

**Peace Region Games Society Policies
2010 Alberta Summer Games**

Section 1: ASRPWF Policies binding on the Games Society by virtue of the Host Community Agreement as established in *Alberta Games Operations Manual*

- 1) Alberta Games Accommodation Policy
- 2) Alberta Games Policy for Provincial Arts Events
- 3) Alberta Games Code of Conduct
- 4) Provincial Championships Policy
- 5) Athletes with Disabilities and Special Groups Policy
- 6) Alberta Games Discipline Policy and Procedures
- 7) Alberta Games Logo Policy
- 8) Alberta Games Equipment Policy
- 9) Foundation and Sponsor Recognition at Alberta Games
- 10) Alberta Games Food Policy
- 11) Alberta Games "Fill In" Policy
- 12) Alberta Games Medical Policy
- 13) Honoraria for Alberta Games Cultural Component Policy
- 14) Alberta Games Provincial Art Events Policy
- 15) Tobacco and Alcohol Sponsorship
- 16) Alberta Games Opening and Closing Ceremonies Policy
- 17) Alberta Games Medals Policy
- 18) Alberta Games Flag Protocol Policy
- 19) Alberta Games Registration Policies
- 20) Involvement of Government Officials at Alberta Games Policy
- 21) Alberta Games Government Protocol
- 22) Entrance, Seating, and Exit Protocol of Platform Party at Opening Ceremonies and Closing Awards Presentation
- 23) Alberta Games Volunteer Criminal Record Check Policy
- 24) Alberta Games Eligibility Policy
- 25) Alberta Games substitution Policy
- 26) Alberta Games Payment of Technical Officials Policy
- 27) Alberta Games Sport Affiliation Policy
- 28) Government Correspondence Policy
- 29) Alberta Games Outdoor Ceremonies Weather Cancellation Policy
- 30) Alberta Games Volunteer Information Policy
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- 32) Alberta Games Coaches/Chaperones and Officials Hospitality Policy

Section 2: Peace Region Games Society Policies

- 1) Operational Policy
- 2) Expense Reimbursement
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- 23) Security and Criminal Record Checks
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- 28) Drivers
- 29) Special Transportation
- 30) Parking and Traffic Control
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- 32) Games Attire

Policy # 1

OPERATIONAL POLICY

The Board of Directors of the 2010 Alberta Summer Games has been established to successfully host the Games to be held in the Peace Region in July 2010. The Board shall make every attempt to conduct its affairs in an ethically acceptable manner with the primary focus being the athlete and the communities. The Board shall be comprised of volunteers who shall respect the contribution of all other volunteers of the Games, and be willing to make the commitment necessary to fulfill their responsibilities, as required, with enthusiasm. All references in these policies to Directors refer equally to Co-Directors where that arrangement is being used.

General responsibilities of the Board shall be as follows:

1. Incorporation as a society in the Province of Alberta and operate within the intent of the incorporation documents.
2. The Society will contractually agree to assume responsibility in all respects for the hosting of the 2010 Alberta Summer Games. This formal agreement Partnership Agreement shall be made between the Alberta Sport, Recreation, Parks and Wildlife Foundation (ASRPWF), Peace Region and the Society.
3. Establish a Board working structure including a Chairperson, an executive committee as appointed by the Chairperson, and relevant committees as necessary. Formal titles shall be given at the discretion of the Chairperson.
4. The Directors shall review, obtain a reasonable understanding of their duties and perform their duties as outlined in the operations manual provided by ASRPWF.
5. Establish an organization including volunteers and employed staff in order to assure good quality management for the hosting of the 2010 Alberta Summer Games.
6. Within the intent of the Partnership Agreement and the ASRPWF policies binding on the Games Society by virtue of the Host Community Agreement (section 1 of the policy manual), the Board shall establish relevant bylaws and provide authority to develop appropriate policies and procedures for all aspects of the Society.
7. Within the intent of the Partnership Agreement, the Board shall prepare an initial budget of expenditures for the sole purpose of hosting the 2010 Alberta Summer Games. Thereafter, budgets will be revised as deemed necessary by the Board. Within the intent of the Partnership Agreement, The Board shall raise, at a minimum, the required funding to support the expenditure budget.
8. Provide the authority for the expenditure of funds; and be responsible and accountable for all actions of volunteers and staff given authority to do so.
9. Appoint an external auditor on a fee for service basis to provide audited financial statements after the completion of the Games.

The Board shall recognize that the 2010 Alberta Summer Games are larger than the Board itself and shall include, where possible, the Towns of Peace River, Grimshaw, Manning and Falher, the Villages of Berwyn and Nampa, Northern Sunrise County, the MDs of Northern Lights, Smoky River #130 and Peace #135, Peace River School Division #10, Holy Family Catholic Regional Division #37, The Alberta Sports, Recreation, Parks and Wildlife Foundation, provincial sport associations, and the community at large in its team building and resource facility development.

The Board shall not be limited to only these broad responsibilities. Where necessary, the Board shall make any additions to content or changes to clarify the intent.

Date approved/revised: November 2008; January 2010; February 10 2010

Policy # 2

EXPENSE REIMBURSEMENT

PURPOSE

During the conduct of normal business, expenses may be incurred by individuals. The Board of Directors will control and monitor these expenses through budgeting, and reimburse reasonable and authorized expenditure amounts based upon fair principles.

POLICY

1. The Board of Directors will reimburse Peace Region Games Society members and/or staff for personal expenses incurred in the conduct of approved Society business.
2. Although the Peace Region Games Society will reimburse members for reasonable out of pocket expenses, please be mindful of the need to avoid escalating operating costs. Those seeking reimbursement shall make every effort to reduce out of pocket expenses.

