesy, purchasing decisions for personal gain, and/or written or public statements in conflict with Track3. Employees, volunteers and related firms or suppliers are not precluded from selling goods, materials, or services to Track3 provided this activity is consistent with generally accepted competitive commercial practices.

Procedure: Employees and volunteers are expected to adhere to the highest standards of personal and professional integrity and shall protect the interests of Track3. Personal gain shall not conflict with duty to Track3.

Responsibility: The President of the Board is responsible for final decisions on any potential or actual conflicts of interest. The Executive Director and Program Directors are responsible for presenting a recommendation on any potential or actual conflicts to the President. Employees and volunteers are responsible for declaring any potential or actual conflict of interest.

Consequences: Failure to comply with this policy will be grounds for disciplinary action, at the discretion of the Board of Directors.

Credit Card Use Policy

Policy Level: Board, ED, Staff

Approved on: **August 29, 2016; Updated logo March 22, 2019**

Approved by: Board of Directors

Purpose:

Credit cards in the name of the Organization can provide a convenience form of making payments, purchases and/or deposits for business related expenses. This policy will outline acceptable uses and limits to credit card use.

Scope: Use of an authorized credit card is limited to the Executive Director and the Board President. Ontario Track3 will not permit the application for any supplemental cards for any other employee(s) or volunteer(s) without the expressed written approval of the Board. Any changes or increases in the credit limits of the card must be approved by the Board. At the end of term or termination of employment, all credit cards must be surrendered to the Organization for cancellation.

Policy: Credit cards must be a corporate/business procurement card, not a personal credit card. The card must ONLY be used for commercial/business purposes and NEVER for personal use. The card should never be used for automobile fuel, auto repairs or any other auto expenses. Auto expenses are reimbursed on a per Kilometer basis as per the Expense Policy.

Procedure: All original receipts of purchases must be attached to each respective credit card statement. GST/HST and all other details of purchases must be provided on individual receipts and the request for payment. Credit card bills must always be paid on time to avoid any interest charges.

Responsibility: Attention: Executive Director
61 Advance Road, Unit 4
Etobicoke, Ontario,
M8Z 2S6

Consequences: Failure to comply with this policy will be grounds for disciplinary action, at the discretion of the Board of Directors.

Expense Policy

Policy Level: Board, ED, Program Director, Course Conductor, Staff and all Volunteers.

Approved on: **August 29, 2016; Updated logo March 22, 2019**

Approved by: Board of Directors

Purpose:

Track3 is committed to upholding transparent and fair practices that reflect current legislation, for managing employee and volunteer expenses. This policy will generate fair and reasonable expense practices across the organization.

Scope: This policy applies to all members, employees and volunteers of Ontario Track3.

Policy:

Business related expenses:

Expenses incurred by employees and volunteers on behalf of the organization are eligible for reimbursement if approved in advance by either the ED or the Board of Directors and if consistent with pre-approved budgets and spending policies.

There is no specific per diem limit for meals and hotel expenses but it is expected that employees/volunteers exercise responsible judgment by making choices that are in the best possible interests of the Organization. Track3 will not reimburse for alcoholic beverages.

Auto Travel Expenses: Reimbursement for business use of personal vehicles is on a per kilometer basis, unless otherwise directed. (From time to time, the Board may elect to set a monthly allowance limit for travel expenses. The Board reserves the right to modify the employee monthly allowance to more accurately reflect actual travel patterns if required.)

The Board shall set a rate that is reasonable and within the parameters of the Canada Revenue Agency prescribed rate. The rate will be reviewed and established by the Board annually. It can be obtained by contacting Track3's offices. All employees and volunteers should ensure they have the correct rate prior to submitting their expense forms.

Eligible distances for auto reimbursement apply only to business related travel. Eligible kilometres include the distances traveled between the employee's workplace and work-related destinations. Travel between the office and the employee's residence is not eligible for reimbursement.

When the employee travels directly to/from home and a work-related destination, the number eligible kilometers shall be calculated as the lesser of the distance from home to destination or office to destination.

Example 1: The employee travels 100 km from home directly to the destination. Had the employee travelled directly from the office to the destination the distance would have been 80 km. The distance eligible for claim is the lesser distance of 80 km.

Example 2: The employee travels 10 km from home directly to the destination. Had the employee travelled directly from the office to the destination the distance would have been 60 km. The distance eligible for claim is lesser distance of 10 km.

The rate of reimbursement is intended to cover all vehicle costs including maintenance, fuel, insurance, lease payments and capital cost. Separate expense claims for maintenance, fuel, insurance, lease payments and capital cost are not permitted.

The expense of toll roads and parking charges are not intended to be covered by the per kilometer rate. Separate expense claims for toll roads and parking are permitted.

All claims must be supported with a mileage log indicating the date of travel, the kilometres driven and the starting address and that of the destination.

Procedure: All expense reports, together with receipts, should be submitted before the end of the first week of the following month.

Responsibility:

Attention: Executive Director

61 Advance Road, Unit 4
Etobicoke, Ontario,
M8Z 2S6

Consequences:

Failure to comply with this policy will be grounds for disciplinary action, at the discretion of the Board of Directors.

