

Bobsleigh CANADA Skeleton
Board of Directors Meeting 1212, Minutes
December 11, 2012 18:00-20:00
AIC 3rd Floor Boardroom

Our Mission: Bobsleigh Canada Skeleton develops Olympic and World Champions.

Call to Order – 18:02

Present: Reid Morrison, Lee Genier, Sarah Storey (Conference Call), Bill France, Bernie Asbell (Conference Call).

Apologies: Dwayne Dreher

Staff: Don Wilson, Shivauna Brown (Conference Call)

1. Review and approval of agenda.

Motion 1212 1: Genier/France
To approve the agenda as distributed. CARRIED

2. Review and approval of November 20 2012, 1112 Minutes.

Motion 1212 2: France/Genier
To approve the 1012 BCS BOD Minutes as presented. CARRIED

3. Business arising from minutes:

3.1. 1012.7.1 Concussion Protocol:

Based upon the discussion around concussion protocol two policies were brought forward at the last meeting and then vetted through the Athletes' Council from which Cody Sorensen brought forward some amendments.

Motion 1212.3: Asbell/Storey
To approve the BCS Injured Athlete Care and Travel Guideline (ATTACHED) CARRIED

Motion 1212.4: Genier/France
To approve the BCS Supplemental Care Policy (ATTACHED) CARRIED

CLOSED

3.2 1012.7.2 BCS Social Media and Social Networking Policy:

Motion 1212.5 Storey/Genier
To approve the BCS Social Media and Social Networking Policy (ATTACHED) CARRIED

CLOSED

4. General Operations Update.

4.1 CEO Report: 1212

1. General:

- a. We hosted the World Cup in Whistler with no incident. In competition there were two crashes in the 4man on the second run. The Belgium team in 20th place and the American team in 18th spot. Overall I would say a successful event. Shivauna invited and had a number of prospects at the competition and we are following up with to gauge interest. The two-day event did reduce expenses but in Whistler it also reduced gate. Whistler Sport Legacy did confirm that they would be covering all track related costs. We are in the process of final accounting.
- b. The overall performance of the WC team in Whistler was overall very strong. Men's skeleton was the only event we did not medal in but we had 2 top ten finishes .
- c. BCBSA had their President and Treasurer resign. We have received notification that a Extraordinary Meeting has been called with election of a new Board to provide the membership with an opportunity to give a new mandate to a new executive.
- d. Dwayne has been hospitalized for the last weeks of November, but has returned now. We are presently catching up on payables and receivables.
- e. With the added funds to OTP from the COC, BCS has received an additional \$155,000 for this year for some new projects that Nathan had identified including: sled testing, Sochi preparations, and training opportunities.
- f. WSL has released the Safety Audit. As anticipated, we have had no media contact around it's findings.

4.2 Finance

In Dwayne's absence Don presented an update on the financial status of the Federation:

- Dwayne is back at work getting caught up on the financials;
- From a cash flow position we are now into our Line of Credit with the Royal Bank. We have paid a number of air flights and hotel bills in the last few weeks, as well we are paying a large installment to Eurotech for the services contract and sled purchase. These costs have depleted our cash reserves;
- We are due a Sport Canada infusion of cash in January as per our cash flow projection that we submit to Sport Canada. Our requirement is to provide actuals to budget expenses in the April through to September period. This is not just BCS but must be accompanied by Canadian Luge Association as we are a joint entity in the eyes of Sport Canada. Dwayne and Tim Farstad are working on those required documents.
- We are in the process of closing the books on our events and we will have a better understanding of P&L by the next meeting;
- We were able to benefit from the lower exchange rate on some hotel costs and our costs with Eurotech, but we had to temper the pre-payment to get the lower Euro exchange with the requirement to go into our Line of Credit, which to a large extent would negate the lower exchange rate;
- We are waiting for a cheque from the Concorde Group that ran the Athlete's Auction so that credit can be given to the team and we can accurately start invoicing the athletes for the National Team Fee and the Athlete Program Fees.