PROCESS

1. Expense claims must be remitted to the Games Office within 30 days of the date of the incurred expenses relating to Games Society business.
2. The appropriate Director must approve expense claims.
3. Expense claims shall only be paid for travel pre-approved by the Director and in the case of a Director claiming for reimbursement, pre-approved by the Chairperson or designate.
4. Expense claims must be completed using the Games "Expense Claim" form accompanied by original receipts as attachments.
5. Travel arrangements by carrier must be booked as early as possible to obtain the maximum available discounts.
6. The appropriate account codes must be completed by the Director using the chart of accounts.
7. GST must be identified separately.
8. Reimbursement will be paid based upon the following:

Personal automobile use \$ 0.48/km

It is expected that where 2 or more people are traveling to the same location they shall travel together in one vehicle.

Meals for outside of the Peace Region to a maximum of:

Breakfast	\$10.00
Lunch	\$12.00
Dinner	\$20.00

Date approved/revised: November 2008; September 2009; January 2010; February 10 2010

Policy # 3

BOARD MEETINGS

POLICY

Roberts Rules of Order is the main reference for Board meetings. Open meetings convey a straightforward, above-board approach. Where discussions cover sensitive issues the Board will move into Committee-of-the-Whole in camera, however, Board members should feel free to express their views regardless of whether the media or public is present.

Under Roberts Rules of Order, a Board cannot make decisions while in camera. No motions can be made, except to recommend an action. To make a motion, the Chairman must adjourn the in camera session and move back into the regular, open meeting.

PROCESS

1. All regular Board meetings will be open to the public and to the media, and the minutes will be available upon request.
2. Minutes will reflect action discussed and adopted by the Board on all agenda items.
3. Legal and personnel issues shall be referred to Committee-of-the-Whole or Executive Committee. The committees shall make recommendations for motion to the Board.
4. Regular meetings of the board will be held monthly, with additional meetings held as required.
5. Notwithstanding the above, the Board may delegate through a motion decision making abilities to the Executive Committee or the Committee-of-the-Whole.

Date approved/revised: November 2008; January 2010; February 10 2010

Policy # 4

SMOKING

POLICY

A no smoking policy shall be in effect in the Games office, all Games vehicles and at Games events smoking will be allowed only in designated smoking areas.

Date approved/revised: November 2008; January 2010; February 10 2010

Policy # 5

PURCHASING GOODS / SERVICES

POLICY

1. In all cases, an attempt will be made to achieve the lowest priced, technically acceptable product given time and availability constraints. Where practical, every effort will be made to acquire goods/services in the following order:
 - o Gift-In-Kind contributions of goods and services or a combination of the two
 - o Rent or Lease
 - o Purchase
2. Purchasing decisions shall be made in the following order for consideration:
 - o Budget constraints
 - o The need for competitive bidding among potential suppliers
 - o The contribution and/or contractual agreements with the Games' sponsors and suppliers
 - o The contribution of the local business community to the Games' success
 - o The contribution of the Alberta business community to the Games' success

PROCESS

1. **No purchases will be authorized unless approved within the budget.** The Executive Committee may approve additional budget amounts or take other action to address the Games budget.
2. Each Director is responsible to monitor and report, not only expenditures, but also Gifts-in-Kind required to support the Portfolio.
3. **All orders of goods and services over \$250 MUST be accompanied by a purchase order** (available only at the Games Office and maintained by the Office Administrator), which will include:
 - o Name and address of supplier
 - o Description of goods and/or services
 - o Portfolio/accounts to which purchases are to be charged
 - o Authorization of the Directors whose Portfolios is/are involved authorization may be given to the Office Manager over the phone
 - o Name, Committee and Portfolio of person requesting items
4. Invoices will not be paid unless accompanied by a cheque requisition and purchase order (PO). The invoice will be sent to the appropriate Director for approval.
5. All cheques must be signed by two signatures only one of which can be Games staff. All expenditures or cheques in excess of \$5,000 must be signed by the Director of Administration, or if not available may be signed by the Chairperson.
6. Thresholds for quotes:
 - o Quotes are to be requested from at least 3 suppliers for all purchases over \$250 and less than \$10,000.
 - o Directors may authorize the purchase of any item up to and including \$10,000 providing the item falls within the approved Portfolio budget.
 - o The Executive Committee may approve purchasing and procedures with respect to purchases over \$10,000.

Date approved/revised: November 2008; January 2010; February 10 2010

Policy # 6

PROPOSAL / TENDERING POLICY

PURPOSE

The Games Office and Director of Administration are available to consult with Directors and Chairs who are in the process of developing tender packages.

POLICY

1. All Requests for Proposals (RFP) and/or Tenders (RFT) must be approved by the issuing Portfolio's Director. Following this approval the RFP/RFT must be submitted to the Games Manager prior to being released. The Games Manager will review the package with Director of Administration and the following, as appropriate:
 - o Legal Chair
 - o ASRPWF
 - o Additional relevant authorities
2. Given the need to consult with the above, it is important those Directors submitting packages allow a minimum of five 5 working days for the appropriate parties to return the package with any changes required.
3. All RFP and RFT should contain the following information:
 - o Our legal name in full: Peace Region Games Society – 2010 Alberta Summer Games
 - o Specific details of what goods and/or services are required
 - o Specific terms and conditions of the goods and/or services required
 - o Lowest or any proposal/tender will not necessarily be accepted
 - o Expiry date and time for receipt of proposals/tenders
 - o Proposal/tender is revocable
 - o Statement that the information provided in the request is believed to be accurate at the time
 - o Each proposal/tender indicates how the proposal will be evaluated
4. All proposals and tenders will be advertised at minimum as follows:
5. Advertising will be placed in the four community newspapers of the Peace Region notifying potential bidders of the tender.
6. All advertising must be coordinated through the Games Office.
7. As the RFP/RFT is advertised, committee members may choose to invite anyone to pick up a package or email the package directly to any business or person. RFP/RFT's must NOT be released in advance of being available to the public.
8. The selection of a successful proposal/tender will be completed by the respective Directors and Chairs, and the Games Manager. Where the total value is higher than \$5,000 the Director of Administration must approve the successful proposal/tender.
9. Where the total value is higher than \$5,000 and less than three 3 proposals/tenders are submitted, the Director must seek quotes from other vendors whenever possible.
10. At the discretion of the Executive Committee, special consideration may be given to a local business that has provided a quote which the committee considers to be reasonably competitive.