Athlete Graduation Policy

Policy Level: (Board, ED, Staff, Program Directors)

Approved on: June 6, 2017, Updated March 21 2019 (Logo and “athlete” references)

Approved by: Board of Directors

Purpose: Finding the balance between the needs and opportunities for our athletes while matching Track3’s limited volunteer, fund and space resources and equally, our commitment to safety, can often lead to difficult decisions concerning athlete program exit. Recognizing that it is not possible to move new families into existing programs without space, a graduation process must be in place if a wait list exists.

While there are no hard and fast rules, and exceptions are frequently the case, this policy is intended to provide parents with set reasonable guidelines and expectations for program graduation. It also affords Program Directors the direction and discretion needed to support their decisions around graduating athletes from the program.

NOTABLE Exemptions: The age limit aspect of this policy does not necessarily apply to the Caledon Friday Day program or other programs which may be established to take on Track3 “Alumni”.

Scope: This policy applies to office staff, all Program Directors and Board members who are in a position to evaluate athlete graduation readiness. It will be shared with parents from the time they are placed on our entry wait list and registration into our program, and for the duration of their child’s involvement with Track3. It will be available for reference on our website.

Policy: An athlete will be considered for graduating from our program for one or a combination of the following reasons:

- athletes have attained the skills they require to ski/snowboard independently (see Determining Factors below)
- behavioural or physical impediments that may compromise the safety of our athletes or instructors, or limit Track3’s opportunity to teach
- they have reached the age of 19
- beyond age 19, a Program Director may recommend an athlete to remain in the program at the discretion of the Executive Director and the Training Committee for reasons related to completing the teaching opportunity

Procedure:

Setting up Program expectations: Parents will be made aware of the graduation policy when their child is placed on our waitlist and/or registered in a Track3 program. The website and print materials provided to parents will clearly outline the reasons a child may be graduated from the program.

Graduation Determining Factors:

When an athlete is considered capable of skiing or snowboarding independently with family or friends, then the Program Director will recommend that the athlete be graduated from the Track3 Program provided the following conditions are met:

- a) the athlete is considered socially mature relative to their age; and,
- b) the athlete has the capability of safely navigating intermediate runs unassisted.

An athlete may also be recommended for graduation if in the opinion of the Program Director, the athlete's progression is substantially impeded by any of the following:

- a) a lack of cooperation with staff or lack of willingness to participate fully in the program;
- b) an unusual disability issue arises which poses a safety concern that our volunteer staff are incapable of addressing; or,
- c) any other reasons as may be deemed appropriate by the Program Director.

An athlete who is recommended for graduation by the Program Director in the context of the points raised above, will be evaluated by the Executive Director and a member of the Training Committee to determine if the athlete will be graduated.

If an athlete has attained the age of nineteen at the time of initial or annual application, the athlete will automatically be considered for graduation and parents will be sent written confirmation of this policy. The final year decision is at the discretion of the Program Director(s) but offering additional years in the program beyond age 19 must be confirmed with the office to ensure resources are available to allow the extension. For athletes who are entering their final year based on age, Program Directors will be made aware of the graduation year and take steps to prepare the athlete for a smooth transition out of the program. This may include, but is not limited to, the following steps:

- Provide parents with resources for next stage options for their child (i.e. Caledon, CADS, ADDS,...)
- Prepare the athlete with transparent actions and encouragement during the final season so that graduation will not be received as a surprise decision
- Provide graduates with sense of accomplishment at the closing sessions.

Responsibility: It is first and foremost the responsibility of Program Directors to make decisions regarding athletes in their respective programs. If a case is escalated, it is at the discretion of the Executive Director to decide on exceptions and intervene in decisions in cases where there is disagreement over the decision of when to graduate an athlete. The ultimate responsibility lies with the Board to ensure that this policy is followed in the best and future interests of the organization.

Privacy Policy

Policy Level: Board, ED, Program Director, Course Conductor, Staff and all Volunteers

Approved on: **August 29, 2016; Updated logo March 22, 2019**

Approved by: Board of Directors

*"Most non-profits are not subject to the **Personal Information Protection and Electronic Documents Act** because they do not engage in commercial activities. For more specific information, consult the following website: https://www.priv.gc.ca/resource/fs-fi/02_05_d_19_e.asp.*

None the less, Track3 is committed to upholding the highest standards of protection of privacy of information for its staff and members. For the purposes of this policy, the term "Member" shall include all clients, their extended family, and Track3 volunteers, past and present.

Purpose:

Track3 is committed to protecting its members' privacy and maintaining the integrity of any identifiable information that Track3 collects about its members ("**Personal Information**") through their website, registration, and any related Track3 activities. Track3 believes that it is important that its members understand what Personal Information is collected and the following Privacy Policy explains Track3's privacy practices. It describes the steps that Track3 takes to keep Personal Information confidential, to inform its members about how and why Track3 collects Personal Information and to provide its members with Track3 contact information should a user have questions or concerns about Track3's online Personal Information protection practices. Track3 understands that its members want control over how Track3 collects, uses and discloses Personal Information.

Scope: This Policy will be upheld by all members of Track3, be they staff, sub-contractors or volunteers. So long as they have access to Track3 personal information, this policy applies.

Policy:

Track3 keeps Personal Information that its members provide to it in strict confidence. Personal Information is not sold and its members have control over how Track3 obtains, uses, and gives out Personal Information about them. Its members also have access to the Personal Information that Track3 has about them.

