

MWFC Club Manual

Table of Contents

1 Introduction 6
MWFC Vision 6
MWFC Mission 6
Strategic Priorities 6
Annual Review Process 6
Membership 7
Mount Washington Alpine Resort 7
2 Club Operations 8
Overview 8
Age Requirements 8
Schedule and Duty of Care 8
Registration 8
Team Placement 8
Operational Parameters 9
Club Facilities 9
Required Athlete Equipment 9
Club Etiquette 10
Athlete Safety 10
Injury Reporting and Return to Sport 10
3 Parent/Guardian Volunteer Commitment 12
4 Ski Programs 13
FUNdamentalz (Ages 7-10) 13
Junior Freestylerz (Ages 9-12) 13
Freestylerz (13-18 years) 13
Competitive Team (12-18yrs) 13
Big Mountain Performance Team (12-18) 14
5 Fees 15
Competition Fees 15
Camp Fees 15
Credits and Refunds 15

6 Competitions and Events 16
General 16
Principles for Safe Operation 16
7 Communications and Media 17
8 Fundraising 17
9 Sponsorship 17
10 Alcohol, Drug Use, Smoking and Vaping 18
11 Safe Sport Policies 19
12 Board of Directors Structure and Process Policy 19
Purpose 19
General Responsibilities 19
Equity and Access 20
Benefits 20
Nominations 20
Annual General Meeting (AGM) 20
Financial Management 21
Signing Authority 21
Record Keeping 21
Conflict of Interest 22
Board Structure 24
Standing Committees 27
Sub-Committees 27
A1 Consent to Act As Director 28
A2 Orientation Checklist for New Board Members 29

Club Manual Version Approvals

Version	Prepared by	Reviewed by	Approved by	Date
1	S. Corrigan			
2	G. Russell	T. Christbason	MWFC Board	November 2025
3	G. Russell	V. Masterman	MWFC Board	November 2026

1 Introduction

The purpose and intent of this manual is to provide Mount Washington Freestyle Club (MWFC) members with a resource on club policy and procedures for all members, athletes, coaches staff and the MWFC Board of Directors.

In the event of any conflict or inconsistency between the MWFC Manual and the MWFC Bylaws, the MWFC Bylaws shall take precedence.

MWFC Vision

A sustainable, diverse and inclusive club that is recognized for producing community-oriented athletes, who have the foundations and support to compete at any level and have a lifelong love of skiing.

MWFC Mission

To provide athletes with the foundational skills, experience and inclusive mindset, and coaches with relevant support and training, to compete in traditional freestyle and big mountain. The club recognizes that for those athletes who show the promise and interest in competing at the national level may transition to other mountains.

Strategic Priorities

- Create a welcoming, safe and growing community of families, skiers, coaches that foster a life-long passion for, and participation, in skiing and freestyle.
- Provide a trusted and recognized program in BC, and Canada, that produces skilled and team player athletes that are supported and inspired to pursue higher level competitive aspirations.
- Sustainable club operations and infrastructure to support continued programming at a reasonable cost to families.

Annual Review Process

To stay relevant and up to date, this manual will be reviewed annually by the MWFC Board. Freestyle is a growing and developing sport, and our club will continue to evolve and improve through the contributions and new ideas from all our members and the freestyle community.

Membership

Membership in the society is governed under the MWFC bylaws and obtained through registration and payment of applicable program fees. The Board shall set the applicable registration fees annually by resolution and may increase, waive or reduce fees consistent with the Society's policies..

The primary parent/guardian contact of an athlete as listed at registration is considered the voting member for the family. Each family is allotted one representative. Registration constitutes application for membership subject to director acceptance per MWFC bylaws.

All members of MWFC are expected to be familiar with and adhere to the policies and procedures set forth in this manual.