Date approved/revised: November 2008; January 2010; February 10 2010

Policy # 7

CONFLICT OF INTEREST

PURPOSE

No member of the Board of Directors, Games Manager, Games staff or volunteers should ever be placed in a position where they would stand to achieve a personal gain.

POLICY

Any decision which would allow a member of the Board of Directors, Games Manager, staff or any volunteer having the authority to expend Games funds to personally benefit in any way either directly or indirectly, to include immediate family, must be reviewed and approved in writing by the Executive Committee. Failure to obtain such approval will result in the Board pursuing avenues available to them to secure the benefit for the Society.

PROCESS

1. Any Board member who recognizes a potential or real conflict of interest regarding any issue coming before the Board at a regularly constituted meeting shall disclose the potential or real conflict of interest and abstain from voting on the issue.
2. Where a member of the Board of Directors, Games Manager, Games staff or a volunteer is deemed to be in conflict or discloses such conflict, full details using the review process form are to be referred immediately to the Executive Committee for review.
3. Where a conflict exists that was not disclosed by the Board member, Games staff or volunteer, the Executive Committee will review and recommend to the Board for further action. Any Directors involved would be excluded from Board discussions.
4. All volunteers shall be made aware of this policy.

Date approved/revised: November 2008; January 2010; February 10 2010

**Conflict of Interest
Review Process Form
Executive Committee**

Date: _____

Details:

Name of volunteer involved in conflict situation: _____

Nature of Benefit: Financial
 Property
 Other

Benefit Amount \$ _____ (actual or estimate)

Beneficiary: Volunteer personally
 Immediate family member
 Other

Other details:

Policy # 8

STAFF RECRUITMENT AND EMPLOYMENT

POLICY

The Games shall, in all cases, attempt to:

1. Open to public competition all staff positions, through local advertising except for the Games Manager, which will be advertised provincially.
2. Utilize all employment programs and post secondary education programs available to staff the Games office.
3. The Director of Administration shall approve all hirings, evaluations, and terminations. The Games Manager shall make recommendations to the Director of Administration regarding hirings, evaluations and terminations for Games staff.
4. All employees must have an employment contract in place prior to beginning employment. In a template established by the Director of Administration.

Date approved/revised: November 2008; January 2010; February 10 2010

Policy # 9

BUDGET

POLICY

1. The Administration portfolio is responsible to develop for Board approval, a Games budget and procedures to ensure the effective financial management of the Games.
2. The budget will be monitored on a continuous basis by the Executive Committee to ensure it is on target. The committee will consist of the Games Manager, Director of Administration, Director of Friends of the Games, the Chair and Vice Chair.
3. Meetings will be conducted with Directors as deemed appropriate to resolve any concerns.
4. The Executive Committee will establish a contingency fund from unallocated surpluses.
5. Access to the contingency fund will be by application from the Director requesting the funds. The application, directed to the Games Manager, will be approved or declined by the Executive Committee. In cases where the Director submitting the request is a member of the Executive Committee, they will not be involved in the review process and may, at the discretion of the Board Chair, be replaced by an alternate Director.
6. The Executive Committee will evaluate the request in consideration of the following factors that must be addressed in the proposal:
 - o The intended benefit of the expenditure
 - o The importance of the expenditures to the overall success of the Games
 - o Details as to why the funds were not in the overall approved budget
 - o Any information that would assist in the evaluation
7. The Executive Committee will consider whether spending to-date in the portfolio has been prudent and the Society's overall financial position in their evaluations.
8. Funds may be moved within a portfolio budget at the discretion of the applicable Director to a maximum of \$2,500. Amounts over that are subject to confirmation of the Executive Committee.

Date approved/revised: November 2008; January 2010; February 10 2010

Policy # 10

FACILITIES AND EQUIPMENT LEGACY

PURPOSE

The Games Society will endeavor to manage the budget in such a manner that expenditures do not exceed revenue.

Facilities located within the local Government Authorities may need certain upgrades that would not be possible without the 2010 Alberta Summer Games taking place in the region.

The Games Society will purchase, unless otherwise donated, equipment to be used during the Games. The disposal of many of these purchases is covered under the Fixed Assets Inventory/Disposal Policy. In some cases, the Games Society may deem it appropriate to identify a community organization within the region and donate the asset to them at the completion of the Games.

POLICY

1. Items purchased by the Games Society may be donated to community organizations when:
 - It is deemed necessary that a local sport organization requires specialized equipment
 - It is deemed appropriate to assist a sport organization in maintaining a club for members in the community
2. The Director of Administration, the Director of Finance, the Director of Sport, and the Games Manager will undertake a review process to determine the need for the equipment and the financial position of the Games Society.
3. Upgrades to facilities within the region deemed necessary in order to ensure the Games are effectively planned, implemented, and promoted will be undertaken through partnerships between the region, the Provincial Community Facility Enhancement Programs, and private third parties.
4. Upgraded facilities will enhance the promotion of various sport activities in the years to come.

