



Annual General Meeting Draft Minutes

Member Clubs: BC biathlon club registered with Biathlon Canada

- Bulkley Valley Ski Club: Peter Tweedie attending
- Caledonia Nordic Ski Club: Ian Hartley attending
- Cariboo Ski Club: Chris Elden attending
- Kimberly Biathlon Club: regrets
- Nechako Nordics: Sonya attending
- Omineca Ski Club: Wes Bender attending
- Sea to Sky Nordics: Jessica Blenkarn attending
- Sovereign Lakes Nordic Club: Peter Algra attending
- Telemark Nordic Club: Shendah Benoit via RingCentral
- Terrace Rod and Gun Club: regrets
- Vancouver Island Biathlon Club: Rob Schnider attending
- West Coast Nordic Club: Peter Algra attending
- Whistler Biathlon Society: Jessica Blenkarn attending

Biathlon BC Directors:

- President: Tony Tsang
- Secretary: Andrew Hay
- Treasurer: Rob Schnider
- VP Administration and Operations: Kevin Moutray
- VP Program Development and Delivery: Peter Algra
- VP Marketing: Sheldon Clare

Biathlon BC Office Administrator: Clayton Whitman

Date: 2018 May 27 1230hrs

Location: Caledonia Nordic Ski Club, 8141 Otway Rd, Prince George, BC V2M 7B4,
via media RingCentral Meetings; for PC, Mac, iOS or Android download RingCentral Meetings
via <https://meetings.ringcentral.com/j/1492030641?pwd=zUNszMzVb36wlumekTziMw==;>
[Meeting ID 149-203-0641, Password: bibc2018], or
iPhone one-tap: +1(604)2592561, ,1492030641# Vancouver, BC

1. Call to order
 - 1.1. 12:30 hrs
2. Election of Annual General Meeting Chair and Secretary
 - 2.1. Chair: Tony Tsang, Secretary Andrew Hay – by acclamation



3. Approval of agenda
 - 3.1. m/s Caledonia Nordic Ski Club, Nechako Nordics, approved
4. Biathlon BC President opening remarks
 - 4.1. Every club has one vote and may speak to motions, etc.
 - 4.2. Elections will follow process outlined: will go to secret ballot should there be more than one nomination for positions
5. Approval of 2017 May 28 AGM minutes, as posted on Biathlon BC website and attached
 - 5.1. m/s Bulkley Valley Ski Club, Nechako Nordics, approved
6. Old business
 - 6.1. Biathlon BC constitution and bylaws, for approval
 - 6.1.1. Motion: That Biathlon BC approves the revised Biathlon BC Constitution, as presented
 - 6.1.1.1. m/s West Coast Nordics, Caledonia Nordic Ski Club
 - 6.1.1.2. only change is to move clause regarding dissolution to Bylaws as required by new Society Act
 - 6.1.1.3. Approved
 - 6.1.2. Motion: that Biathlon BC approves the revised Bylaws, as presented.
 - 6.1.2.1. m/s Cariboo Ski Club, Bulkley Valley Ski Club
 - 6.1.2.2. Clarity on 3.1 to 3.3: at General Meeting voting by show of hands – does the voting member have to be present at the meeting to vote; yes, new bylaw allows club to authorize any representative; representative can be on phone call in order to vote.
 - 6.1.2.3. Approved
7. Biathlon BC President report, as presented
 - 7.1. Tony Tsang presented his report to the AGM attendees.
 - 7.2. Q: mechanical target testing, how will testing be conducted around the province
 - 7.2.1. Design being done by UBC Okanagan engineering students this fall;
 - 7.2.2. Kurvinen has a target tester but would be very costly to get it to BC to conduct testing
 - 7.2.3. Plan to take tester around province to conduct testing once prototype has been developed and verified. Many targets are old and in need of verification.



8. Biathlon BC Treasurer report, as presented
 - 8.1. Rob Schnider reviewed the Balance Sheet
 - 8.2. Rob Schnider reviewed the Income Statement
 - 8.2.1. Budget was over by \$49,911.16; had expected some fund-raising revenue but this did not materialize. Have sufficient funds to cover the shortfall.
 - 8.2.2. Have sufficient funds to operate until next funding installment. Need to have balanced budget for next season.
 - 8.2.3. Q. why are we short by nearly \$50K?
 - 8.2.3.1. Not \$50K over the budget, but did not realize funding that was hoped for. Budget was planned to be to have this shortfall so not an issue.
 - 8.3. Motion to accept the Balance Sheet and Income Statement and Financial Report, as presented
 - 8.3.1. m/s Bulkley Valley Ski Club, Nechako Nordics
 - 8.3.2. Approved
9. Vice President, Administration and Operations report
 - 9.1. Kevin Moutray presented his report
 - 9.1.1. 4 BC cups were held this past season, schedule was not ideal
 - 9.1.2. Have 5 bids for this year, schedule looks nicely spread out
 - 9.1.3. Wax protocol was very smooth, thanks to host clubs
 - 9.1.4. Looking forward to BiCan initiative regarding coaching development meetings
10. Vice President, Program Development and Delivery report, as presented
 - 10.1. Peter Algra presented his report
 - 10.1.1. Q. High performance funding?
 - 10.1.1.1. Lost it several years ago, but now we have better numbers so would be appropriate to apply for this funding again
 - 10.1.2. Issues to address noted in report. Carding important, although in some regions there have been some issues accessing cards and services.
11. Vice President, Marketing report, as attached



11.1. Sheldon Claire presented his report

11.2. Consistent with workshop discussion, need local club promotion and marketing.

12. Athlete report, as presented

12.1. Email from Matt Neumann, thanking Biathlon BC for support of BC biathletes.

Motion to accept the reports

m/s Cariboo Ski Club, Bulkley Valley Ski Club, approved.

13. New Business

13.1. Biathlon BC 2018/19 budget for approval

13.1.1. Tony and Rob presented the proposed budget. ViaSport contribution has been verified; gaming grant approval still to come (budget will be adjusted if this funding not received).

13.1.2. Total revenue: \$208,655

13.1.3. Total expenses: \$208,655

13.1.4. Budget is balanced

13.1.5. Q. is there funding for equipment maintenance

13.1.5.1. Starting to charge for equipment use, to cover this cost

13.1.5.2. Comment: rental fee not in Hosting Policy, so not willing to pay this fee; if clubs expected to pay this fee, should be in the Hosting Policy

13.1.6. Question: why is there a rental fee?

13.1.6.1. To cover maintenance costs. When Biathlon BC equipment is used by member clubs, then there needs to be a rental fee. Current fee is not sufficient at this point to fully cover costs.

13.1.7. Question: If equipment rented out to NorAm, what is the rental fee?

13.1.7.1. It is the same as for a BiBC member club at this point. This is something that BiBC will assess and consider revising.

13.1.7.2. Would encourage clubs to purchase their own equipment so BiBC won't have to replace the timing equipment in the future.

13.1.8. Question: If gaming grant not received, is there a plan already defined?

13.1.8.1. Not yet, but will have to either raise more funds or reduce costs associated with each activity.

13.1.9. Concern expressed regarding revenue; Noted that the Gaming Grant at \$30K has been reliable and fund raising income was set to zero, so revenue sources are fairly solid.