What type of Personal Information does Track3 collect?

To access Track3 services a member may be asked to provide **contact information** (such as name, email address, address, postal code, telephone number, etc.) and **health information** (such as a diagnosis, medical information, etc.). Should a member wish to attend and participate in our programs,

fundraisers or other events, the member may also be asked to provide Track3 with **payment information**.

Procedure:

How and why Track3 collects Personal Information:

Track3 will collect only Personal Information that its members have voluntarily consented to provide and will inform members why and how Personal Information is being collected and how such Personal Information will be used or disclosed (if applicable).

The following are examples of how Track3 may collect Personal Information, either in person, by phone, by email, and or through our Website:

- On Line Contact forms
- Program Registration
- Volunteer Registration
- Event Registration
- Fundraising Event Software Portals

By providing personal information to Track3 through the methods outlined above, it will be determined that the member has provided “implied consent” for the use of this information.

Track3 collects Personal Information in order to: provide ongoing program services; answer members’ questions, queries or complaints; provide members with information (e.g. through direct mail and/or e-newsletters); protect members and Track3 from error and fraud; and where required, co-operate with law enforcement authorities to comply with a court order or to prevent a breach of any applicable law.

How Track3 may disclose Personal Information:

Track3 does not sell to third parties any Personal Information that Track3 collects. Track3 will obtain members’ consent before Track3 obtains, uses or discloses to other persons, information about members except as otherwise described in this Privacy Policy unless Track3 is obliged to do so by law or to protect Track3’s interests. Track3 may share the Personal Information that members provide with other individuals who are charged to provide services for Track3, both internally and with third parties. Third party vendors are contractually bound to use Personal Information shared with them only to perform the services they have been asked to provide. Track3 does not share, sell, or lease Personal Information about members to any other third parties except as otherwise described in this Privacy Policy.

By choosing to provide Track3 with Personal Information as described in this Privacy Policy, members are further consenting to its use in accordance with the principles outlined in this Privacy Policy and as may be further outlined at the time of collection.

Members may withdraw their consent after consent has been given

A member can withdraw consent any time after the consent is given, provided there are no legal requirements to prevent this, by sending an email to the Executive Director.

Please note, if a member does not consent to certain uses of information, or if a member withdraws consent, Track3 may not be able to provide the member with a particular service. If so, Track3 will discuss the situation with the member to achieve a resolution agreeable to both parties.

Track3 Responsibility:

Responding to requests

Whenever possible, Track3 will update any Personal Information and will respond to member requests in a timely fashion.

Security, Retention and Disposal

Only authorized personnel have access to this Personal Information. Track3 will maintain commercially reasonable physical, procedural and technical security measures with respect to its offices and information storage systems. This also applies to Track3's disposal or destruction of Personal Information.

Resolving concerns

Track3 has designated its Executive Director as accountable for Track3's overall compliance with privacy laws and with this Policy. If a member has any questions, concerns or complaints about Track3's Privacy Policy they may inform the Executive Director by sending an email to Track3@Track3.org or by sending the Executive Director a letter to the following address:

61 Advance Road, Unit 4, Etobicoke, Ontario, M8Z 2S6 Attention: Executive Director

Whatever the circumstances, resolving the problem for the member is Track3's primary concern. Providing legal action has not been taken on the matter, the Executive Director will consider a member's concern and the member will receive a response within 30 business days. If the member is not satisfied with the decision of Track3's Executive Director, an escalation of the complaint to the Board of Directors may be offered.

Consequences:

Failure to comply with this policy will be grounds for disciplinary action at the discretion of the Board of Directors.

Purchasing Policy

Policy Level: Board, ED, Staff, Volunteers

Approved on: **August 29, 2016; Updated logo March 22, 2019**

Approved by: Board of Directors

Purpose: Every employee has a duty and responsibility to protect the interests of the organization. The purpose of the policy is to establish the authorities and procedures that promote good value, proper governance and transparent record keeping.

Scope: The following policy shall apply to all purchases including but not limited to stationery, equipment, advertising, computers, repairs, services, employee expenses, etc.

Policy: All purchases on behalf of the Organization must be fully considered to ensure best use of resources. Individuals with the responsibility and authority to purchase items or services shall always make honest, sound, prudent and fully transparent decisions; make decisions within the terms of this policy; and give full consideration to:

- Budget
- Available cash flow
- Grant and bursary stipulations
- Best value
- Credibility and reliability of suppliers
- Quality of items and services
- Avoidance of conflicts of interests
- Method of payment
- Limits of Authority

Procedure: Where the expense exceeds \$2,000, comparative pricing alternatives/quotes must be secured and presented for Board consideration. Original quotes and RFP's (where applicable) and original invoices must be submitted with the cheque requisition. GST/HST and all other details of purchases must be provided on individual receipts and the request for payment.

Responsibility: Attention: Executive Director

61 Advance Road, Unit 4
Etobicoke, Ontario,
M8Z 2S6

Consequences: Failure to comply with this policy will be grounds for disciplinary action, at the discretion of the Board of Directors.