Date approved/revised: November 2008; January 2010; February 10 2010

Policy # 11

FRIENDS OF THE GAMES

PURPOSE

Raising sufficient funds or goods and services gifts-in-kind for the Games is a major undertaking that requires diplomatic persuasion and positive follow up. Many businesses and corporations in any community look forward to becoming involved in a major event such as the Games since it allows them to demonstrate their civic pride through sponsorship and staff involvement. Their contributions support the efforts of the provincial and local government grants and fund-raising requirements by the local Games Committee.

POLICY

1. Fund Raising
 - o All fundraising projects require the approval of the Director of the Friends of the Games and, subsequently, the Board of Directors.
2. Gifts-in-Kind
 - o Gifts-in-kind or services-in-kind will be used to offset expenditures' budgets for the various directorates
 - o All donated goods and services will be valued at market price, that is, the cost of either a new piece of equipment or an expected value a used piece of equipment would garner
 - o Approval of the value of the donation will be determined by the Director of Administration and Director of Finance
3. "Loan" of Equipment
 - o Equipment "loaned" to the Society for the Games will be valued at rental rates for the duration of the loan
 - o Lease rates will be determined as if the facility or equipment was offered for actual payment
4. Levels of Sponsor Recognition
 - Platinum \$50,000 +
 - Diamond \$25,000 - \$49,999
 - Gold \$10,000 - \$24,999
 - Silver \$5,000 - \$9,999
 - Bronze \$1,500 - \$4,999
 - Friends of the Games \$100 - \$1,499
5. Sponsor Recognition
 - o Appropriate signage at venues will recognize the sponsor
 - o Sponsor conflicts in venues or events will be prevented at all times
 - o A special Sponsor Recognition will be held during the Games at a Friends of the Games Reception

Date approved/revised: November 2008; January 2010; February 10 2010

Policy # 12

GIFT IN KIND / DONATIONS

POLICY

1. All revenue generated will be considered revenue to the overall Games budget unless specified by the Donor.
2. "Gift in Kind" GIK donations will be applied against a committee's expenditure budget when used or consumed.
3. All Directors will provide FOG with a list of expenditures on a GIK form; the date required and preferred suppliers for approval, recording and follow-up.
4. Donated goods and/or services will be valued at retail cost less any volume discounts that would normally be given. Borrowed/loaner goods and/or services will be valued at retail cost less the value of the item at the time of return. An invoice indicating value of goods and/or services is required from the supplier at the time said goods and/or services are received.
5. The levels of recognition are as follows:
 - o Platinum \$50,000 +
 - o Diamond \$25,000 - \$49,999
 - o Gold \$10,000 - \$24,999
 - o Silver \$ 5,000 - \$9,000
 - o Bronze \$ 1,500 - \$4,999
 - o Friend \$ 100 - \$1,499
6. Anyone soliciting GIK and/or donations of cash must FIRST consult with and receive approval from FOG in order to ensure that:
 - o Potential donors are approached in the best possible way
 - o A reasonable donation is requested
 - o Multiple requests to donors are not made and sponsor conflicts are avoided
 - o Sponsor opportunities are maximized
 - o Commitments made to donors are consistent with the donor recognition program
 - o The donation is recorded

Date approved/revised: November 2008; January 2010; February 10 2010

Policy # 13

FIXED ASSETS / INVENTORY DISPOSAL

PURPOSE

Fixed assets are those that have been purchased by the Games Society or donated outright to the Games Society. **This does not include items that are on loan or leased.**

These items have been purchased using the Purchasing Policy or, if they have been donated to the Games, have a value established at the time of donation.

These assets must be accounted for and distributed after the completion of the Games.

POLICY

1. The Games Office will keep an inventory of all fixed assets purchased by or donated to the Games.
2. Asset list will include a description of the item, location, quantity, value and who donated the item.
3. Funds received from the sale of assets will become part of the general revenue of the Games.
4. As per the Legacy Policy, items may be donated to sport organizations in the region as a legacy, i.e. specialized sport-related equipment, timing systems, etc.
5. As reviewed by the Executive Committee
 - o Items may be sold by public tender
 - o Items may be sold separately by the Board of Directors
 - o Reserve bids may be set for any item
6. Assets not sold in the above manner will be disposed of individually as determined by the Executive Committee.

Date approved/revised: November 2008; January 2010; February 10 2010

Policy # 14

ACCOMMODATIONS

POLICY

In consideration of accommodating approximately 2500 athletes, coaches and chaperones for the 2010 Alberta Summer Games, The Director of Accommodations shall contact the local school systems regarding the use of their schools as Athlete Villages.

PROCESS

1. Athletes will be accommodated by gender specific, meaning all males or all females are to be housed in any one village;
2. Placement of athletes, where practicable, in rooms is based on:
 - o Common sports and common zone
 - o Common sports and different zone
 - o Different sports and common zone
 - o Different sports and different zone
3. Athletes will not be allowed into their rooms between 9:00 a.m. — 3:00 p.m. unless accompanied by a chaperone/coach.

Date approved/revised: November 2008; January 2010; February 10 2010

Policy # 15

GAMES COMMUNICATION AND USE OF LOGO

PURPOSE

All involved shall attempt to represent the Games and the Society in a professional manner. Use of the approved Games logo, artwork or theme will be used in accordance with policy.

POLICY

1. All use of Games letterhead and logo must be approved by the Games Manager to control internal and external communication. The primary intent is:
 - o To control costs while not inhibiting effective communication and/or correspondence.
 - o To provide consistent application, control and authorization for the use of the Games logo.
 - o To ensure the Games Manager is knowledgeable with respect to all communications relevant to the successful planning and promoting of the Games.
2. The logo of the Games shall not be altered or used without the authorization of the Games Manager. Each director shall be responsible to ensure all volunteers within their portfolio respect this policy.
3. A copy of all correspondence representing the Games must be forwarded to the Games Manager on a timely basis. Through the Games office, the appropriate directors and others shall be copied when necessary. The closing of all correspondence shall include:

Sincerely,

Writer's signature

Print writer's complete name

Writer's Title or Portfolio

cc: Games Manager

cc: Appropriate Director when necessary

Date approved/revised: November 2008; January 2010; February 10 2010

Policy # 16

CULTURE

PURPOSE

The Board of Directors recognizes the special needs of Culture to coordinate with other portfolios to host a successful Games. In consideration of this need the Board will establish through policy a set of minimum guidelines to assist the Director of Culture in the performance of hosting cultural activities.