4.3 Marketing/Development:

PARTNERSHIPS

1) Proposals Under Review

Globe & Mail

Term: 2 years

BMW Canada

Term: 4 years

Budget Car Rental (AB)

Term: 2 years

Blakes

Term: 2 years

2) Strategic Alliances

Whistler Blackcomb

Whistler Sport Legacies

Wazuku (Prov'l, Fed'l Sport Funding)

3) Proposals Under Development

Bell - Athlete Connect

Skoah - Athlete Ambassadors

Constellation/Inniskillin Icewine

North Shore Credit Union (Globe & Mail partner)

Telus (Globe & Mail partner)

MARKETING

1) Events: Sochi 2014 Winter Festival (Whistler, Calgary) in partnership with NSOs

2) Social Media: CBC: "The People's Pick" Canada's Athlete of the Year, Facebook

3) Miscellaneous BCS Christmas eCard / All I Want for Christmas – e-newsletter for athlete & association distribution

5. Athletes' Business

There was no athlete's report.

Cody Sorensen did provide written feedback to the two policies and the guideline discussed at the last meeting. All of his recommendations were adopted in those documents.

6. Officials Report

There was no officials report

7. New Business

There was no New Business.

8. Adjournment

- Meeting adjourned 19.30

**NEXT MEETING AIC – 3rd Floor Boardroom
Tuesday, January 29, 2013**

Bobsleigh CANADA Skeleton

Injured Athletes Care and Travel Guidelines

A. Introduction

Bobsleigh Canada Skeleton strives to provide for our athlete’s medical needs through a comprehensive integrated services program developed in cooperation with our partners: Own The Podium, Canadian Sport Centre Calgary, University of Calgary, Winsport Canada and others. Based upon our needs and available resources, BCS coordinates medical treatment, performance enhancement through strength and conditioning modalities, and supplemental para-medical support.

An athlete’s care while participating with a BCS team at the National or National Development team is paramount. Decisions relating to the care of the athlete while participating on a BCS team will always be made in the best interest of the athlete’s long-term health.

B. Guideline Details

1. Scope

This guideline applies to all athletes of Bobsleigh Canada Skeleton. This guideline principally addresses medical care, support, and authority for athletes injured or affected by a previous injury or condition while travelling with the National or National Development program.

2. Out of Country Medical Insurance

BCS shall be responsible to ensure that all athletes travelling with the National or National Development program are covered through a third party athlete insurance program like the Canadian Athlete Insurance Plan (CAIP) which is inclusive of out of country medical insurance. BCS shall provide coverage at least at the Bronze level. Athletes may purchase a higher level of care at their own cost.

3. Authority

In the event that an athlete is required to be hospitalized or sent home due to an inability to participate, the decision will be made in consultation with the athlete, but will be driven by the Lead Medical Officer of BCS and the lead staff and/or medical providers on site.

- Lead Medical Officer (LMO) – is the designate in Calgary that is qualified to make a decision as to determine the “safe to participate” (STP) or “safe to travel” (STT) ability of the athlete;
- On-site Lead Medical Provider (OSLMP) – if BCS medical staff accompanies the athlete, that person is the OSLMP. If not, the on-site lead contact shall be the head coach. If the team has two or more medical personal, the designation as OSLMP will be determined by those present based upon what is in the athlete’s best interest and the needs of the remainder of the team;
- Local Medical Service Provider (LMSP) – In some cases if there is a significant trauma, the attending Physician maybe be the OSLMP, communicating with the LMO;
- The High Performance Director and/or CEO shall be party to all pertinent discussion and will provide final approval on any financial liabilities forth coming to the association.

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4. Approvals

In all cases, the approval process shall commence with notification of the situation to the High Performance Director or CEO, preferably in writing. The process of approval shall be communicated to the athlete, coach and High Performance Director or CEO:

- Stop an athlete from participating – This decision can be in practice or in competition and is at the discretion of the OSLMS. This decision should be in consultation with the LMO and if necessary the LMSP. This decision must be communicated, preferably in writing, to the High Performance Director or the CEO.
- Safe to travel – If the athlete has been removed from competition, but the injury is not severe enough to have the athlete sent home, and as such will remain with the team, this decision is at the discretion of the LMO in consultation with the OSLMS and if necessary the LMSP. This decision must be communicated, preferably in writing, to the High Performance Director or the CEO.
- Repatriate the Athlete - If the athlete has been removed from competition, and the injury is deemed severe enough to have the athlete sent home, this decision and process are at the discretion of the LMO in consultation with the OSLMS and if necessary the LMSP. This decision must be communicated, preferably in writing, to the High Performance Director or the CEO. The athlete's designated emergency contact or family member will be contacted and involved in necessary circumstances.