Safety Policy – Safe, Fun and Learn

Part 1: Alpine Code of Responsibility

Part 2: Helmet Policy

Part 3: Indoor Facility Policy

Policy Level: Board, ED, Staff, Volunteers

Approved on: **August 29, 2016; Updated logo March 22, 2019**

Approved by: Board of Directors

Purpose: The purpose of this Policy is to provide guidelines to promote safe practices throughout the organization.

This Policy is a formal statement of the values and motto that Track3 has always embraced. It clarifies Track3's expectations and re-affirms our commitment to safety for our clients and members.

Scope: This Policy applies to all members of Track3.

Policy: Track3 members are required to follow the Alpine Code of Responsibility and all other policies and procedures, including but not limited to the Code of Conduct, established by the Organization that adhere to the highest standards of safety.

Part 1: The Alpine Responsibility Code

There are elements of risk that common sense and personal awareness can help reduce. Regardless of how you decide to use the slopes, always show courtesy to others. Please adhere to the code listed below and share with others the responsibility for a great outdoor experience.

- Always stay in control. You must be able to stop, or avoid other people or objects.
- People ahead of you have the right-of-way. It is your responsibility to avoid them.
- Do not stop where you obstruct a trail or are not visible from above.
- Before starting downhill or merging onto a trail, look uphill and yield to others.
- If you are involved in or witness a collision or accident, you must remain at the scene and identify yourself to the Ski Patrol.
- Always use proper devices to prevent runaway equipment.
- Observe and obey all posted signs and warnings.
- Keep off closed trails and closed areas.
- You must not use lifts or terrain if your ability is impaired through the use of alcohol or drugs.
- You must have sufficient physical dexterity, ability and knowledge to safely load, ride and unload lifts. If in

doubt, ask the lift attendant.

Responsibility: Each member is responsible for observing safety procedures and upholding standards of best practices in order to mitigate risk of injury.

Procedure: Track3 provides training to all members in order to develop and follow safe procedures and practices.

Consequences: A breach of safety procedures can be catastrophic. Failure to adhere to Track3's safety protocol is grounds for discipline and could lead to loss of membership/participation privileges in Track3 programs.

Part 2: Helmet Policy

Purpose: Together with adherence to the Alpine Code of Responsibility, wearing a protective helmet when engaging in alpine snow sports is a wise choice since it reduces the risk and seriousness of certain head injuries. All volunteers and athletes are required to wear a properly fitted helmet while engaging in on-hill skiing and snowboarding activities related to Track3 programs in order to reduce the risk of head injury. Exemptions will be made for athletes based on a doctor's certificate and a waiver signed by the parent/guardian. Once this certificate has been received by the office, a final decision on the athlete's participation will be made and confirmation will be sent to the parent/guardian.

Responsibility: It is the responsibility of every member of Track3 to be prepared and equipped with their own helmet in order to participate in programs.

Consequences: Failure to comply with this policy will result in loss of privilege to participate in Track3 programs.

Part 3 – Indoor Facility Policy

Purpose: To ensure that the risk of injury is also mitigated indoors and not just outside, by adhering to common sense practices. This includes such things as leaving doorways and hallways free of obstruction and taking measures so that all users are comfortable while using the indoor facility.

Responsibility: It is the responsibility of every member of Track3 to ensure that the indoor facility is kept clear of obstructions. Equipment if not in use should be put away. Spills, if they occur, must be cleaned up quickly to avoid slippage. Doorways and walkways must be cleared of snow and ice. Bringing in snow and ice should be kept to a minimum. Instructor and volunteer equipment is to be kept outside or stored in a designated area.

Consequences: Failure to comply with this policy will result in loss of privilege to participate in Track3 programs.

Appendix: Signage for Alpine Responsibility Code

ALPINE RESPONSIBILITY CODE



THERE ARE ELEMENTS OF RISK THAT COMMON SENSE AND PERSONAL AWARENESS CAN HELP REDUCE. REGARDLESS OF HOW YOU DECIDE TO USE THE SLOPES, ALWAYS SHOW COURTESY TO OTHERS. PLEASE ADHERE TO THE CODE LISTED BELOW AND SHARE WITH OTHERS THE RESPONSIBILITY FOR A SAFE OUTDOOR EXPERIENCE.

- | | |
|--|---|
| 1 <i>Always stay in control. You must be able to stop, or avoid other people or objects.</i> | 6 <i>Always use proper devices to help prevent runaway equipment.</i> |
| 2 <i>People ahead of you have the right-of-way. It is your responsibility to avoid them.</i> | 7 <i>Observe and obey all posted signs and warnings.</i> |
| 3 <i>Do not stop where you obstruct a trail or are not visible from above.</i> | 8 <i>Keep off closed trails and closed areas.</i> |
| 4 <i>Before starting downhill or merging onto a trail, look uphill and yield to others.</i> | 9 <i>You must not use lifts or terrain if your ability is impaired through use of alcohol or drugs.</i> |
| 5 <i>If you are involved in or witness a collision or accident, you must remain at the scene and identify yourself to the Ski Patrol.</i> | 10 <i>You must have sufficient physical dexterity, ability and knowledge to safely load, ride and unload lifts. If in doubt, ask the lift attendant.</i> |

**Know the Code - Be Safety Conscious
It is Your Responsibility**

Safety Policy – Sit Ski Joy Rides

Policy Level: Board, ED, Staff, Volunteers

Approved on: **March 21, 2018, Updated March 22, 2019**

Approved by: Board of Directors

Purpose: The purpose of this Policy is to provide guidelines to promote safe practices throughout the organization with particular emphasis on sit ski use by non-members of Track3.