Mount Washington Alpine Resort

It is the responsibility of all MWFC members to acknowledge that maintaining a respectful relationship with Mount Washington Alpine Resort (MWAR) is crucial to the success and viability of our club. MWFC is a guest of MWAR, and the club operates with their generous support and permission. Our positive relationship with our host mountain provides:

- The ability to train and operate our programming on the mountain
- A willingness for MWAR to provide key resources such as training areas, grooming, terrain park builds, event support, supplies, and infrastructure at low or no cost to the club
- The opportunity to host events

Any concerns from MWFC members about resort operations should always be addressed directly with MWFC and not MWAR.

2 Club Operations

Overview

MWFC offers freestyle programs suited to athletes of all abilities and ages 7 - 18. MWFC does not offer learn to ski programming and as such all athletes must meet a specified minimum skill level. Any athlete not deemed by our coaches to be at this minimum skill level will be refunded in full and removed from the program with the hope that they will return when they are ready. All registration must be completed electronically by the participant through the registration portal. Returning members must register within their given window and are prohibited from sharing early or advanced registration codes - unauthorized code sharing will result in the registration being cancelled.

Age Requirements

All participants in MWFC programs must be 7 years of age at the time of registration or no later than the program start date. There are no exceptions to this. Athletes graduate from our programs at 18 years old.

Schedule and Duty of Care

General

The winter training day runs from 9:15 am to 3:00 pm with a lunch break from approximately 12:00 pm - 1:00 pm. It is the parent/guardian's responsibility to physically ensure that their athlete meets up with their coach at the start of the training day. Duty of care does not start until parent/guardian hand-off has been completed with a MWFC representative.

If an athlete is late or unable to attend a training day, families must notify the program director.

Drop-Off

Group gear bins will be available in the reserved area on the Marmot Level of the Mount Washington Alpine Resort (MWAR) main lodge at 9:00am. Coaches meet their groups at 9:15am and will depart promptly.

Pick-Up

MWFC supervision ends when athletes are released at the Club reserved area on the Marmot Level of the MWAR main lodge at 3:00pm. Parents/guardians are responsible for ensuring their child is picked up promptly. Athletes under 13 years must be met by a parent/guardian or authorized adult.

Registration

All programs are reviewed annually and factors such as cost, participation, and feedback from athletes, coaches, and parents/guardians are considered. In summer of the preceding year, the new season program offerings will be approved by the board of directors. Registration for these programs will occur prior to year end. Returning families will be provided with the opportunity to re-register for a period of one week, prior to registration opening to the public.

Team Placement

MWFC aims to have a better than 6:1 athlete to coach ratio. The goal is to have groups set up for the second weekend of training. However, individual athletes may be moved based on skill progression and training needs after that date. Groups will be created based on athlete age, ability, and coach feedback.

Requests from parents/guardians will be honoured only when it is in the best interest of the athlete and the Club. All change requests must be submitted to the program director after the second weekend of training. The program director in consultation with the coaching staff will make all final determinations on group placement.

Operational Parameters

Training times will be adjusted or completely cancelled if the temperature is at -15 C ambient and -20 C windchill as forecasted the night before for all teams.

Any decision to cancel training will be made by 7:00 pm the day before. This will be communicated to athletes and parents/guardians electronically. In some cases, training may be canceled mid-session due to deteriorating conditions and families will be contacted to collect their athletes.

Club Facilities

All facilities/training sites will operate in conjunction with MWAR staff and resources to provide a safe and productive environment for athletes to use for training purposes.

Coaches and Volunteers are responsible for all training-site related protocols including but not limited to: Site Security, Setup/Teardown, Site Operations, Handling of Equipment, and Documentation.

Users of any training site must do so with the permission of MWFC and hold up-to-date membership with Freestyle BC.

The MWFC program director is responsible for the effective delegation of responsibilities to coaches and volunteers, including access to club buildings and use of site maintenance equipment.

Airbag Site

Important Notes:

- Air Site usage MUST be supervised by a Coach holding CFSA Air 3a Certified designation.
- While an air coach must be on site during operation, volunteer or paid “Knoll Masters” are able to supervise drop in, landing, or video review as required and delegated by a Certified Air 3a Coach.
- Volunteers will be needed to prepare and operate the airsite on most days it is in use.