PROCESS

Administration

Pre-games administration expenses, including secretarial, photocopying, faxing, local phone expense and long distance expense will be donated by committee members and the companies they are employed by. Once the office is established Culture will utilize telephone, fax and photocopying when needed and such expenses incurred will be the responsibility of Administration.

Revenue generated by Culture through event admission or in fundraising endeavors will be considered general revenue. This revenue injection will offset the costs of managerial and staff services, administration expenses, insurance, warehousing, and any general service available to the Culture Committee.

Each proposed fundraising event would be presented to the Board complete with event outline, projected revenue, committee volunteers and a budget.

Friends of the Games

Culture will provide Friends of the Games with a written wish list for donations as soon as possible, to facilitate the acquisition of these items as gifts-in-kind. Gifts-in-kind specifically required by Culture would correspondingly decrease cash expenditures budgeted for by this committee.

Promotion

Culture specific advertising material, including but not limited to posters, tickets, and specific event programs or flyers will be a culture budget expense; however, culture would request an allotment of the donated pool of advertising currently available.

Promotions will be consulted before developing each advertising campaign for suggestions, assistance and to determine the most persuasive and cost effective way of promotion possible. Promotion will be responsible for all expenses to provide cultural information to athletes, special dignitaries, officials, parents and local residents in whatever form the Board of Directors approves for general games advertising, handbooks, newsletters, newspaper ads, radio spots, etc.

Transportation

Volunteers for Culture will provide transportation at their own expense. Volunteer parking will be at the direction of the venue manager.

Culture will work closely with Transportation to arrange parking for VIP Entertainment and/or VIP transport as needed. Cost of VIP transport within the region will be the responsibility of Transportation.

The transportation of performers from out of the area will be budgeted for by Culture.

Security

Culture will advise security of special needs in writing as soon as possible. Security will assume all cost and responsibility thereafter.

Venue Management

Culture will work closely with Venue Managers prior to planning any cultural event that will share space with sport. Venue Managers will be canvassed with respect to the following:

- Available space
- Appropriate use of space
- Security
- Parking and traffic issues
- Staging / power / safety issues
- Timing of events so as not to detract from the sport
- Equipment needs
- Number of spectators expected
- Fire regulations
- Dressing rooms and staging areas for performers if necessary
- Storage space
- Hours venue will be open

Culture will assume all direct expenses to stage a cultural event scheduled in a sport venue. Venue budgets will cover all hard costs and expenses for use of the facility such as rent, utilities, telephone, insurance, etc.

Protocol

Culture will work with Protocol to stage the Opening and Closing Ceremonies.

Date approved/revised: November 2008; January 2010; February 10 2010

Policy # 17

ACCOMMODATION

POLICY

In order that the Athlete Villages are secure and that the athletes are protected, security procedures for those interacting with these athletes must be enacted. In conjunction with Policy # 23 Security and Criminal Records Check all personnel working in these Villages will be processed through the Royal Canadian Mounted Police.

PROCESS

1. Criminal Checks
 - Athlete Village workers will complete required information for Criminal Checks
 - The Royal Canadian Mounted Police will respond that there are no criminal charges or issues identified to preclude these individuals from access to the Village
 - Individuals identified by the Royal Canadian Mounted Police as having a criminal history will be pulled from the Athlete Village Volunteer List in a confidential manner
2. Individuals included in screening:
 - Mayors/Deputy Mayors of the Athlete Villages
 - Supervisors in the Athlete Villages
 - Venue Pass personnel custodians/vendors
 - Selected Directors and Chairs
 - Selected Mission Staff
3. Identification: Individuals must be wearing a laminated 2010 Alberta Summer Games ID tag marked with a red bar or band
4. Athlete Village Greeters under the age of 18 will not have criminal checks performed
5. Supervisors and greeters
 - Names will be checked against schedules shift times
 - Picture ID must be shown to validate their name tag prior to coming on shift
6. Volunteers obtained from the Emergency Volunteer Pool may be utilized in order to meet shift schedule requirements
Replacement volunteers will be cleared by the Chair, Athlete Villages, or the Director of Accommodations
Validation of acceptance will allow them to assume responsibilities
7. Vending Machine Personnel
Access will be permitted under the supervision of the Village Supervisor or Security personnel
8. Members of the Future Host Tour will be permitted to visit one Athlete Village under the supervision of the Vice Chairman of the Games and the Village Supervisor.

Date approved/revised: November 2008; January 2010; February 10 2010

Policy # 18

FOOD SERVICES

POLICY

The Director of Food Services shall review, obtain a reasonable understanding of their duties and perform their duties as outlined in the operations manual provided by ASRPWF.

The Board of Directors recognizes the importance of Food Services in hosting a successful Summer Games. To make a successful event detailed planning in Food Services is essential.

PROCESS

The Director of Food Services shall provide for approval a detailed Food Services plan to the Executive Committee and Board of Directors which will have the following items included:

1. Food Center:
 - o Location
 - o Hours of operation
2. Contingency plan for teams unable to make it to the Food Center during the regular hours of operation.
3. Logistics of multiple sittings.
4. Procedures for checking participant I.D. tags and for tracking number of meals consumed.
5. Meal plan for review of a certified nutritionist.
6. Concession plan – in the event that no concessions are arranged by the 2010 Alberta Summer Games, communication to participants will be necessary to ensure they are aware of alternatives.
7. Lunches – bagged lunches or alternative.
8. Volunteer meals/snacks plan.
9. Athlete hydration.
10. Other items as outlined in the ASRPWF operation manual.