This Policy reflects the values and motto that Track3 has always embraced. It clarifies Track3's expectations and re-affirms our commitment to safety for our athletes, members, community partners and friends.

Scope: This Policy applies to all members of Track3.

Policy: From time to time, Track3 showcases our expertise in teaching sit ski to a broader audience, such as sponsors, potential funders, media personnel, and future volunteer instructors. Sit Ski “joy rides” can also be a feature of fundraising events. There are benefits to allowing non-members to ride Track3 sit skis but an equal acknowledgment to the risk factors and to the potential for wear and tear on our assets. Track3 members are required to follow this policy for safe handling and use of sit skis, under the context of the Alpine Code of Responsibility and all other policies and procedures, including but not limited to the Code of Conduct, established by the Organization that adhere to the highest standards of safety.

Responsibility: Each member is responsible for observing safety procedures and upholding standards of best practices in order to mitigate risk of injury and protection of property. The use of sit skis for non-members (any individual who is not a registered current member of Ontario Track3 Ski Association) must be approved in advance with the express written consent of the Executive Director. It is the responsibility of the Executive Director to ensure risk management documentation, for the protection of members and non-members alike, is in place prior to any outside use of sit skis. This may include but is not limited to waivers, insurance certificates and lift tickets.

Procedure: Track3 members recommending a joy ride experience for non-members will seek written approval prior to offering this experience. If sit ski rides form part of a fundraising component at an event, the event organizers shall ensure the Executive Director has placed appropriate and adequate risk management practices in place prior to the event.

Consequences: A breach of safety procedures can be catastrophic. Failure to adhere to Track3's safety protocol for joy ride sit ski use is grounds for discipline and could lead to loss of membership/participation privileges in Track3 programs.

Appendix: Signage for Alpine Responsibility Code

ALPINE RESPONSIBILITY CODE



THERE ARE ELEMENTS OF RISK THAT COMMON SENSE AND PERSONAL AWARENESS CAN HELP REDUCE. REGARDLESS OF HOW YOU DECIDE TO USE THE SLOPES, ALWAYS SHOW COURTESY TO OTHERS. PLEASE ADHERE TO THE CODE LISTED BELOW AND SHARE WITH OTHERS THE RESPONSIBILITY FOR A SAFE OUTDOOR EXPERIENCE.

- | | |
|--|---|
| 1 <i>Always stay in control. You must be able to stop, or avoid other people or objects.</i> | 6 <i>Always use proper devices to help prevent runaway equipment.</i> |
| 2 <i>People ahead of you have the right-of-way. It is your responsibility to avoid them.</i> | 7 <i>Observe and obey all posted signs and warnings.</i> |
| 3 <i>Do not stop where you obstruct a trail or are not visible from above.</i> | 8 <i>Keep off closed trails and closed areas.</i> |
| 4 <i>Before starting downhill or merging onto a trail, look uphill and yield to others.</i> | 9 <i>You must not use lifts or terrain if your ability is impaired through use of alcohol or drugs.</i> |
| 5 <i>If you are involved in or witness a collision or accident, you must remain at the scene and identify yourself to the Ski Patrol.</i> | 10 <i>You must have sufficient physical dexterity, ability and knowledge to safely load, ride and unload lifts. If in doubt, ask the lift attendant.</i> |

**Know the Code - Be Safety Conscious
It is Your Responsibility**

Screening Policy

Policy Level: (Board, ED, Staff, Program Directors, Course Conductors, Volunteer Instructors, Ski Hawks Volunteer Members)

Approved on: April, 2017

Approved by: Board of Directors

Purpose: Ontario Track3 Ski Association depends on volunteer instructors, Program Directors, Course Conductors, and staff to carry out its mission. Serving the interests of children and young adults with special needs inherently involves interaction with a vulnerable sector population. This policy outlines the appropriate and necessary screening measures to ensure the safety of all our members, both volunteer and student. Ongoing screening improves the safety and quality of our programs and reduces risks and liability.

Assessment of Risk

The first principle of screening is risk management, which simply means “What could go wrong here” and “How do we avoid it?” Risk management involves looking at the possibilities of loss or injury that might arise in programs, activities and services and taking steps to stop, minimize, prevent or eliminate them all together. This includes the Association’s obligation to take all reasonable measures to care for and protect their participants from harm. The need to screen an applicant is dictated by the nature of the position and its inherent level of risk. When determining risk we will consider such factors as the participant, the environment, the nature of the activity, the level of supervision and the nature of the relationship.

For example, a high/medium risk position is defined as a position in which our members are in direct contact with, or provide direct service to, vulnerable individuals, and in particular when the applicant will be in a position of trust, power or influence and whose contact is unsupervised and/or takes place off site.

Scope: This policy applies to all persons connected with Track3 in a position of elevated risk due to association with vulnerable sector individuals in the conduct of our programming. The various levels of Track3 volunteer members have been ranked according to the level of risk associated with that position and the appropriate screening measures have been assigned to each level of risk.