Volunteers and Coaches will be called on for daily maintenance including but not limited to: Building Jumps, Setting Courses, Maintaining Site Safety Standards, and Chopping Landings.

Required Athlete Equipment

Athletes must be fully equipped for the training day and changing conditions. All equipment must be in sound condition and suitable for the intended terrain, including:

- Skis, boots and poles (in good repair and appropriate for the height and weight of the athlete)
- Helmet and goggles
- Snow pants/ bibs, jacket and base layer appropriate for forecast temperatures
- Spare gloves
- Lunch, snacks and water bottles
- Boot/glove warmers

- Rain Gear (pants and jacket) if wet conditions are forecast

Club Etiquette

All individuals involved in MWFC are responsible for promoting fair play, integrity and club spirit when participating in club activities. In addition to observing the rules and policies of MWFC, MWAR, Freestyle BC, Freestyle Canada and host Clubs when travelling for events, all individuals must:

- Provide only positive comments that motivate and encourage the continued effort of all participants
- Respect the decisions and judgments of officials and encourage others to do the same
- Respect and show appreciation to all competitors, and to the coaches, officials, judges and other volunteers
- Act as an ambassador for MWFC and the sport of freestyle skiing with honour and integrity, on and off the mountain
- Show courtesy to, and cooperate with coaches, fellow athletes, parent/guardians, officials and employees at all venues during training and competition
- Communicate concerns about an athlete's training/performance, teammates or coaches to the program director
- Not willfully cause damage to MWFC facilities, property or equipment as well as the property of others
- Report any damage caused directly or indirectly to any training facility, competition venue, or accommodation during club activities

In addition, MWFC athletes must:

- Ski within limits and refrain from attempting maneuvers beyond those prescribed and supervised by MWFC coaches
- Ski under control and at a safe speed so as not to scare or endanger others
- Obey all posted mountain signs and all verbal or written instructions received from ski patrol, coaches and/or MWAR employees

Athlete Safety

There are inherent risks associated with skiing. Safety and injury prevention are very important to our club. All athletes must be familiar with and always adhere to the Alpine Responsibility Code. All athletes must wear a helmet and are encouraged to use additional safety gear such as hip and spine protection, mouth guards, wrist guards, etc.

Injury Reporting and Return to Sport

Athletes follow planned skill progression pathways to minimize the risk of injury, are instructed to ski within their limits, and are coached to pay attention to changing weather conditions. If an athlete sustains an injury during training, they must report it immediately to their coach for assessment. Coaches will document the injury in their coach report, inform parents/guardians, and seek additional medical attention and complete a Freestyle Canada Accident Report within 24 hours as necessary. If the athlete does not report the injury to the coach, the parents/guardians must follow-up and report it to MWFC. If

an injury is sustained outside of training, it is the responsibility of the athlete's parents/guardians to inform MWFC of the injury so that athlete safety will not be impacted.

MWFC may require an athlete to provide a note from their doctor or physiotherapist to confirm they are clear to ski after an injury. Any athlete suspected of sustaining a concussion will be requested to seek appropriate medical care. A note from the doctor or physiotherapist confirming the results of the investigation may be required. If a concussion is positively diagnosed the athlete must provide a standardized Medical Assessment Letter to the program director and may not return to any activities with a risk of concussion until medically cleared to do so.

3 Parent/Guardian Volunteer Commitment

The parent/guardian volunteer commitment is mandatory and is set at four volunteer shifts per registered athlete throughout the season. MWFC charges a volunteer deposit at time of athlete registration, and this will be returned at the end of season, once completion of commitment has been confirmed. At the time of athlete registration, parents/guardians will sign up for a Freestyle Canada volunteer membership which provides the required insurance coverage for volunteer participation. They will then select commitment dates/roles that suit the needs of MWFC and their skillset.