Date approved/revised: November 2008; January 2010; February 10 2010

Policy # 19

FACILITY BOOKING / USE

PURPOSE

Facilities will be used for various activities throughout the Games. These will include ALL sports events, cultural events, opening/closing ceremonies, promotional events, etc.

The intent of this Policy is to maximize the use of a facility, minimize the cost, and to keep facility owners and operators informed.

We must coordinate consideration for economics, professionalism and continuity of venues to be booked for our youth. We must be consistent with Accommodations, Sport, Facilities, Friends of the Games and other portfolios or commitments. The Co-Directors of Facilities will coordinate all venue bookings. A master list of venues will be maintained and will be accessible to all Directors, Chairs, Games staff and volunteers.

POLICY

1. The Co-Directors of Facilities will coordinate the booking, renting, leasing or otherwise acquiring the use of venues to be used by the 2010 Alberta Summer Games.
2. Requests for facilities are to be made in writing to the Facilities Portfolio.
3. Requests for facilities must include dates required, the intended use as well as information on any support equipment required.
4. The requesting Director or designate may be authorized by the Co-Directors of Facilities to proceed with acquiring a venue after consultation with the Co-Directors of Facilities.
5. Communication with facility owners and/or operators will be through the Facilities Portfolio Venue Managers.
6. The Facilities Portfolio, in conjunction with the Games Office, will determine priorities for facility use. Sports will be the number one priority.
7. All venues will be listed on a Master Venue List maintained at the Games Office.

Date approved/revised: November 2008; January 2010; February 10 2010

Policy # 20

PORTABLE FACILITIES AND EQUIPMENT

PURPOSE

Various committees and organizing groups will require portable equipment in order to stage an event. This may include such things as tables and chairs, bleachers, garbage receptacles, stages, temporary fencing, shelters, tents, trailers, toilets, generators, portable heaters, extension cords, results boards, etc.

POLICY

1. Requests for portable equipment and portable facilities are to be made in writing to the Facilities Portfolio.
2. Requests will include a description of what is required and what it will be used for.
3. Requests will indicate when the item will be required and when the use will be finished.
4. The Facilities Portfolio will determine priorities for use of equipment and portable facilities.
5. Venue Managers are to be informed of all portable equipment requests and their status.
6. Wherever possible, sources of portable equipment or portable facilities should be identified. Requests will be vetted through the Friends of the Games Portfolio.

Date approved/revised: November 2008; January 2010; February 10 2010

Policy # 21

WAREHOUSE AND EQUIPMENT DISTRIBUTION

PURPOSE

The Facilities Portfolio is responsible for the set-up and operation of the official Games warehouse. The warehouse will be used to store Games-related items prior to the Games, distribute materials as required prior to and during the Games and collect materials after completion of the Games. The warehouse will be closed as soon as practical after Games completion.

POLICY

1. The Board and related committees will adhere to procedures development by the Games Office and Warehouse Chair. These will include appropriate warehouse inventory forms, delivery requests and other forms required to manage the warehouse operation.
2. Committees, groups or individuals using items from the warehouse will be responsible for coordinating the shipping, safe use, security and maintenance while on site and return of items to the warehouse.
3. The Games Office is to be kept informed of equipment or item location at all times i.e. at a venue, in the warehouse, etc.
4. Coordination of delivery of items to the warehouse and delivery of items from the warehouse to a particular venue or event is the responsibility of the committee or organizing group. The Warehouse Manager will assist as requested.

Date approved/revised: November 2008; January 2010; February 10 2010

Policy # 22

FACILITY UPGRADING AND DEVELOPMENT

PURPOSE

Activities considered for upgrading and development are those that:

- permanently change the physical nature of the venue;
- require more than a minor expense; and
- use a venue in a different way than it was intended.

POLICY

1. All upgrades and development of venues will be coordinated through the Co-Directors of Facilities.
2. The Co-Directors of Facilities will consult with the Chairman of the Board, Games Manager and any other authority to develop a plan to upgrade or develop facilities for the approval of the Board of Directors.

Date approved/revised: November 2008; January 2010; February 10 2010

Policy # 23

SECURITY AND CRIMINAL RECORD CHECKS

PURPOSE

The need for safety and security of all 2010 Alberta Summer Games participants is vital to the success of such a complex activity. In particular, the Peace Region Games Society, in concert with Alberta Sport, Recreation, Parks and Wildlife Foundation ASRPWF, assumes full responsibility for the athletes, as they are not legally adults. Accordingly, one of the precautionary steps to ensure due diligence involves the screening of key personnel who will have intimate access to the athletes. Moreover, the ASRPWF requires that host communities implement a security check for all volunteers assigned to Athlete Villages' supervision, security, and photography.

POLICY

1. Personnel Screening

All personnel, both paid staff and volunteers, involved in the functional areas of security, medical, athlete village supervision, cash handling, high value material control, sensitive personnel information, and official photography will be subject to a Criminal Records Check (CRC). The exceptions to this requirement are individuals who have been screened through their relevant professional/employment organizations such as government, police, medical and educational personnel and can provide a copy of their CRC to the Director of Security or the Games Office. The 2010 Alberta Summer Games will accept a CRC if obtained within the past 3 years.