RISK ASSESSMENT:

- **Medium/High Risk Positions: Red Jacket Volunteer Instructors, Ski Hawk Volunteer Instructors**
- **Low Risk Positions: Yellow Jacket Volunteer Instructors, Support Staff, Bus Captains, Central Office Staff, Board Members, Event Volunteers, Group Managers – Ski Hawks**

SCREENING MEASURES:

MEDIUM / HIGH RISK

Application Form

Reference Checking

Valid Police Records Check / Vulnerable Sector Screening Check preferred Evaluation by a Track3 Course Conductor, ideally at a Training/Certification Session *In the case of Ski Hawks: Evaluation administered by Group Managers*

LOW RISK

Application Form

For Yellow Jacket Volunteer Instructors: Evaluation by a Track3 Course Conductor, ideally at a Training/Certification Session

Policy: All Track3 Volunteers will be assessed as either Medium/High or Low Risk depending on their chosen position and intended interaction within the Association. Appropriate screening procedures will be followed, consummate with the position.

Procedure: Upon applying for a volunteer position with Ontario Track3, volunteers will complete an application form. Questions of interest regarding volunteer engagement answered in the initial application will determine the level of screening measures required. This process will involve reference checking. All Track3 volunteers with a determined Medium or High Level risk assessment will be required to have completed this screening process before engagement with any Track3 students. Police check screening will be valid for a period of 3 years and effective January 1, 2018, the check will be paid for by the volunteer.

Responsibility: It is the responsibility of the ED to ensure that the highest standards of risk management protocols are followed.

Consequences: Failure to comply with the screening policy will result in a loss of volunteer privileges with Ontario Track3 Ski Association.

Third Party Fundraising Policy

Policy Level: Board, ED, Program Director, Course Conductor, Staff and all Volunteers.

Approved on: **June 25, 2018, Updated March 22 2019**

Approved by: Board of Directors

Purpose:

It is a governance duty to safeguard and grow the organization's assets. It is the Board's responsibility to ensure the fiscal health of the charity and protect its reputation.

Track3 is committed to upholding transparent and legal practices that reflect current legislation for managing fundraising activities. This policy will outline the requirements of third party fundraising practices across the organization.

Definition:

Third party fundraising involves independent projects undertaken by an individual, affiliated group or organization, for the purpose of raising funds for, or on behalf of, a chosen charity.

Scope: This policy applies to all members, employees and volunteers of Ontario Track3 and any parties wishing to support this organization by engaging in fundraising on behalf of Track3.

Policy: Track3 is grateful for the efforts of “arms length” fundraisers who choose to support the organization. In order to uphold all requirements for maintaining Charitable Status, and protect the reputation of Track3, all third party fundraising activities must consult with the Executive Director prior to planning an activity to ensure that the highest ethical and legal standards of fundraising are practiced.

Procedure: An acceptance of expectations must be in place before engaging in a third party fundraising activity that takes into consideration the relevant best practices outlined in the attached appendix. It is understood that the level of due diligence vis a vis the expectations listed below will be commensurate with the scope of the proposed fundraising activity.

Responsibility: It is the responsibility of the Executive Director to manage relationships with third party fundraising entities. In the event of a legal agreement between Ontario Track3 Ski Association and a third party fundraiser, the Board will designate one member to co-sign on behalf of the organization.

Consequences:

Failure to comply with this policy will be grounds for disciplinary action, at the discretion of the Board of Directors.

APPENDIX 1 – Best PracticesExpectations for Evaluation:

- Define measurable goals expected by the third party fundraising initiative
- Clarify understandings including exclusivity as the beneficiary or whether funds are being shared and with whom, what would constitute cause for cancellation and other possible scenarios listed below
- Monitor progress against goals at reasonable intervals and decide at each point whether to proceed as planned
- Identify how external requests or complaints will be handled
- Conduct post-event (or campaign) evaluation and provide recommendations to the board of directors for future ventures

Reasonable costs:

- CRA views the use of volunteers positively when examining fundraising costs because their help can reduce expenditures
- Provide a written budget as an attachment in your agreement that limits profit to the third party if an event is particularly successful
- Clarify any financial risks involved and define who is responsible if they occur
- Seek quotes for services from paid third party providers to satisfy Track3 that fair market value for the work required is being offered. Be especially aware of disproportionate or excessive benefit to the fundraiser

Controls:

- Protect Track3's trademark and reputation:
 - Never loan, sell or transfer your charitable registration number to any group that promises to raise money on your behalf
 - Define the duration of your mutual agreement
 - Don't allow a transfer of third party responsibilities outside agreed-upon contractors (or volunteers)
 - Review all materials containing your charity's logo and approve before printing
 - Ensure the third party acts within your charity's policies and procedures
 - Avoid any prohibited conduct articulated within the values of your charity or other regulatory bodies, including deceptive fundraising representations
- Check insurance and liability to identify and mitigate against all potential the risks
- Clarify when funds will be received and state the deadline in your agreement
- If tax receipts are to be issued ensure compliance within [CRA's guidelines](#)

- Obey municipal, provincial and federal regulations
- Obtain necessary event permits
- Ensure the third party avoids prohibited fundraising conduct (see Item #7 of [CRA's Additional information on Guidance CPS-028](#))