Some volunteer opportunities include:

- Weekly airbag set-up/tear-down
- Set-up and maintenance of the mogul course
- Coach Host Stays
- Event planning and execution
- Participation on the board of directors and in sub-committees
- Sponsorship and fundraising activities
- Other duties as they arise or on request

Parent/guardian participation will be tracked by the MWFC Volunteer Coordinator. Throughout the season participation will be reported to the board of directors. Failure to meet participation commitments may impact future enrollment in MWFC.

4 Ski Programs

FUNdamentalz (Ages 7-10)

Skiers must be able to ski parallel on Blue runs, be able to load and unload the Eagle and Whiskey Jack chairlifts unassisted and take care of their own equipment. Athletes in the Fundamentalz level will be taught mountain safety, all terrain skiing, jumps and bumps skills and will be introduced to the Terrain Park. Skiers are divided into groups based on ability and age at the discretion of the coach. This is a full day program 9:00am-3:00pm, skiers must have the ability to train for the entire day.

Skiers are divided into groups based on ability and age at the club's discretion. Athletes who are moved into higher level programs will be required to pay all applicable additional fees.

Junior Freestylerz (Ages 9-12)

A junior program for developing athletes who have passed the Fundamentalz level. Skiers will be exposed to all aspects of Freestyle skiing which include Slopestyle, Moguls, Freeskiing and Big Air, along with all the powder and steeps Mt Washington has to offer. Skiers are placed in groups based on ability and age at the club's discretion

Freestylerz should attend regional freestyle and freeski competitions as recommended by the coaching staff.

Freestylerz (13-18 years)

An intermediate program for athletes considering competing in the sport or athletes that have reached the appropriate skill level. Freestylerz is for skiers 13 years and older who are choosing to make a commitment to developing and refining their slopestyle, moguls, and big air skills.

Athletes are encouraged to participate in competitions, both locally at Mount Washington Resort and regionally in BC Freestyle events.

Competitive Team (12-18yrs)

The advanced program for athletes who are involved with freestyle competitions. This program includes coaching at provincial competitions. Athletes are required to be evaluated for this program by the coaching staff.

This program is coached by our high-performance coaches and involves a commitment to training 2 - 3 days per week on snow and participation in year-round training opportunities for athletes to improve their acrobatic skills, fitness, mental preparation, foundational skills and competitive readiness. Increased training hours are needed at this stage to develop each athlete's long-term potential but more importantly, to provide them with the fundamentals needed to perform more difficult technical skills safely.

Athletes will be expected to travel and compete in team selected regional and provincial events. Eligible athletes will also compete at national and international events. Additional weekday, camp, and dryland fees may apply.

Big Mountain Performance Team (12-18)

The Big Mountain Performance Team is for athletes 12 and over choosing to make a commitment to developing and refining their free-skiing and air sense skills. Placement in the program is at the discretion of the club.

Athletes will be expected to travel and compete in team selected regional and provincial events. Additional weekday, camp, and dryland fees may apply.

5 Fees

Fees are subject to review and revision before each season begins based on the club budgeting process, with the overall goal to keep MWFC's fees in line with those of comparable programs in our region.

Competition Fees

Competition fees are necessary to offset the costs associated with providing coaching support events that take place at Mount Washington and other venues. These fees include the cost of coaching wages, coach accommodations, travel, tickets, meals, and incidentals. The approved events are selected at the sole discretion of MWFC; any additional events will be reviewed on an individual basis. Families pay for the competition entry fee when they register an athlete for competition. The associated MWFC costs are calculated following the competition and provided to parent/ guardians and are payable to MWFC within two weeks of invoice.

Camp Fees

MWFC strives to provide additional on-snow and dry land training opportunities by providing winter and spring break camps, trampoline camps, and other specialty camps for an additional fee. Scheduling and registration dates will be communicated to members by the Registrar. At the sole discretion of MWFC, additional camps may also be offered and fees will be assessed accordingly. These could include spring training, airbag or water ramps, or other specialized training opportunities. All camp fees are due in full prior to participation in camps.