An individual will not be accepted as a volunteer or for employment in the above-mentioned functions if they have a criminal record in any of the following categories;

- o Substance abuse
- o Robbery/Theft
- o Sexual abuse or exploitation
- o Assault
- o Any violence-related offence

Notwithstanding, the Chair of Security, in consultation with the Director of Security, Telecommunications and the Games Chairman, may use discretion to consider exceptions based on the results of the CRC.

2. Storage of CRC

All completed CRCs shall be stored in a locked and secure area. The only persons with access to completed CRCs are the Chair of Security, Games Manager and Office Administrator. The Security Chair will apply the following procedures upon the conclusion of the Games:

- o Thirty 30 days after the Games are completed, destroy all CRCs by shredding unless otherwise directed by legal counsel or the Chairman of the Games Society.
- o Upon a person's request through the Games Office for their CRC result, return the CRC in a sealed envelope by hand to the requesting individual within thirty 30 days after the completion of the Games, unless otherwise directed by legal counsel or the Chairman of the Games Society.

PROCESS

1. Volunteers requiring a CRC may obtain a form from the Games Office.
2. The completed form can be dropped off along with a photocopy of the individual's driver's license or I.D. to the RCMP office. The processed document will be available for pick up approximately 3 business days later.

Date approved/revised: November 2008; January 2010; February 10 2010

Policy # 24

ADMISSIONS

POLICY

The Admissions Chair shall review, obtain a reasonable understanding of their duties and perform their duties as outlined in the operations manual provided by ASRPWF.

The Board of Directors recognizes the importance of Admissions in hosting a successful Summer Games. To make a successful event detailed planning in Admissions is essential.

PROCESS

The Chair of Admissions shall provide for approval a detailed Admissions plan to the Executive Committee and Board of Directors which will have the following items included.

1. Admission Rates
2. Complimentary Admissions
3. Ticket Sales
 - o Advanced sales
 - o Retail stores
4. Other items as outlined in the ASRPWF operation manual

The plan needs to consider past rates, number of spectators expected to attend ceremonies and other Games events. When developing the Admissions plan consideration should be given to the following points:

- o Allow as many spectators as possible to enjoy the Games.
- o Limited seating capacity available in some venues.
- o Give maximum exposure of the athletes, different sports and performers.
- o Ensure financially responsible in the realities of hosting the Games.

Date approved/revised: November 2008; January 2010; February 10 2010

Policy # 25

TRANSPORTATION

PURPOSE

The Board and related Committees will adhere to the procedures developed by the Transportation Committee.

These will include:

- o Internal Bussing Policies
- o Courtesy Vehicle Policies
- o Parking and Traffic Control Policies
- o Drivers
- o Special Transportation Policies
- o External Bussing Policies

General Operations

The function of the Transportation System is to provide transportation to and from sports venues within the Peace River District and all outlying districts as mentioned under the Peace Region Games Society or events as approved by the Director of Transportation.

Transportation will be provided for:

Athletes, officials, and VIP's, to and from venues, opening/closing ceremonies, athlete villages, athlete's dance, food centre and special events approved by the Director of Transportation.

VIP's, guests and Individuals requiring handicapped services may request transportation services from the Transportation director by submitting a Special Transportation request form.

Committees, games staff and venue managers must submit to the Director of Transportation a Vehicle request form for vehicles or for the purpose of transporting goods and/or services.

The Board and related Committees will adhere to the procedures developed by the Transportation committee. These include fuel, cleaning and maintenance procedures, vehicle request forms or any other forms required for services.

Hours of operation for shuttle or courtesy vehicles will be determined with a 24-hour emergency number made available to committees as determined by the Director of Transportation.

Handbooks will be issued to all volunteers and staff. Each handbook will contain:

- o Policies and procedures
- o Site/venue maps
- o Emergency procedures and routes
- o Detailed parking maps
- o Road maps and directions to all locations
- o Sample of forms and required documents to be in each vehicle
- o Contact names and numbers
- o Shift schedules

Date approved/revised: November 2008; January 2010; February 10 2010

Policy # 26

INTERNAL BUSSING

For the purpose of these Games, Shuttle Bus will be the term used to define the transportation service within Peace River and Grimshaw. This may include regional locations as mentioned under the Peace Region Games Society.

The primary and dedicated function of the Internal Bussing System is to provide a scheduled shuttle bus service to operate with sufficient frequency to provide transportation in a timely and safe manner.

Athletes, Coaches and Sport Technical Officials will be given priority.

Between sport venues, accommodations and the central meal locations.

Between opening and closing ceremonies and the Athletes dance.

Special requests for other locations/events must be made in writing to and be approved by the Director of Transportation.

The Internal Bussing Committee will be responsible to schedule routes and times.

Date approved/revised: November 2008; January 2010; February 10 2010

Policy # 27

COURTESY CARS

PURPOSE

The success of any Games is dependent on the type and frequency of Transportation Services. The Board and related Committees will adhere to the procedures developed by the Courtesy Vehicle Chair.

POLICY

Courtesy vehicles will:

- Operate from 6:00am to midnight, with a 24-hour emergency number available.
- Be driven by pre-approved driver only.
- Only be provided for use to and from Games venues, airports, hotels/motels and approved Games functions.
- Transport guests, VIP's, Provincial Sport and Technical officials and future host delegates.

Courtesy vehicle service may be provided in extenuating circumstances upon approval of the Director of Transportation or Courtesy Vehicles Chair.

- Media representatives.
- Key volunteers, i.e. Directors, Chairs.
- Games staff.

Games participants and coaches should utilize the internal bus transportation system designed for their use. Only in emergency situations should participants use courtesy car services.

Examples of such emergencies are:

- Transport to medical clinic polyclinic for minor injuries.
- Internal transportation cannot for whatever reason deliver a participant in time for their event.
- If a participant is found in a situation of danger or disorientation.

All other situations, participants must use the internal transportation system.