Donor Stewardship:

- Review prospect lists
- Collect contact information of donors and/or ticket buyers
- Report back to donors/ticket buyers on success of the venture
- Provide recognition while respecting privacy — this may require an "opt out" clause on any reply form
- Cultivate ongoing relationships

Marketing and publicity:

- Identify who owns the rights to photographs
- Get necessary release forms signed
- Review all press

releases References:

Fundraising Q&A: Risk management for third-party fundraising

Written by Cynthia J. Armour
March 22, 2011

Source:

https://charityvillage.com/cms/content/topic/risk_management_for_third_party_fundraising#.Wqk5PujwaM8

APPENDIX 2 CRA Guideline Commentary on Third Party Fundraising

<https://www.canada.ca/en/revenue-agency/services/charities-giving/charities/policies-guidance/policy-commentary-026-third-party-fundraisers.html>

Definitions

Amount of advantage: The total value of all property, services, compensation or other benefits to which the donor of a property, or a person not dealing at arm's length with the donor, is entitled as partial consideration for, or in gratitude for, the gift.

Intention to give: The amount of the advantage that accrues to the donor does not exceed 80% of the fair market value of the property transferred.

Eligible amount of gift: The amount by which the fair market value of the property that is the subject of the gift exceeds the amount of the advantage, if any, in respect of a gift.

Commentary

- Under the Income Tax Act, registered charities can issue official donation receipts to donors for gifts. This tax-receipting privilege is not to be casually farmed out to third parties, even if some of the resulting funds will be flowing back to the charity. A charity that substantially relinquishes to a third party its receipt-issuing function or the control over the funds that are donated to it, can jeopardize its registered status.
- A registered charity can enroll a third-party organization or retain a fundraiser or other contractor as an agent to organize a fundraising event. However, the charity should maintain control over all monies that are earned as part of the event, and over the receipts that are issued for part of those monies.
- If the charity does not run the event substantially by itself, through its own employees or volunteers, it should:
 - put in place a written agreement setting out the modalities of the fundraising arrangement
 - ensure that official donation receipts are only issued to donors for the eligible amount of the gift
 - ensure that official donation receipts are signed by an authorized individual in conformity with ss. 3501(1)(i), 3501(2), 3501(3) and 3502 of the Income Tax Regulations
 - be able to provide to the Canada Revenue Agency a full accounting of the monies or that portion of the monies donated to it, and the receipts that were issued in return
 - be able to account to the Canada Revenue Agency for the amount of the advantage received by the participants as a result of their participation in the fundraising event



Uniform Policy

Policy Level: Instructors

Approved on: September 18, 2018

Approved by: Board of Directors

Purpose: This policy has been written to provide clear guidelines for volunteer instructors with respect to our uniform requirement. The uniform is part of Track3's overall risk management practices. The uniform is an expression of our membership, our values and our beliefs. Track3 logo jackets and vests distinguish our members from other skiers and snowboarders on the hill and in the chalet.

Scope: This policy is applicable to all volunteer instructors.

Policy: All volunteer instructors are required to wear a Track3 supplied logo shell jacket or vest to identify themselves to other instructors, to our host hills, but most importantly, to our student athletes. The uniform is restricted for use during the performance of Track3 duties, while representing Track3 at fundraising events, while representing Track3 at outside events (Spinal Cord Injury Day, Ski and Snowboard Show, cheque presentations...) and during Track3 training events.

Procedure: Red Jackets are supplied at cost to instructors who have achieved Level 1 or higher certification. Yellow jackets or vests are loaned to our volunteer assistant instructors and to our Level 1 instructors under the age of 17. During the volunteer registration process Track3 members are offered jacket purchase/loan opportunities.

Responsibility: It is the responsibility of the office to supply uniforms to all instructor members.

It is the responsibility of our Program Directors to ensure that volunteer instructors are wearing a Track3 uniform while performing their duties. It is the responsibility of the Executive Director to ensure adherence to this Policy.

Consequences: Failure to wear a uniform during performance of teaching duties will constitute a loss of teaching privileges. Inappropriate behaviour as outlined in our Code of Conduct, while wearing a Track3 uniform, will result in immediate removal from our organization.

Volunteer Dismissal Policy

Policy Level: Board, ED, Volunteer Members

Approved on: **August 20, 2019**

Approved by: Board of Directors

Purpose: The purpose of this Policy is to ensure that dismissal of volunteers is fair, equitable and reasonable based on the process outlined in this policy and the expectations, responsibilities and consequences of volunteer actions.

Guidelines to promote understanding of acceptable conduct and behaviour and to encourage consistency throughout the organization are provided to every member at the time of annual registration.

This Policy is a formal statement to clarify Track3's commitment to the safety and care of our members, staff and volunteers.

Scope: This Policy applies to volunteer members and relates closely to the Code of Conduct Policy.

Policy: Volunteers who do not adhere to the policies and procedures of Track3 or who fail to satisfactorily perform their volunteer assignment are subject to dismissal.

Responsibility:

Volunteer Responsibilities

It is the responsibility of volunteers to understand the expectations of them and to be aware of the dismissal policy and process, and to conduct themselves accordingly.