Credits and Refunds

We recognize our season may be disrupted by circumstances beyond the club's control. MWFC will aim to provide make-up sessions for days MWFC must cancel training due to resort closures, program cancellations, coach unavailability or local/provincial/national health guideline changes. For any days we are not able to offer a make-up, we will offer a pro-rated credit less any fixed costs that can be applied to future activities with the club. Make-up days and credits will not be issued for adverse weather conditions that fall outside of our operational parameters. Any credits will be issued at the end of the season.

Refunds will not be issued after a program has commenced, unless otherwise approved by the MWFC.

6 Competitions and Events

General

Athletes will have opportunities to compete at local events, regional events and provincial/national level events. All athletes, including Freestylerz and Riders athletes, are welcome to participate in any event the club supports, and they are eligible to attend. Please check with your child's coach if you are unsure.

Please note that Competition and Event Registration Fees may apply.

The club will also from time-to-time bid to host events. These bids will be approved by the board of directors at the start of the season.

Principles for Safe Operation

To ensure safe operation MWFC will not allow participation in any club activities by the following individuals or groups:

- People who are currently infected with a communicable disease
- Anyone who is under quarantine/self-isolation or who has symptoms of a communicable disease
- Non-members of a sanctioned BC Freestyle/BC Snowboard Club
- Anyone without an active BC Freestyle/BC Snowboard membership
- Members who do not follow the instructions or guidelines provided by BC

All types of training activities must be carried out in accordance with the most recent Freestyle BC guidelines and Provincial/Regional health orders/guidelines, including measures such as physical distancing, group gatherings, mask requirements, and proof of vaccine as applicable. These guidelines will be followed and reinforced, as required.

All participants are expected to practice personal health hygiene and awareness (routine hand washing, physical distancing, and masks as appropriate) and stay home when sick. All participants in any activities will also agree to follow any additional guidelines set by the venue. MWFC will make decisions to cancel, postpone, or modify any activity if one or more cases of potential infection are reported. MWFC will promptly communicate all information regarding reported cases at any event with public health.

7 Communications and Media

Athletes and their families are encouraged to tag and promote the club in their social media posts, but it is expected that all social media communications are positive in nature and have the best interests of MWFC and its members at heart. Negative comments and any other type of abuse are strictly prohibited for all participants and may be subject to disciplinary action. The following general guidelines should be considered when posting: *ensure the MWFC Code of Conduct and Social Media Policy is being observed, any language or music selection should be clean and non-offensive, and no consumption or encouragement of drugs, alcohol, smoking, or vaporization*.

Athletes and their families are highly encouraged to write and distribute press releases to local, provincial, and national media outlets celebrating their accomplishments. Any such releases should be approved by the club president prior to submission to the media.

Specific media contacts are:

- Program Director
- Club President or designate

8 Fundraising

From time to time, MWFC and/or authorized volunteers will initiate fundraising activities that benefit the club as a whole. All club members are expected to participate fully in these activities.

9 Sponsorship

MWFC values the contributions of sponsors. Revenue generated from sponsorship has allowed our club to keep membership fees down, purchase infrastructure such as the airbag and provide event prizing. MWFC may agree to display sponsors logos and trademarks on club training sites, equipment and athlete apparel.

Athletes are expected to wear the provided sponsored clothing, pinnies or other sponsored apparel on the mountain during training.

10 Alcohol, Drug Use, Smoking and Vaping

This Policy is created in consideration of the following:

- MWFC is committed to the health and safety of all of its members.
- Members who are intoxicated while conducting business can pose a health and safety risk both to themselves and others and negatively impact the image of MWFC
- MWFC recognizes that the casual consumption of alcoholic beverages by of-age members during freestyle social events does occur from time to time and does not intend to curtail that practice.
- MWFC expects all members to take reasonable steps to manage the consumption of alcohol, marijuana, and/or tobacco products including smoking and vaporizing.
- MWFC has a zero-tolerance policy for the consumption of alcohol, marijuana, and/or tobacco products including smoking and vaporizing by minors
- This policy is meant to enhance the MWFC Code of Conduct.