5. Travel Considerations

If it is the decision of the LMO to repatriate the athlete, the decision shall also be made by the LMO as to whether or not the athlete may fly home unaccompanied. Dependent upon the decision of the LMO, the injured athlete may be accompanied by a teammate, medical provider or staff person. In necessary instances this may involve a designated emergency contact or family member.

No athlete will be left alone until they have been placed on the plane. It is the role of the OSLMP or designate, to stay with the injured athlete even if it means they will have to meet up with the team at a later location. The care and supervision of the injured athlete is paramount.

C. Guideline Implementation

The CEO, High Performance Director, Coaching staff and Medical personnel have shared responsibility and accountability to implement and enforce this guideline.

D. Guideline Exceptions and Exclusions

These guidelines are at the discretion of the LMO and the OSLMP, as situational analysis is critical for the care and safety of the athlete.

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Bobsleigh CANADA Skeleton

Supplemental Care Policy

A. Introduction

Bobsleigh Canada Skeleton strives to provide for our athlete's medical needs through a comprehensive high performance program developed in cooperation with our partners: Own The Podium, Canadian Sport Centre Calgary, University of Calgary, Winsport Canada and others. Based upon our needs and available resources BCS coordinates medical treatment, performance enhancement through strength and conditioning modalities, and supplemental para-medical support.

Given that BCS strives to ensure the best available standard of care of our athletes, this policy deals with the review and support of supplemental care for an athlete outside of the services provided by BCS and our service providers.

B. Policy Details

1. Scope

This policy applies to all athletes of Bobsleigh Canada Skeleton. This policy addresses the engagement of BCS resources; financial or human in an athlete's pursuit of supplemental services over and above those provided by BCS.

The policy defines supplemental services as any modality of service such as but not limited to: medical, para-medical (physiotherapy, chiropractic, massage therapy, neurological, naturopathic and psychological) and performance training (strength, conditioning and speed), that is beyond the scope and capacity of the Federation to offer.

This policy is intended to supplement, not to replace the BCS Athlete Agreement, in particular Clause 7, which governs the relationship between BCS and BCS Athletes with respect to Liability, Insurance and Indemnification.

2. Approvals

Any athlete that is considering supplemental service should first engage, dependent upon the service required: BCS medical personnel, BCS coaching staff and/or the High Performance Director.

It is through these discussions that the athlete and BCS personnel can determine the need and necessity of a supplemental service.

It is recommended that any supplemental services of a medical nature be lead by the BCS medical personnel in consultation with the High Performance Director.

If there is no anticipated financial commitment required of BCS, the athlete, while encouraged to gain approval from BCS personnel, is not required to receive such approval.

BCS must provide a supplemental athlete health care plan such as Canadian Athlete Insurance Program (CAIP) for all National Program and National Development Program athletes at the minimum of a bronze level.

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In accordance with the BCS Athlete Agreement, CAIP "is a plan that is specifically designed to address accident/injury needs of national team athletes while training and competing in Canada and outside Canada. It is the athlete's responsibility to acquire more coverage should they deem it necessary. Any additional coverage shall be considered optional and shall be at the athlete's own expense."

In the exceptional circumstances where:

- a. BCS medical personnel, BCS coaching staff and/or the High Performance Director determine, in advance, that supplemental services are warranted;
- b. the athlete has exhausted his/her CAIP coverage and any additional insurance coverage obtained at the athlete's own expense; and
- c. the athlete has obtained the written approval of the High Performance Director, in advance and in the form of a Supplementary Services Agreement indicating the terms under which BCS will pay the cost of such supplemental services;

then BCS will pay up to a maximum of \$2500 per year, per athlete.