Staff/Leader Responsibilities (Board of Directors, Executive Director, Program Directors)

Staff/Track3 Leadership outline the responsibilities of each volunteer role in the Orientation Manual, an annually updated copy of which is available on Track3's online registration/account portal. Expectations, boundaries, duties, and rules, together with possible consequences for failing to meet these expectations, for breaching a boundary, or for inappropriate behaviour, are outlined in our Orientation Manual.

Documentation files concerning human resources issues are kept in a locked cabinet by the Executive Director. These files are referenced below as "the volunteer's file". When necessary, staff, board and volunteer leaders may share in the responsibility of following the procedures of this policy.

Procedure:

The following are considered grounds for immediate dismissal:

- Illegal, violent and/or unsafe acts
- Theft of property or misuse of Track3 funds, equipment, client information or materials
- Being under the influence of alcohol or drugs while performing volunteer duties
- Any action or behaviour that causes harm to our athletes, staff or fellow volunteer members

Volunteers may also be dismissed in accordance with the Track3 By-law, Section 4.07, which states:

“Revocation of Membership. Membership may be revoked by the Executive Committee if a Member does not pay annual fees other than for reasons of personal financial hardship, having received written notice that such fees were due and payable, or for any reasonable reason(s) having regard to the best interests of the Association.”

All volunteers are subject to a probation period of one season. During this probation period, the following procedure may not apply as volunteers may only receive one or no warnings for improvement, depending on the severity of the issue.

The following procedure applies in all other cases besides probation and the immediate dismissal grounds listed above.

1. VERBAL WARNING/WRITTEN DOCUMENTATION: Any instance of failure to meet the requirements of the role and/or misrepresent or contravene the mission and policies of Track3 will be documented in the volunteer’s file by the Executive Director. Such occurrence will be verbally shared with the volunteer.
2. WRITTEN WARNING: If such occurrence is repeated, the volunteer will be given a verbal warning in person and in writing. This warning will be recorded in the volunteer’s file.
3. DISMISSAL: Volunteers will be dismissed if such occurrence is repeated after such written warning has been issued.
4. Discretion for dismissal rests with the Executive Director in consultation with volunteer leaders, or with the Board of Directors in consultation with the Executive Director in the case of volunteer leaders.
5. All reasonable attempts will be made to schedule a face to face appointment to inform the volunteer of the decision to dismiss them.
6. The volunteer will be supplied with a confirmation of their dismissal in the form of a Dismissal Letter signed by the immediate volunteer supervisor and the Executive Director. Details of the dismissal will be recorded and retained in the volunteer’s file.

Volunteer Sponsorship for Training and Education

Policy Level: Board, ED, Volunteer Instructors

Approved on: November 15, 2018

Approved by: **Board of Directors**

Purpose: The purpose of this policy is threefold: to provide guidelines to foster and encourage education and training opportunities that can benefit and improve the operations of Track3; to appropriately manage donor funds in trust with Track3 that will be used for this purpose; and to provide fair, consistent and transparent allocation of sponsorship dollars throughout the organization.

Scope: This Policy applies to all volunteer members.

Policy: From time to time, training and education opportunities arise that can significantly add value to our program delivery, training and operations. Sponsoring volunteers with part or full funding support to attend events on behalf of Track3 allows the organization to continue to grow, learn and share best practices. Volunteers who would like to attend events with sponsorship support from our organization must submit an application that details particular criteria and expected outcomes commensurate with the opportunity and benefit to Track3. The application process will be administered through the Board and Executive Director to determine sponsorship funds allocation. This policy and the application form are available on the Track3 website.

Typical opportunities may include but are not limited to: Canadian adaptive alpine training (CADs training events, Festival or WSC Ottawa); Canadian alpine related training clinics (CASI/CSIA events); US training organization events and festivals (PSIA and WSC Colorado); and disability sector workshops and symposiums. All opportunities must share the characteristic that they are external to Track3 and can offer a unique benefit to the growth of our organization.

Responsibility: Volunteers who are awarded sponsorship will demonstrate our values of inclusion, ability and freedom and will represent Track3 in a manner that maintains and enhances public confidence and trust in the integrity, objectivity and impartiality of the Organization. It is hoped that volunteers awarded with sponsorship funds will honour the organization with a minimum of 2 further years of volunteer service.

Procedure: Volunteers seeking sponsorship for education or training opportunities will make an application to the Executive Director. The application will be vetted for suitability related to this policy and to the alignment to our organizational goals. Based on a review of set criteria and questions relating to the benefit for Track3, a scoring system will provide evaluation metrics for assessing the merits of the application. The level of sponsorship will be based on a number of factors, including but not limited to the following: the current fiscal year budget, the number of requests for the same opportunity; and the current strategic direction of the organization. Successful applications will result in an agreement between Track3 and the volunteer applicant and funds will be dispersed on a schedule agreed upon by the Executive Director and the volunteer applicant.

The application review will involve members of the Board of Directors, with the final decision at the discretion of the Executive Director. The application form is attached as an appendix to the Policy. All receipts and documentation related to the sponsorship must be submitted.

Consequences: A breach of this policy will result in discipline and or loss of privilege. In the case of a significant breach the sponsorship agreement, the Organization may also seek repayment of sponsorship funds.

Appendix: Application Form for Volunteer Sponsorship and Evaluator Template