Date approved/revised: November 2008; January 2010; February 10 2010

Policy # 28

DRIVERS

PURPOSE

The board believes that safe, Professional drivers are fundamental to the success of the Games.

POLICY

1. All drivers of Games vehicles must:
 - o Have a valid driver's license of the proper class for the vehicle they are driving.
 - o Submit a copy of driver licence to the transportation office.
 - o Authorize driver abstract and security clearance checks.
 - o Provide a copy of propane certification.
 - o Adhere to all traffic laws.
2. Any tickets or violations, photo radar, speeding, parking, etc., are responsibility of the driver.
3. Drivers shall complete all necessary forms, accident forms, logs, cleaning required, defect pre-trip inspection, etc., required by the Director of Transportation or designate.
4. Drivers will be required to refuel and must have fuelling certification.
5. Communication equipment provided by the Games organization must be used responsibly, carefully, and only for Games purposes.
6. Drivers shall immediately report any accidents or vehicle damage to the dispatch centre.
7. All vehicles will be smoke free.
8. Director of Transportation is responsible approving people to drive.

Date approved/revised: November 2008; January 2010; February 10 2010

Policy # 29

SPECIAL TRANSPORTATION

Special Transportation will be the term used for transporting passengers to venues and events when:

- o Circumstances would deem shuttle bus service impractical
- o Handicapped services are required
- o Transportation to/from special or non-scheduled events
- o Customized Transportation services for hire

Transportation will be provided in a timely and safe manner.

The Special Transportation System is limited and is mainly for:

- o VIP's
- o Special guests
- o Handicap services
- o First priority shall be given to them.

The Board and related Committees will adhere to the procedures developed by the Special Transportation Committee. These will include Special Transportation Request Forms required to request special transportation.

The function of the Special Transportation System is to provide transportation to and from sports venues within Peace River and surrounding districts.

Requests for special transportation to events must follow procedures and to be approved by the Director of Transportation designate. Procedures will follow Provision and coordination of volunteers to meet the arrival/departure of persons being transported by the Special Transportation System is the responsibility of the committees, groups or individuals that have requested the service.

Fees may be applicable when requesting transportation for hire.

Date approved/revised: November 2008; January 2010; February 10 2010

Policy # 30

PARKING AND TRAFFIC CONTROL

Success of the games will be contingent upon appropriate transportation including availability, variety and access. The adoption of a system to control traffic, safe loading and unloading of passengers and adequate parking areas for all, will be the priority of the Parking and Traffic Control Chair.

Parking and Traffic control will:

- Control all parking areas at venues and include accommodations, food centers, opening/closing ceremonies and registration sites.
- Control the flow of traffic at all sites
- Plan designated parking/loading/unloading for games personnel at each location
- Allow for emergency access to each location
- Ensure all routes and accesses remain unobstructed
- Request/determine if Park and Ride services are required but will not be responsible for monitoring.

Parking Policy

- The Board and all committees will adhere to all Parking and Traffic control procedures Parking and Traffic control Chair will:
- Develop site and parking plans for each venue
- Issue parking permits
- Will cooperate with Town, Municipal Districts and Police services when and where required.

Prioritize Parking with highest priority being:

- Emergency vehicles and clear access route at all times
- Bus parking/loading/unloading
- Service and delivery agents
- Venue personnel and/or volunteers
- Games officials and VIP's
- Media
- Parking pass required

Date approved/revised: November 2008; January 2010; February 10 2010

Policy # 31

SIGNAGE

POLICY

1. All sign requisitions must be submitted by venue managers or committee chairpersons using the Standard Sign Requisition Form to the Signage Chair prior to April 1, 2010.
2. Requisitions will be processed on a first in, first out basis.
3. Sign requests will be filled from existing inventory first and supplemented with new signage as required.
4. Installation and removal of host signs will be the responsibility of the Host MD or Town unless a formal request is made to the signage committee.
5. Installation and removal of external welcome signs at a venue will be the responsibility of the signage committee.
6. Installation and removal of all other venue signage will be the responsibility of the venue manager. This will include securing permission for installation when required. Signage committee will deliver and pickup signage when requested by venue manager.
7. Directional signage for venues will be the responsibility of the signage committee. All other signage requested by committees will be the responsibility of the committee. This includes installation and removal. Delivery and pickup will be done by the signage committee when requested.
8. Emergency requests will be identified as such and be expedited if possible.
9. Only signage requests processed through proper channels will be filled.
10. Only authorized personnel will be allowed to remove inventory from the warehouse.
11. All signage must be signed out and signed in.
12. Signage will be available in standard sizes only. Whenever possible temporary computer printed signage should be used and will be prepared by the committee or venue requiring these temporary signs. This will not be requested from the signage committee.

Date approved/revised: November 2008; January 2010; February 10 2010

Policy # 32

GAMES ATTIRE

POLICY

To assist in the promotion of the 2010 Alberta Summer Games identity, a coat and three shirts shall be provided to all Directors and staff; a coat and shirt to all Chairs; and a shirt to all other volunteers to appropriately reflect the Games.

PROCESS

1. Coats will be provided to all directors, chair people and staff for promotion and awareness of the 2010 Alberta Summer Games.
2. The coats may be worn to every day events as well as special Games events to promote visual identity of the Games.
3. To keep the coats from looking worn out they should not be used when the wearer is engaged in an activity that may cause the coat to be damaged or give it a worn out look.
4. The coats should be well maintained and kept clean by the wearers.
5. If a Director, Chair person or staff leaves his/her position with the Games, the coat must be returned forthwith.
6. In the event that a coat is not returned as per Guideline 5 then that person will be invoiced for the full amount of the cost of the coat.
7. At the end of the Games, all coats will then become the property of the wearer.

Date approved/revised: November 2008; January 2010; February 10 2010