The terms of the Supplemental Services Agreement shall include, but not necessarily be limited to:

- Service Provider to be used;
- Agreement by appropriate BCS personnel on the service to be provided;
- Anticipated duration of service;
- Anticipated outcome for the athlete and;
- Cost

C. Policy Implementation

The CEO, High Performance Director, Coaching staff and Medical personnel have shared responsibility and accountability to implement and enforce this policy.

D. Policy Exceptions and Exclusions

None

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Bobsleigh CANADA Skeleton

Social Media and Social Networking Policy

A. Introduction

Bobsleigh Canada Skeleton recognizes that social media can be used for organizational purposes to increase communication between and among its Members and partners and advance the promotion and positive profile of our sport and star athletes to a large audience. Bobsleigh Canada Skeleton also recognizes social media will be used for personal purposes.

Bobsleigh Canada Skeleton is committed to a sport and work environment that supports responsible and respectful use of social media by its athletes, coaches, officials, staff, Members and Board of Directors. All postings made to social media are treated as 'public,' comparable to comments or actions in a public forum or in front of a camera or microphone.

This policy describes Bobsleigh Canada Skeleton's commitment to using social media responsibly and provides the mechanism for our organization to deal with damaging messages quickly, responsively and effectively.

If you are in any doubt as to whether your activities fall within these guidelines, or if you just need some advice, simply send your question to BCS' communications manager who will respond.

B. Policy Details

1. Scope

This policy applies to all employees, directors, coaches, athletes, officials, volunteers and Members of Bobsleigh Canada Skeleton. It applies to online behaviour when serving as a representative of Bobsleigh Canada Skeleton and when participating as a sole individual.

The policy refers to use of a broad sweep of online activity including, but not limited to, social, professional and multi-media networks and live-blogging tools. Today, social media is no longer limited to blogs and social networking sites. You have participated in social media if you have:

- Posted a comment on a blog
- Posted a review or rated a product
- Tweeted anything
- Participated in an online poll
- Posted a status update on Facebook
- Created a LinkedIn Profile
- Uploaded a video to YouTube or Vimeo
- Shared an image on Flickr
- Shared your location on Foursquare or the like

This policy covers social media messaging and actions that fall within Bobsleigh Canada Skeleton's organizational jurisdiction and includes, but is not restricted to, protection of individuals, our brand, our sport profile, and relationships with our sponsors and funding partners.

2. Standard of Conduct – Messaging

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Bobsleigh Canada Skeleton endorses a high standard of behaviour when using social media and does not condone any messages that:

- May constitute harassment, discrimination or violence;
- Are hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals;
- Refer to controversial or potentially inflammatory subjects including politics, sex, and religion;
- Are damaging to our brand and/ or relationships with our stakeholders and funding partners;
- Divulge confidential or proprietary information that belongs to Bobsleigh Canada Skeleton; and/or
- Fail to respect the privacy of others by disclosing personal information without requisite consent.

3. Standard of Conduct – Posting

Only communications staff employed by Bobsleigh Canada Skeleton, or designate, may post on the official social media sites of the Corporation unless written permission is given by BCS.

All official inquiries about Bobsleigh Canada Skeleton must be answered through the Corporation’s official communication platforms. An individual receiving direct requests from others, e.g., a journalist, regarding issues relevant to Bobsleigh Canada Skeleton are to contact the communications manager and/or CEO prior to responding and in order to frame an appropriate response, as required.

Messages posted on personal online sites cannot be attributed to Bobsleigh Canada Skeleton and must not appear to be endorsed by or originated from the Corporation. All BCS employees, directors, coaches, athletes, officials, volunteers and Members of Bobsleigh Canada Skeleton are encouraged to include a disclaimer similar to the following on your personal blog, blog posting, or website: **“The opinions expressed on this [blog; website] are my own and do not necessarily reflect the views of Bobsleigh Canada Skeleton. The posts on this blog are provided ‘as is’ with no warranties and confer no rights”.**

4. Personal Responsibility

You are personally responsible for the content of your blogs and social media posts, both professional and personal. You can be held personally liable for any content deemed to be defamatory, obscene or offensive, proprietary or libelous. For these reasons, you should exercise caution with regard to exaggeration, colorful language, guesswork, obscenity, copyrighted material, legal conclusions and derogatory remarks or characterizations.