13.1.10. Motion to approve the budget, as presented

13.1.11. m/s Bulkley Valley Ski Club, Caledonia Nordic Ski Club, approved

13.2. Biathlon BC signatories for approval

13.2.1. Motion to approve the Biathlon BC signatories

13.2.2. Two signatures required on each payment: need three positions identified: Treasurer, President and VP Programs



- 13.2.3. m/s Caledonia Ski Club, Nechako Nordics
- 13.2.4. Already covered in the by-laws
- 13.2.5. Motion withdrawn.
- 13.3. Range Safety Course
 - 13.3.1. Motion to have Biathlon BC develop Biathlon Range Safety Officer training course in six months
 - 13.3.2. m/s Omenica Ski Club, West Coast Nordic Club
 - 13.3.3. Question: what is expectation until it is developed?
 - 13.3.3.1. Could use NFRA course
 - 13.3.4. Comment: would like to have this developed in six months
 - 13.3.5. Question: is there a cost?
 - 13.3.5.1. The directors will take on the project. There is no cost on the labour. There will be minimal expenses related to the development of the course
 - 13.3.6. Approved
- 13.4. Biathlon BC Harassment and Bullying Policy
 - 13.4.1. Policy was revised: formally "Employee Policies"; language updated to reflect Biathlon BC rather than being generic; word discrimination removed from 1.1; Athlete definition further changed to include registered athletes at a Biathlon BC sanctioned events.
 - 13.4.2. Motion: that Biathlon BC approve the revised Bullying and Harassment Policy, as presented and amended
 - 13.4.3. m/s Cariboo Ski Club, Bulkley Valley Ski Club
 - 13.4.4. Approved
- 13.5. Biathlon BC Firearms Safety Policy
 - 13.5.1. Motion: that Biathlon BC approve the new Biathlon BC Firearms Safety Policy, as presented
 - 13.5.2. m/s Sovereign Lakes Nordic Club, West Coast Nordic Club
 - 13.5.3. Question: part A 1 and 2: should it simply say a container rather than a locked container
 - 13.5.4. Change from "locked" to "secure"
 - 13.5.5. Change to join points 1 and 2, with a semi colon
 - 13.5.6. Approved as amended
- 13.6. Biathlon BC Cup Wax Policy
 - 13.6.1. Motion: that Biathlon BC limit waxes allowed at all competition levels at Biathlon BC Cups to be low fluoro or no fluoro only, and no high fluoro waxes, powders or toppers will be allowed.
 - 13.6.2. m/s Caledonia Nordic Ski Club, Cariboo Ski Club
 - 13.6.3. Question: are there other HF products not covered
 - 13.6.3.1. No. This allows low fluoro powders which is acceptable.
 - 13.6.4. Would this apply to out of province competitors?
 - 13.6.4.1. Yes. Hosting committee should include this information in the Invitation
 - 13.6.5. What about a NorAm which is also a BC Cup?



13.6.5.1. Not in conflict, as NorAm is technically a separate race even though combined at BC Cup.

13.6.6. Approved

13.6.7. Question: what if someone does not comply?

13.6.7.1. Will fall under the Code of Conduct, Fair Play policy.

13.7. New Sport Men/Women race categories

13.7.1. Motion: that the new race categories of Sport Men/Women be added to the Hosting Policy

13.7.2. m/s Bulkley Valley Ski Club, Caledonia Nordic Ski Club

13.7.3. This would follow the discussion at the Workshop, for 17 years older and older.

13.7.4. Approved.

14. Nomination and Election of Directors; Sheldon Clare Chairing the election procedure

14.1. Appointment of 2 Scrutineers

14.1.1. Nominations: Sally Connon, Peter Tweedie, approved.

14.2. Board Positions per Bylaw

14.2.1. Vice President, Program Development and Delivery

14.2.1.1. Nomination: Tony Fiala

14.2.1.2. By acclamation for Tony Fiala

14.2.2. President

14.2.2.1. Nomination: Tony Tsang

14.2.2.2. By acclamation for Tony Tsang

14.2.3. Secretary

14.2.3.1. Nomination: Lynn Algra, declined

14.2.3.2. Nomination: Andrew Hay, declined

14.2.3.3. Nomination: Sally Connon, accepted provided help provided from Andrew

14.2.3.4. By acclamation for Sally Connon.

Chair turned back to Tony Tsang

Tony thanked outgoing directors: Andrew Hay and Peter Algra.

15. Next Annual General Meeting – 2019 May 27

15.1. Sunday, exact date and location - TBA

16. Adjournment

16.1. m/s Caledonia Nordic Ski Club, Omenica Ski Club, Approved.



Constitution

1. The name of the Society is “The Biathlon Society of British Columbia”.
2. The purposes of the Society are:
 - (a) to function as the governing body of Biathlon in British Columbia;
 - (b) to promote and co-ordinate competitive and non-competitive development of biathlon, including the operation of a provincial team and a provincial competitive program;
 - (c) to provide guidance, information and assistance to the members of the Society to further the achievement of these objects, and the development of biathlon programs within the Province;
 - (d) to exercise exclusive jurisdiction over all matters pertaining to the participation of British Columbia biathlon teams in national championships and other competitions; and
 - (e) to promote and encourage physical fitness and public participation in athletic activities in general, and biathlon in particular.



Bylaws of Biathlon Society of British Columbia (the “Society”)

PART 1 – DEFINITIONS AND INTERPRETATION

1.1. In these Bylaws:

- a. “Act” means the Societies Act of British Columbia as amended from time to time;
- b. “Board” means the Directors of the Society;
- c. “Bylaws” means these Bylaws as altered from time to time;
- d. “Member” means the group of individuals or society who have been accepted for membership by the Board pursuant to Part 2 of the Bylaws;
- e. “Director” means a director of the Society;
- f. “Member Representative” means the individual who is listed as the club representative in the members’ most recent membership registration in Biathlon Canada, or another person authorized in writing by the club’s president or designate to act as the club’s member representative.
- g. “Participant” means an individual who is registered with Biathlon Canada in the current membership year as a registered participant and affiliated with a Member.

1.2. The definitions in the Act apply to these Bylaws.

1.3. If there is a conflict between these Bylaws and the Act or the regulations under the Act, the Act or the regulations, as the case may be, prevail.

PART 2 – MEMBERSHIP

2.1. The Society shall have one class of membership which shall be clubs.

2.2. A club may apply to the Board for membership in the Society, and the club becomes a member on the Board’s acceptance of the application.

2.3. Every Member must uphold the constitution of the Society and must comply with these Bylaws.

2.4. On acceptance by the Board, the Member shall pay the annual membership fees and register with Biathlon Canada.

2.5. The amount of the annual membership dues shall be determined by the Board.



- 2.6. A Member is not in good standing if the Member fails to pay its annual membership dues and the Member is not in good standing for so long as those dues remain unpaid.
- 2.7. A Member who is not in good standing:
 - a. may not vote at a general meeting, and
 - b. is deemed not to be a voting Member for the purpose of consenting to a resolution of the Members.
- 2.8. A club's membership in the Society is terminated if the club:
 - a. is not in good standing for 6 consecutive months; or
 - b. is terminated or is expelled by the Society.