5. Local Policies and Customs

Always keep in mind that social media is not contained to geographic boundaries and content that may be acceptable in some regions may be offensive in others. All BCS employees, directors, coaches, athletes, officials, volunteers, and Members of Bobsleigh Canada Skeleton will comply with and adopt regional or country-specific social media policies (as long as the requirements do not violate Canadian law).

6. Issue and Crisis Response

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Should a BCS employee, director, coach, athlete, official, volunteer, or Member of BCS become involved in an issue or crisis situation, there are certain rules of engagement during crisis response that need to be taken into consideration.

Regardless whether the situation occurs offline or on, all BCS-related information, events, or situations are confidential and internal only until formally announced to the public by the communications department, President or CEO. Only the communications department, President or CEO, should conduct all discussions or communications about such events. Even when the information is public, you must consider whether any comment you make is appropriate.

If the online issue or crisis is of a personal or professional nature, deleting a post or blocking a user can often escalate the issue rather than solve it. If you see a comment, post, or content that you feel is inappropriate or poses a risk either to yourself, BCS, a fellow athlete, our sport or relationships with our sponsors and funding partners, please bring it to the attention of the communications manager, President or CEO for appropriate direction.

6. Imposing Disciplinary Sanctions

An individual that uses social media irresponsibly or disrespectfully in a manner that may bring Bobsleigh Canada Skeleton into disrepute and/or is contrary to the standards of conduct for messaging and posting set above will be subject to discipline internally from the Board of Directors. Indiscretions through social media are subject to the same discipline if an individual made similar damaging comments or actions in a public forum or in front of a camera or microphone.

The behaviour that is already expected by all BCS members is now expected in the new media. Failure to meet this expectation will be dealt with through the provisions of BCS Code of Conduct.

Disciplinary sanctions will reflect the seriousness of the infraction. Minor infractions are single, largely unintentional breaches of this policy that generally do not result in harm to individuals and/or Bobsleigh Canada Skeleton. Major infractions are either single breaches of significance or repeated multiple breaches that violate the Federation's Code of Conduct and that result, or have the potential to result, in harm to individuals and/or Bobsleigh Canada Skeleton.

Disciplinary sanctions for minor infractions may include the following:

- Immediate removal and retraction of messages in question;
- Verbal or written reprimands;
- A verbal or written apology; and/or
- Any other similar sanction considered appropriate relative to the breach.

Disciplinary sanctions for major infractions correspond to those in the Federation's Code of Conduct and may include the following:

- Immediate removal and retraction of messages in question;
- Formal, written notification of the nature of the violation against the Code of Conduct;
- Verbal or written apologies;
- Written reprimand;
- Probation or suspension;
- Monetary fine or payment of costs; and/or

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- Any other sanction considered appropriate relative to the seriousness of the breach.

Procedures for dealing with minor infractions will be informal. Procedures for dealing with major infractions will be formal as per the Code of Conduct.

Any individual may appeal the decision of infraction and its disciplinary sanctions by following the Appeals Procedure established by Bobsleigh Canada Skeleton.

Disciplinary sanctions imposed internally by Bobsleigh Canada Skeleton do not preclude legal action that may be taken against an individual using social media irresponsibly. Moreover, in the event that any third party claims are brought against BCS as a result of your unlawful blogging or social media activity, you will be held responsible for any costs or damages it incurs as a result.

C. Additional Pertinent Information

This Social Media & Social Networking Policy is meant to cover existing and emergent online tools and network options.

Compliance with this policy is referenced specifically in Bobsleigh Canada Skeleton’s agreements and/ or contracts with athletes, employees, consultants, and Board of Directors.

Expectations of this policy and complementary guidelines for social media use are covered in media training provided by Bobsleigh Canada Skeleton.

D. Policy Implementation

The Board of Directors, CEO/Secretary-General and Communications Manager have shared responsibility and accountability to implement and enforce this policy.

E. Policy Exceptions and Exclusions

None

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