PART 3 – GENERAL MEETINGS OF MEMBERS

- 3.1. A general meeting must be held at the time and place the Board determines.
- 3.2. A notice of a general meeting must state the nature of any business, other than ordinary business, to be transacted at the meeting in sufficient detail to permit a Member receiving the notice to form a reasoned judgment concerning that business.
- 3.3. The following individual is entitled to preside as the chair of a general meeting:
 - a. the individual, if any, appointed by the Board to preside as the chair;
 - b. if the Board has not appointed an individual to preside as the chair or the individual appointed by the Board is unable to preside as the chair,
 - i. the Society's President,
 - ii. the Vice President – Administration and Operations, if the President is unable to preside as the chair, or
 - iii. one of the other Directors present at the meeting, if the President and the Vice President – Administration and Operations is unable to preside as the chair.
- 3.4. If there is no individual entitled under these Bylaws who is able to preside as the chair of a general meeting within 15 minutes from the time set for holding the meeting, the voting Members who are present must elect an individual present at the meeting to preside as the chair.



- 3.5. At a general meeting, the following business is ordinary business:
- a. adoption of rules of order;
 - b. consideration of any financial statements of the Society presented to the meeting;
 - c. consideration of the reports, if any, of the directors or auditor;
 - d. election or appointment of directors;
 - e. appointment of an auditor, if any;
 - f. business arising out of a report of the directors not requiring the passing of a special resolution.
- 3.6. Business, other than the election of the chair of the meeting and the adjournment or termination of the meeting, must not be transacted at a general meeting unless a quorum of voting Members is present.
- 3.7. The quorum for the transaction of business at a general meeting is 33% of the Members in good standing.
- 3.8. If, within 30 minutes from the time set for holding a general meeting, a quorum of voting Members is not present,
- a. in the case of a meeting convened on the requisition of the Members, the meeting is terminated;
 - b. in any other case, the meeting stands adjourned to the same day in the next week, at same time and place, and if, at the continuation of the adjourned meeting, a quorum is not present within 30 minutes from the time set for holding the continuation of the adjourned meeting, the voting Members who are present constitute a quorum for that meeting.
- 3.9. If, at any time during a general meeting, there ceases to be a quorum of voting Members present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.
- 3.10. The chair of a general meeting may, or, if so directed by the voting Members at the meeting, must, adjourn the meeting from time to time and from place to place, but no business may be transacted at the continuation of the adjourned meeting other than business left unfinished at the adjourned meeting.
- 3.11. It is not necessary to give notice of a continuation of an adjourned general meeting or of the business to be transacted at a continuation of an adjourned general meeting except that,



when a general meeting is adjourned for 30 days or more, notice of the continuation of the adjourned meeting must be given.

- 3.12. The Member Representative shall be the only person authorized to exercise a Member's right to vote at a general meeting.
- 3.13. At a general meeting, voting must be by a show of hands, an oral vote or another method that adequately discloses the intention of the voting members, except that if, before such a vote, 2 or more voting Members request a secret ballot or a secret ballot is directed by the chair of the meeting, voting must be by a secret ballot.
- 3.14. The chair of a general meeting must announce the outcome of each vote and that outcome must be recorded in the minutes of the meeting.
- 3.15. Voting by proxy is not permitted.
- 3.16. A matter to be decided at a general meeting must be decided by ordinary resolution unless the matter is required by the Act or these Bylaws to be decided by special resolution or by another resolution having a higher voting threshold than the threshold for an ordinary resolution.

PART 4 – DIRECTORS

- 4.1. The Society must have no fewer than six directors.
- 4.2. The Directors of the Society are:
 - a. President,
 - b. Secretary,
 - c. Treasurer,
 - d. Vice President – Administration and Operations,
 - e. Vice President – Program Development and Delivery, and
 - f. Vice President - Marketing.
- 4.3. Directors who are elected or appointed to positions on the Board in addition to the positions described in these Bylaws are elected or appointed as directors at large.
- 4.4. The terms of office for Directors will generally be two years and until the end of the next annual general meeting after the new election is conducted and their successor is elected.
- 4.5. The Directors must retire from office at an annual general meeting when their successor will be elected.
- 4.6. Separate elections must be held for each office to be filled.



- 4.7. The terms of office of President, Vice-President - Program Development and Delivery, and Secretary will expire in even numbered years.
- 4.8. The terms of office of Vice President - Administration and Operations, Treasurer, and Vice President - Marketing will expire in odd numbered years.
- 4.9. The Board may, at any time, appoint a Participant as a Director to fill a vacancy that arises on the Board as a result of the resignation, death or incapacity of a Director during the Director's term of office.
- 4.10. A Director appointed by the Board to fill a vacancy ceases to be a Director at the end of the unexpired portion of the term of office of the individual whose departure from office created the vacancy.
- 4.11. No Director may be remunerated for being or acting as a Director but a Director may be reimbursed for all expenses necessarily and reasonably incurred while engaged in the business of the Society.

PART 5 - PROCEEDINGS OF THE BOARD OF DIRECTORS

- 5.1. A Directors meeting may be called by the President or by any 2 other Directors
- 5.2. No fewer than two Directors meetings in each year must be devoted entirely to long term and strategic planning. No other business may be placed on the agenda or conducted at these meetings.
- 5.3. At least 2 days' notice of a Directors' meeting must be given unless all the directors agree to a shorter notice period.
- 5.4. The accidental omission to give notice of a directors' meeting to a director, or the non-receipt of a notice by a director, does not invalidate proceedings at the meeting.
- 5.5. The Directors may regulate their meetings and proceedings as they think fit.
- 5.6. Directors meetings may be conducted in person, by tele-conferencing, e-mail, and/or online multimedia.
- 5.7. The quorum for the transaction of business at a Director meeting is 3.
- 5.8. The President will be the chair of all meetings of the Directors.
- 5.9. If the President is not present within 30 minutes after the time set for the meeting, the Vice-President - Administration and Operations will act as the chair, but if neither is present the Directors present may choose one of their members to be the chair for that meeting.



- 5.10. If within 30 minutes from the time set for a Directors meeting, a quorum is not present, the meeting, if convened on the requisition of a Director, must be terminated; but in any other case, it must stand adjourned to the same day in the next week, at same time and place, and if, at the adjourned meeting, a quorum is not present within 30 minutes from the time set for the meeting, the Directors present constitute a quorum.

PART 6 - DUTIES OF DIRECTORS

- 6.1. The President is the chief executive officer of the Society and is responsible for supervising the other Directors in the execution of their duties.
- 6.2. The Vice President – Administration and Operations is the vice-chair of the Board and is responsible for carrying out the duties of the President should the President be absent or unable to act, and oversees the administrative roles of the organization, including the Treasurer and Secretary, and report to the Board on the work of administrative committees.
- 6.3. The Vice President –Program Development and Delivery must oversee program development and implementation, and report to the Board on the work of operational committees.
- 6.4. The Vice President – Marketing must oversee marketing, and report to the Board on the work of marketing committees.
- 6.5. The Secretary is responsible for doing, or making the necessary arrangements for, the following:
- a. keeping the records of the Society in accordance with the Act;
 - b. conducting the correspondence of the Society;
 - c. issuing notice of general meetings of the Society and directors' meetings;
 - d. taking and keeping minutes of all meetings of the Society and directors' meeting and making them available to the Directors and Members;
 - e. having custody of all records and documents of the Society except those required to be kept by the Treasurer;
 - f. maintaining the register of the Members; and
 - g. filing the annual report of the Society each year and making any other filings with the registrar under the Act.
- 6.6. The Treasurer is responsible for doing, or making the necessary arrangements for the following:



- a. receiving and banking monies collected from the Members or other sources;
- b. keeping accounting records including books of account in respect of the Society's financial transactions;
- c. preparing the Society's financial statements;
- d. making the Society's filings respecting taxes.

PART 7 - FINANCES

- 7.1. All cheques drawn on and all authorizations on electronic payments from the Society's bank account shall require the signatures or authorizations of at least 2 Directors.
- 7.2. A contract or other record to be signed by the Society must be signed on behalf of the Society:
 - a. by the President, together with one other Director,
 - b. if the President is unable to provide a signature, by a Vice-President together with one other Director,
 - c. if the President and Vice-Presidents are unable to provide signatures, by any 2 other Directors, or
 - d. in any case, by one or more individuals authorized by the Board to sign the record on behalf of the Society.

PART 8 - DISSOLUTION

- 8.1. In the event of the winding up or dissolution of the Society, the assets of the Society remaining after all debts of the Society have been paid, or provision for payment has been made, must, by resolution of the Members, be transferred to an organization or organizations having a purpose similar to this Society, or being otherwise deserving of support and registered under the Societies Act.



President's Report

This year has been productive for the BiBC Board and enjoyable and fulfilling for me. The Board has been comprised of hard-working, respectful, cooperative volunteers who seem to enjoy working together while getting things done. We laughed and cheered and I think that we accomplished a fair bit too. Having Rob Schnider volunteer to take on the BiBC Treasurer role has been a wonderful and welcome addition.

Notable accomplishments (aside from managing this incredible organization) included having a strong BC presence at the Pyeongchang 2018 Olympic Winter Games and Team Canada, successfully hosting Kamloops 2018 BC Winter Games and all Biathlon BC Cup events, securing the extra funding for purchase of new Eko rifles and the preparation of the transition of the BiBC constitution and bylaws.

The Board approved the application for club membership from Kimberley Nordic Ski Club in May 2018. Welcome Kimberley Biathlon, we look forward to seeing Kimberley biathletes participate in future BiBC events.

We continue to improve communication with our membership. We have overhauled the BiBC website. Thanks to the effort by the BiBC Secretary, Andrew Hay and Office Administrator, Clayton Whitman and their ongoing efforts to keep everyone connected. Thank you to the membership providing the valuable comments and feedback. I have tried to respond to any questions and concerns as quickly as practical. If I missed any of you, I sincerely apologize.

Once again, BiBC remains financially healthy and transparent. We have secured significant 2018-19 funding from ViaSport. We would like to work with each and every member club to strengthen our approach to potential sponsors and to promote the sport throughout the province. We have worked with Biathlon Canada to improve the membership registration process, making it clearer and simpler. New clubs must now submit an application to BiBC before registering with BiCAN.

BiBC planned to build a biathlon mechanical target tester to check all mechanical targets in the province. The project has now been scheduled to the Fall of 2018. The field testing is likely to be in early 2019.

In 2017, the BiBC worked extremely hard to keep Biathlon to be in the Kamloops BC Winter Games. This was accomplished, and subsequent to the Games we have received a very positive Core Sport Review Report from BC Games. Thank you to the leadership and the work done by the BiBC Provincial Advisor, Lynn Algra and all the senior officials including Rob Schnider and Fiona Milne. The community support was incredible and made the participants enjoyed and valued the experience, even though it was not a traditional biathlon event. The next winter games will be hosted by Fort St. John. The planning work started last year. We urge all the clubs to actively develop your biathletes, coaches and officials for these games.



BiBC is very pleased with BC athletes' results and performance this season, provincially, nationally and internationally. Congratulations to all those involved and many thanks to the coaches and volunteers that make this possible. Many of these biathletes have been role models for our younger biathletes. Bravo to you and please continue to support biathlon in such a positive way.

BiBC continues to put a concerted focus on coach and official development. This is very important for the future of our sport. More details will be released this summer.

Thank you to everyone on the Board who worked so hard and contributed so much this year. The Board meets at least once a month and each Board member volunteers significant time in between meetings. I wish to specially thank those departing from the Board this year for your ideas, energy and effort.

Thank you for allowing me to work for you over the past two years. It has been very rewarding and enjoyable.

Young biathletes are our future. What a great cause!

Respectfully submitted,

Tony Tsang
Biathlon BC President



Financial Reports

Biathlon Society of British Columbia

Balance Sheet as at 31 Mar 2018

ASSET

Current Assets

| | |
|-------------------|-----------------|
| Operating Account | \$ 174,885.12 |
| Gaming Account | 13.65 |
| Secured Account | <u>5,007.60</u> |

Total Cash \$ 179,906.37

Accounts Receivable 5,903.50

Total Current Assets \$ 185,809.87

TOTAL ASSET **\$ 185,809.87**

LIABILITY

Current Liabilities

| | |
|---------------------|---------------|
| Accounts Payable | \$ 127,237.76 |
| Accrued Liabilities | -\$ 0.00 |
| VISA | <u>\$ -</u> |

Total Current Liabilities \$ 127,237.76

TOTAL LIABILITY **\$ 127,237.76**

EQUITY

Member's Equity

| | |
|-----------------------------------|--------------------|
| Retained Earnings - Previous Year | 108,483.27 |
| Current Earnings/Loss | <u>- 49,911.16</u> |

Total Member's Equity 58,572.11

TOTAL EQUITY **58,572.11**

LIABILITYIES AND EQUITY **\$ 185,809.87**



BiBC Financial Report

TD Bank

Future Revenues & Liabilities - Operating Account

| Acct# | Description | Fiscal Year Budget | | Current Budget | |
|--------|---|--------------------|---------|----------------|---------|
| | | Debit | Credit | Debit | Credit |
| 1000 | General Revenue | | | | |
| 1000-1 | VIA Sport Contribution | 74,755. | | 74,755. | |
| 1000-2 | Via Sport - Enhanced Excellence Funding | - | | - | |
| 1000-3 | BCSPP Grant | - | - | - | - |
| 1000-4 | Community Gaming Grant \$30K listed under Gaming | - | | - | |
| 2000 | Miscellaneous Revenue | | | | |
| 2000-1 | Membership dues | 20,000. | | 20,000. | |
| 2000-1 | Membership dues Under/Over Budget | | | - | |
| 2000-2 | Competition Sanctioning Fees (and Equipment) | 2,000. | | 2,500. | |
| | BC Cup #1 - Hosted by Caledonia Nordic Club - 26-28 | | | 5,686. | 5,686. |
| | BC Cup #2 - Hosted by Whistler Olympic Park - 9-11 | | | 6,013. | 6,013. |
| | BC Cup #3 - Hosted by Omenica Nordic Ski Club - 16- | | | 7,267. | 7,267. |
| | BC Cup #4 - Championships - Telemark Nordic Club - | | | 10,462. | 10,462. |
| 2000-3 | Uniform Sales | 2,000. | | 2,000. | |
| 2000-3 | Uniform sales Under/Over Budget | | | - | |
| 2000-4 | Medals sales | 1,000. | | 1,000. | |
| 2000-4 | Medals sales - Under/Over Budget | | | 30. | |
| 2000-5 | Membership courses revenue | 2,000. | | 2,000. | |
| 2000-5 | Membership courses revenue Under/Over Budget | | | - | |
| 2000-6 | Membership competition revenue - In BC Cup | 26,000. | | - | |
| 3000 | Athlete Fee Revenue & Development Programs | | | | |
| 3000-1 | Team Fee Development Squad | 32,000. | | 32,000. | |
| 3000-1 | Team Fee Development Squad Under/Over Budget | | | - | |
| 3000-2 | Shooting Camp Athlete Fees | 4,000. | | 4,000. | |
| 3000-2 | Shooting Camp Athlete Fees Under/Over Budget | | | - | |
| 3000-3 | Shooting Camp (Spring Camp?) | | 10,000. | | 10,000. |
| 3000-3 | Shooting Camp (Spring Camp?) Under/Over Budget | | | | - |
| 3000-4 | Summer Camp X 2 Athlete Fees | 2,800. | | 2,800. | |
| 3000-4 | Summer Camp X 2 Athlete Fees Under/Over Budget | | | 1,096. | |



| | | | | | |
|---------|---|---------|---------|---------|---------|
| 3000-5 | Summer Camp Whistler | | 22,000. | | 22,000. |
| 3000-5 | Summer Camp Whistler - Under/Over Budget | | - | | 5,582. |
| 3000-6 | Fall Camp | | 6,000. | | 6,000. |
| 3000-6 | Fall Camp - Underbudget | | | | - |
| 3000-7 | Snow Camp Athlete Fees | 3,520. | | 3,520. | |
| 3000-7 | Snow Camp Athlete Fees - Under Budget | | | - | |
| 3000-8 | Snow Camp | | 12,000. | | 12,000. |
| 3000-8 | Snow Camp - Over Budget | | | | 4,878. |
| 3000-9 | Evaluation Camp Athlete fee | 600. | | 600. | |
| 3000-9 | Evaluation Camp Athlete fee - Under Budget | | | - | |
| 3000-10 | Evaulation Camp | | - | | - |
| 3000-11 | Nationals - Athlete fees | 20,000. | | 20,000. | |
| 3000-11 | Nationals - Athlete fees - Additional Revenue | | | 2,500. | |
| 3000-12 | Pre-Nationals Camp | | 4,000. | | 4,000. |
| 3000-12 | Pre-Nationals Camp - Under Budget | | | | - |
| 3000-13 | BCWG Fees - 22-25 Feb 2018 | 7,000. | | 5,425. | |
| 3000-15 | Fundraising | | - | | - |
| | | | | | |
| 4000 | Administration Costs | | | | |
| 4000-1 | Accounting | | 4,500. | | 4,500. |
| 4000-1 | Accounting - Under Budget | | | | - |
| 4000-2 | Biathlon Canada affiliation | | 15,000. | | 15,000. |
| 4000-2 | Biathlon Canada affiliation - Over Budget(?) | | | | - |
| 4000-3 | Insurance | | 600. | | 600. |
| 4000-3 | Insurance - Under Budget | | | | - |
| 4000-4 | WorkSafe premiums | | 200. | | 200. |
| 4000-4 | Worksafe Premiums - Excess Costs | | | | 9. |
| 4000-5 | Executive Assistant Contract | | 13,750. | | 13,750. |
| 4000-6 | Bank charges/expenses | | 100. | | 100. |
| 4000-6 | Bank charges/expenses - Under Budget | | | | - |
| 4000-7 | Zone 4 transaction fees | | 700. | | 700. |
| 4000-7 | Zone 4 transaction fees - Under Budget | | | | - |
| 4000-8 | Administration other expenses | | 2,500. | | 2,500. |
| 4000-8 | Administration other expenses - Under Budget | | | | - |
| | | | | | |
| 5000 | Grant Allocation / Meetings | | | | |



| | | | | | |
|---------|--|---|---------|---------|---------|
| 5000-1 | Biathlon BC /Biathlon Canada AGM 2017 | | 3,000. | | 3,000. |
| 5000-1 | Biathlon BC /Biathlon Canada AGM 2017 - Excess | | - | | 457. |
| 5000-2 | Planning meeting | | 3,000. | | 3,000. |
| 5000-2 | Planning meeting - Under Budget | | | | - |
| | | | | | |
| 6000 | Equipment Costs | | | | |
| 6000-1 | Waxes | | 3,500. | | 3,500. |
| 6000-1 | Waxes - Excess Costs | | | | 1,377. |
| 6000-2 | Uniforms | | 2,000. | | 2,000. |
| 6000-2 | Uniforms - Excess Costs | | | | 3,318. |
| 6000-3 | Skis | - | - | - | - |
| 6000-4 | Equipment other expenses | | 4,000. | | 4,000. |
| 6000-4 | Equipment other expenses - Under Budget | | | | - |
| 6000-5 | BC Winter Games - EcoAims Rifles - Grant | - | | 10,000. | |
| 6000-6 | EcoAims Rifles - Purchase | | - | | 12,759. |
| | | | | | |
| 7000 | Competition Support Costs | | | | |
| 7000-1 | Competition support expenses | | 1,500. | | 1,500. |
| 7000-1 | Competition support expenses - Under Budget | | | | - |
| 7000-2 | BC Cup Series | | 26,000. | | - |
| 7000-3 | BC Winter Games - 22-25 Feb 2018 | | 7,000. | | 5,425. |
| | | | | | |
| 8000 | Coaching Development Costs | | | | |
| 8000-1 | Coaching Courses | | 8,000. | | 8,000. |
| 8000-1 | Coaching Courses - Under Budget | | | | - |
| | | | | | |
| 9000 | Officials Development Costs | | | | |
| 9000-1 | Officials Courses | | 2,500. | | 2,500. |
| 9000-1 | Officials Courses - Under Budget | | | | - |
| | | | | | |
| 10000 | Regional Coaching Costs | | | | |
| 10000-1 | Coaching Cost | | 8,000. | | 8,000. |
| 10000-1 | Coaching Cost - Over Budget | | | | 13,428. |
| | | | | | |
| 11000 | Competition Costs | | | | |
| 11000-1 | Nationals | | 40,000. | | 40,000. |



| | | | | | |
|---------|---|--|---------|--------|--------|
| 11000-1 | Nationals - Over Budget | | | | 1,172 |
| 11000-2 | BC Summer Biathlon Championships | | | | 1,000 |
| 12000 | Athlete Support | | | | |
| 12000-1 | Athlete assistance program | | 20,500. | | 20,500 |
| 12000-1 | Athlete assistance program - Under Budget | | | | - |
| 12000-2 | Award/medals | | 3,000. | | 3,000 |
| 12000-2 | Award/medals - Under Budget | | | | - |
| 12000-3 | Whistler Nordic Development Centre | | 10,000. | | 10,000 |
| 13000 | Technical Director | | 4,000. | | 4,000 |
| 13000 | Technical Director - Under Budget | | | | - |
| 14000 | Revenues & Liabilities from previous fiscal year | | - | 7,260. | 13,542 |
| 15000 | Outstanding Revenues & Liabilities for future fiscal | | - | - | - |
| | <i>Insert row above if required</i> | | | | |

| | | |
|--|-----------------|--------------------|
| Subtotal Outstanding Revenues | <u>197,675</u> | <u>194,892.</u> |
| Subtotal Outstanding Liabilities | <u>237,350.</u> | <u>238,521.56</u> |
| * Net (Fiscal) | | - 43,628.58 |
| Subtotal Outstanding Revenues <i>Inclusive of previous & future fiscal amounts</i> | <u>197,675</u> | <u>202,152.</u> |
| Subtotal Outstanding Liabilities <i>Inclusive of previous & future fiscal amounts</i> | <u>237,350.</u> | <u>252,064.14</u> |
| * Net | | - 49,911.16 |



| Summary of Accounts | | Biathlon Society of British Columbia | |
|---|---------------|--|---------------------|
| Last Modified: | | | |
| May 27, 2018 | | | |
| Item | Debit | Credit | Balance |
| Operating Account | | | |
| Bank Balance | \$ 174,885.12 | | |
| Subtotal Outstanding Revenues & Liabilities | 5,903.50 | \$ 127,237.76 | |
| Subtotal Future Revenues & Liabilities | - 0.00 | - 0.00 | |
| Reconciled Chequing Account | \$ 180,788.62 | \$ 127,237.76 | |
| Subtotal | | | 53,550.86 |
| Gaming Account | | | |
| Bank Balance | 13.65 | | |
| Subtotal Outstanding Revenues & Liabilities | - | - | |
| Subtotal Future Revenues & Liabilities | - | - | |
| Reconciled Gaming Account | \$ 13.65 | \$ - | |
| Subtotal | | | 13.65 |
| VISA Account | | | |
| Secured VISA Bank Balance | 5,007.60 | | |
| Subtotal Outstanding Revenues & Liabilities | - | - | |
| Subtotal Future Revenues & Liabilities | - | - | |
| Reconciled VISA Account | \$ 5,007.60 | \$ - | |
| Subtotal | | | 5,007.60 |
| Surplus/Deficit Anticipated Balance Apr 2018 | | | \$ 58,572.11 |

| | |
|---|----------------------|
| Starting Balance 31 Mar 2017 | |
| Chequing | 90,644.49 |
| Gaming | 12,834.02 |
| Secured VISA | 5,004.76 |
| | |
| Total Fiscal Starting Balance April 2017 | \$ 108,483.27 |



VP Program and Delivery Report

Yearly Report

The 2017 / 2018 season has been very productive for Biathlon. The Dev and HP Squads have had a very busy season. We have had BC athletes qualify for the Olympic Games, World Youth Junior Championships, World Cup Tours, and IBU junior Tours. We have had two athletes named to the senior National team - Sarah Beaudry and Megan Tandy. One BC athlete has been named to the U24 squad - Emily Dickson, and seven athletes named to the U20 squad - Benita Peiffer, Larissa Black, Ryan Elden, Gillian Gowling, Cole Bender, Claire Lesawich, and Danica Ariano.

2017 / 2018 Squads

This year we have seen continued improvement in the results of athletes across the board with respect to Nationals qualification and results at Nationals. We have also seen an increase of athletes moving from Prov Level 2 to Prov Level 1.

Squad Comparison over Seasons

| Season | Category | Count |
|------------------|------------------|-------|
| 2015-2016 | National Carding | 5 |
| | Prov Level 1 | 4 |
| | Prov Level 2 | 9 |
| | HP Squad | 8 |
| | Dev Squad | 9 |
| | | |
| 2016-2017 | National Carding | 6 |
| | Prov Level 1 | 10 |
| | Prov Level 2 | 10 |
| | Hp Squad | 9 |
| | Dev Squad | 17 |
| | | |
| 2017-2018 | National Carding | 11 |
| | Prov Level1 | 15 |
| | Prov Level 2 | 11 |
| | HP Squad | 11 |
| | Dev Squad | 16 |
| | | |



2017/2018 Camps

The 2017/2018 season had a number of camps held. The camp schedule was spring, summer, and winter. The camps were all very well attended with the increased squad numbers. One issue that arose this season was that there was limited amount of availability for talent squad athletes to participate.

ADC Committee

The ADC continued working with Peter Tweedie as chair, and Chris Elden, Christopher Dettling, Chris Halldorson, and Etienne Letondeur. The ADC looked at restructuring the athlete manual as well as doing the squad/ team selections.

VP Programs Issues and Future Goals

- 1) The structure of the Development Squad has been based on a set fee with 'mandatory' camps. There needs to be some research into whether this is the best model for athlete development and retention. It is worth exploring a Provincial carding system with a reduced team fee with a fee per camp attended.
- 2) Development of performance pathway and province wide physical testing and standards in conjunction with WNDC. This would be used for coaches, athletes, parents, and strategic planning.
- 3) We have identified gaps in Club Coach development and certification to support squad athletes. This has led to running more comprehensive camps focussing on athlete as well as coach development.
- 4) There is a need to come to a long term arrangement with WNDC as well as the possibility of other future HP centres.



VP Marketing Report

To date, our efforts to engage a major sponsor(s) for Biathlon BC remain unsuccessful. Moving forward, an understanding of the issues around obtaining a sponsor may be useful; however, efforts will continue, but may find more success with being project specific rather than event or programme focused. Factors affecting efforts to date:

- a. Provincial economy and political climate affecting corporate perceptions
- b. Need to provide significant perceived and real value for corporate sponsors
- c. Competition for sponsors from other sports
- d. Need to avoid negatively affecting local clubs in their sponsorship efforts
- e. Need to improve our plan for the allocation of sponsorship resources
- f. Need to improve general promotion of biathlon as a sport

In aid of getting increase support for biathlon the main thing that we can do is to publicize what we do. Biathlon BC and each member club involved needs to aggressively promote of our sport – this includes practices, training and camps as well as all competitions to local and provincial media. Media needs to include both traditional and non-traditional media. In aid of this suggestion, it is important to build strong relationships with local media representatives. Having a person specifically designated at the club and event level to promote our activities is critical. Sponsors want value – publicity equals advertising, which gives value. No publicity means few or no sponsorships.

All persons engaging in promoting Biathlon need to understand key messaging in the following areas:

- The local biathlon activities
- The history of biathlon
- Biathlon BC
- The Local Club and participating clubs as applicable
- Athletes involved and relationship to local, provincial, national, and international competition
- Coaches and officials and their roles
- The nature of specific competition and ceremonies around them
- Programs supporting training and excellence

To be successful in attracting sponsors, it will be necessary to support BiBC social media campaigns. Biathlon BC and member clubs need to make additional use of social media efforts and increase presence on the social media platforms, including but not limited to:

- Twitter
- Facebook
- Flickr
- YouTube
- Instagram



- Blog(s)

When using social media, it is important to use Biathlon BC and local club specific hashtags as these will provide links to all tagged materials:

#biathlonBC, #biathlonBCfun, #biathlonBCCup, #BiathlonBC, #shootandskiBC

It is extremely important to have a key person at each event responsible to present results and a brief release to local media, and will put information online as soon as it is available. It would be especially useful to include visual images and video of events. Building infrastructure such as cameras in place on both range and course to enable live streaming would be extremely helpful in promoting the sport. The key is to have local individuals to produce sports news – these efforts will serve to attract not only sponsors, but also additional participants and volunteers.

Respectfully submitted,

Sheldon Claire
Biathlon BC VP Marketing



Athlete Report

Dear Biathlon BC,

Thank you once again for taking the initiative to support BC's very own athletes. I speak on behalf of all the athletes when I say we are full of gratitude for the support we have received in order to pursue our goals in sport! It is the only reason I have personally been able to participate in Biathlon at an international level for the past 10 years and take a realistic shot at 2 Olympic Games. I have trained thousands of hours and I intend to make the best of it this following year by setting my sites on both the Biathlon WC in Canmore and the XC WC in Canmore. Thank you for making this possible!

Sincerely,

Matt Neumann



2018-2019 Proposed Budget

General Revenue

| | | |
|--|--------------|----------------------|
| VIA Sport Contribution | \$ 74,755.00 | |
| Via Sport - Enhanced Excellence Funding - May be eligible to apply | - | |
| BCSPP Grant - May be eligible to apply | - | - |
| Community Gaming Grant Anticipated - \$30K | 30,000.00 | |
| Total General Revenue | | \$ 104,755.00 |

Miscellaneous Revenue

| | | |
|---|-----------|------------------|
| Membership dues | 12,000.00 | |
| Competition Sanctioning Fees & Equipment Rental | 2,000.00 | |
| Uniform Sales | 2,000.00 | |
| Medals sales | 1,000.00 | |
| Membership courses revenue | 500.00 | |
| Membership competition revenue | 26,000.00 | |
| BC Winter Games - Powering for Potential Grant | - | |
| Fundraising | - | |
| Total Miscellaneous Revenue | | 43,500.00 |

Athlete Fee Revenue & Development Programs

| | | |
|--|-----------|-----------------------------|
| Team Fee Development Squad | 22,000.00 | |
| Training Camp Athlete Fees | 11,400.00 | |
| Nationals - Athlete fees | 20,000.00 | |
| BC Winter Games - Athlete Fees | | |
| Canada Winter Games - Athlete Fees | 7,000.00 | |
| Total Athlete Fee Revenue & Development Program Revenue | | 60,400.00 |
| TOTAL REVENUE | | <u>\$ 208,655.00</u> |

Administration Costs

| | | |
|-----------------------------------|-------------|------------------|
| Accounting | \$ 4,500.00 | |
| Biathlon Canada affiliation | 12,000.00 | |
| Insurance | 800.00 | |
| WorkSafe premiums | 250.00 | |
| Executive Assistant Contract | 15,000.00 | |
| Bank charges/expenses | 100.00 | |
| Zone 4 transaction fees | - | |
| Award/medals | 3,000.00 | |
| Promotional & Marketing Items | 500.00 | |
| Administration other expenses | 2,500.00 | |
| Total Administration Costs | | 38,650.00 |



Leadership Costs

| | | |
|---------------------------------------|----------|----------|
| Biathlon BC /Biathlon Canada AGM 2018 | 3,000.00 | |
| Annual Planning meeting | 3,000.00 | |
| Total Leadership Costs | | 6,000.00 |

Equipment Costs

| | | |
|------------------------------|----------|-----------|
| Wax Purchases | 3,500.00 | |
| Uniform Purchases | 2,000.00 | |
| Test Ski Purchases | 2,000.00 | |
| Equipment other expenses | 4,000.00 | |
| Total Equipment Costs | | 11,500.00 |

Competition Support Costs

| | | |
|--|-----------|-----------|
| Competition support expenses | 1,500.00 | |
| BC Cup Series | 26,000.00 | |
| National Hosting Grant (2019) | 2,000.00 | |
| Total Competition Support Costs | | 29,500.00 |

Training Development Costs

| | | |
|-------------------|----------|-----------|
| Coaching Courses | 8,000.00 | |
| Officials Courses | 2,500.00 | |
| | | 10,500.00 |

Competition Costs

| | | |
|----------------------------------|-----------|-----------|
| Nationals - Costs | 25,000.00 | |
| BC Summer Biathlon Championships | - | |
| BC Winter Games - Costs | - | |
| Canada Winter Games - Costs | 14,000.00 | |
| Total Competition Costs | | 39,000.00 |

Athlete Support Costs

| | | |
|---|-----------|-----------|
| Training Camp Expenses | 43,000.00 | |
| Athlete assistance program | 20,500.00 | |
| Whistler Nordic Development Centre -TBD | - | |
| Provincial Coaching Cost | 6,000.00 | |
| Technical Director | 4,000.00 | |
| | | 73,500.00 |

| | | |
|------------------------------------|--|-------------------|
| Total Athlete Support Costs | | 73,500.00 |
| TOTAL LIABILITIES | | 208,650.00 |

| | | |
|-------------------|--|-------------|
| NET INCOME | | 5.00 |
|-------------------|--|-------------|



Workplace Bullying and Harassment Policy

1. Policy Statement

- 1.1. Biathlon BC supports an environment that is characterized by mutual respect, safety and fairness, and is committed to ensuring a working, training and competition environment that is free of harassment and bullying.
- 1.2. This Policy includes definitions and standards for appropriate conduct, and provides a procedure for receiving, assessing, investigating and acting on complaints of bullying and harassment.

2. Definitions

- 2.1. "Athlete" refers to any individual who is a member of Biathlon BC High Performance, Development or Talent Squad, as well as athletes who are registered for a Biathlon BC sanctioned event.
- 2.2. "Bullying and harassment" means any improper conduct or comment by a person towards an Employee or Athlete that the person knew or reasonably ought to have known would cause offence or harm. Examples of conduct or comments that might constitute bullying and harassment include verbal aggression or insults, calling someone derogatory names, harmful hazing or initiation practices, vandalizing personal belongings, and spreading malicious rumours. Bullying and harassment excludes any reasonable action taken by an employer or supervisor relating to the management and direction of Employees.
- 2.3. "Complainant" means a person who believes that they have experienced improper conduct as described in this Policy and have made a complaint to Biathlon BC under this Policy.
- 2.4. "Employee" includes employees, volunteers, contractors, directors, officers and agents of Biathlon BC.
- 2.5. "Reporting Contact" means the individual receiving the complaint. This will normally be the VP Administration. If the VP Administration is the person engaging in bullying and harassing behaviour, the President is the appropriate individual to receive the complaint.
- 2.6. "Respondent" means the individual against whom an allegation has been made under this Policy
- 2.7. "Workplace" means any office of Biathlon BC as well as any environment under the control of Biathlon BC including Biathlon BC sanctioned events, training camps, meetings and courses.

3. Application

- 3.1. This Policy applies to all Employees and Athletes as defined in Section 2.
- 3.2. This Policy includes interpersonal and electronic communications, such as email.
- 3.3. Employees and Athletes must:
 - not engage in the bullying and harassment of other Employees or Athletes;



- report if bullying and harassment is observed or experienced;
- apply and comply with Biathlon BC's Policy and procedures on bullying and harassment

4. Annual Review

4.1. This Policy will be reviewed annually. This Policy will be publicly available on the Biathlon BC website.

5. Workplace Bullying and Harassment Reporting Procedures

5.1. How to report

Employees and Athletes can report incidents or complaints of workplace bullying and harassment verbally or in writing. When submitting a written complaint, please use the Workplace Bullying and Harassment Complaint Form (see below). In reporting verbally, the Reporting Contact, along with the Complainant, will fill out the Complaint Form.

5.2. When to report

Incidents or complaints should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated and addressed promptly.

5.3. What to include in a report

Provide as much information as possible in the Complaint Form, such as the names of people involved, witnesses, where the events occurred, when they occurred, and what behaviour and/or words led to the complaint. Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

Workplace Bullying and Harassment Investigation Procedures

6. How and when investigations will be conducted

6.1. Most investigations at Biathlon BC will be conducted internally. In complex or sensitive situations, an external investigator may be hired.

7. Investigations will:

- 7.1. be undertaken promptly and diligently, and be as thorough as necessary, given the circumstances;
- 7.2. be fair and impartial, providing both the complainant and respondent equal treatment in evaluating the allegations;
- 7.3. be sensitive to the interests of all parties involved, and maintain confidentiality;
- 7.4. be focused on finding facts and evidence, including interviews of the complainant, respondent, and any witnesses;
- 7.5. incorporate, where appropriate, any need or request from the complainant or respondent for assistance during the investigation process.

8. What will be included

8.1. Investigations will include interviews with the Complainant, the Respondent, and any witnesses. If the Complainant and the Respondent agree on a statement of facts, then Biathlon BC may



decide not investigate any further. The investigator may also review any evidence, such as emails, handwritten notes, photographs, or physical evidence such as vandalized objects.

9. Roles and responsibilities

9.1. The VP Administration is responsible for ensuring investigation procedures are followed as outlined in this Policy. For situations where the VP Administration is the Respondent, the President is responsible for ensuring investigation procedures are followed. Employees and Athletes are expected to cooperate with investigators and provide any details of incidents they have experienced or witnessed. Normally, the VP Administration will conduct investigations and provide a written report to the President. If external investigators are hired, they will conduct investigations and provide a written report with conclusions to the VP Administration, who will in turn provide a written report to the President. In cases where the VP Administration is the Respondent, the President will review the written report with another Biathlon BC Vice President. In cases where the President is the Respondent, the VP Administration will provide a written report to another Vice President of Biathlon BC. Note that the written report is confidential and will not be released except as required by law.

9.2. The President and VP Administration, except as noted in 9.1, will review the written report and determine appropriate action. The Respondent will be advised of the investigation findings and any disciplinary action by either the President or the VP Administration. Appropriate corrective actions will be taken within a reasonable period of time. In appropriate circumstances, Employees or Athletes may be referred to an employee assistance program or be encouraged to seek medical advice. The Complainant will also receive a written decision. The Complainant has the right to know the outcome of an investigation, but not the details of the disciplinary action, if any, against the Respondent.

10. Follow-up

10.1. Following an investigation, the VP Administration will form an ad hoc committee to review and revise workplace procedures, if necessary, to prevent any future bullying and harassment incidents in the workplace.

11. Record-keeping requirements

11.1. Biathlon BC expects that Employees and Athletes will keep written accounts of incidents to submit with any complaints. Biathlon BC will keep a confidential written record of investigations, including the reports and subsequent actions.

12. Appeal

12.1. The respondent or complainant have the right to appeal decisions made as per section 9.2. The appeal process to be followed is the Biathlon BC Dispute Resolution and Appeal Policy.



Bullying and Harassment - Complaint Form

Name and contact information of complainant

Name of respondent(s)

Personal statement

Please describe in as much detail as possible the bullying and harassment incident(s), including:

- the names of the parties involved
- any witnesses to the incident(s)
- the location, date, and time of the incident(s)
- details about the incident(s) (behaviour and/or words used)
- any additional details that would help with an investigation

Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.



Biathlon BC Firearms Safety Policy - Dry Firing and Range Sessions

General

Athletes are responsible for the safe operation and handling of their firearms and ammunition at all times. All firearms must be treated as if loaded at all times, and must be properly cleared before any dry firing session, and at the conclusion of any live round firing practice session. Clearing includes ensuring no ammunition is present in any magazine, spare round holder, breech or chamber of any firearm. Safety violations will be documented by the Range Safety Officer and submitted to the appropriate authority based upon the situation. Safety violations during Biathlon BC events must be immediately reported to the Technical Delegate and/or Head Coach, as appropriate, who in turn will notify the President of Biathlon BC within 24 hours.

A. Dry Firing Sessions

While safety is everyone's responsibility, the primary responsibility for safety in dry fire sessions is with the individual athlete. In a group session, the instructor and coach have the general responsibility. Any safety violation(s) at organized sessions shall be reported to the person(s) responsible for the session and the facility as appropriate in the circumstances.

1. No live ammunition may be present in the room in which a dry fire session is being held, or in situations such as accommodation facilities, ammunition must be contained in a secure container.
2. If empty casings or drill cartridges are being used, the instructor, coach, and athlete must each personally inspect every casing or drill round present to verify that it is not live ammunition.
3. All firearms and magazines used or present in a dry fire practice must be confirmed as clear by the coach or instructor and by the athlete using that firearm prior to engaging in a dry fire activity. All other firearms present must be also inspected and ensured cleared by the coach or instructor.
4. Firearms must not under any circumstances be pointed at a person or other living thing with the sole exception of a bore inspection from the muzzle of a cleared rifle with an open or removed bolt.

B. Range Sessions

While safety is everyone's responsibility, the primary responsibility for safety on the range is that of the designated Range Safety Officer. The Range Safety Officer will report any incidents to the operator of the range and to the responsible authorities as appropriate under the circumstances.

1. In addition to other requirements and procedures consistent with IBU Rules, all firearms and magazines must be cleared of ammunition at the conclusion of the range practice and so reported



as cleared to the responsible coach who will confirm the same to the person acting as Range Safety Officer for the session.

2. Rifles must be cased and uncased in the safest possible manner such that:
 - a. Trigger or other action disabling locks are employed prior to leaving the range,
 - b. Rifles transported in soft cases must be cased and uncased with the muzzle pointing up at the rifle rack, at a designated safe area, or while pointed down range from a firing point on an ACTIVE (red flag up) range,
 - c. Rifles transported in hard cases must be cased and uncased either at a designated safe area, or while pointed down range from a firing point on an ACTIVE (red flag up) range, and
 - d. Designation of a suitable safe area is the responsibility of the Range Safety Officer.