The following expectations apply to all members while conducting business on behalf of MWFC:

- Members are expected to be fit for duty and able to perform their duties safely and to remain fit for duty while conducting business.
- Members are prohibited from reporting to work, performing business and working with minors while intoxicated.
- Members are prohibited from the consumption of alcohol, marijuana, and/or tobacco products including smoking and vaporizing while training or supervising minors.
- Members shall not drive to or from activities on behalf of MWFC while intoxicated.
- Members who take prescription medication must communicate to the program director or Club President any potential side-effects, risks, limitations, or restrictions arising from the use of such medication that requires or may require the modification of duties or that may give the appearance of intoxication. All such medical information shall be kept confidential by MWFC unless authorized by law.

MWFC understands that individuals may develop a dependency to certain substances, which may be defined as a disease or disability. Members are not excused from their duties as a result of dependencies, though the MWFC will accommodate any disability to the extent required by law.

MWFC supports early diagnosis. Any individual who has or suspects that they might have a substance dependency is expected to seek appropriate treatment promptly and communicate that dependency or suspected dependency to the MWFC so that it can be accommodated appropriately.

Members will be subject to disciplinary action as per the Code of Conduct Policy up to and including termination of membership for failure to adhere to the provisions of this policy.

11 Safe Sport Policies

MWFC has a fundamental obligation and responsibility to protect the health, safety and physical and mental well-being of every individual involved in the freestyle skiing community.

MWFC takes any situation involving misconduct, Maltreatment and Prohibited Behaviour very seriously; for this reason, MWFC is committed to enacting and enforcing strong, clear, and effective policies and processes for preventing and addressing all forms of misconduct, Maltreatment and Prohibited Behaviour.

Freestyle Canada's Safe Sport Policies are intended to promote a safe sport environment in a manner that allows for consistent, immediate, appropriate and meaningful action should any issues arise, but also to prevent issues from arising by communicating expected standards of behaviour to all participants.

The Safe Sport Policies have been prepared by Freestyle Canada and have been adopted by MWFC as the applicable safe sport policies for the club. As Freestyle Canada has adopted the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS), the UCCMS shall be considered as incorporated by reference in this Safe Sport Policy Manual and will apply, as amended from time to time by the Sport Dispute Resolution Centre of Canada (SDRCC), to all Individuals as a condition of their participation in the sport of freestyle skiing and/or their membership in MWFC.

Freestyle Canada Safe Sport Policies can be viewed at the Freestyle Canada website: Safe Sport Policies | Freestyle Canada

12 Board of Directors Structure and Process Policy

Purpose

The Board of Directors is MWFC's governing body whose main task is to focus on policy and governance issues. It works in partnership with but maintains independence from MWFC's management and operations.

The MWFC board is governed by the BC Societies Act, as well as the MWFC Constitution and Bylaws. MWFC board members should refer to Freestyle BC's *"Board of Directors: Governance Manual"* for board responsibilities, best practices, and policy guidance undertaking their responsibilities directing the club.

General Responsibilities

A Director's responsibilities include:

- The duty of knowledge, by keeping oneself informed about MWFC and its mission;
- The duty of care, by acting honestly and in good faith in the best interests of the Club;

- The duty of diligence, by acting prudently and reasonably in all circumstances which are impacted by the decisions taken on behalf of MWFC;
- The general fiduciary responsibility is to avoid being in a conflict-of-interest position.

The time commitment for a Director will include:

- Attendance at the Annual General Meeting, which precedes Board of Directors Meetings; these are usually held monthly or more frequently, depending on needs.
- Participation in additional conference call meetings during the year, or more as necessary, depending on particular committee work, or if a director sits on multiple committees.
- Review ongoing issues, Board and other communications, and e-mail correspondence.

Equity and Access

MWFC is committed to having a board of directors that provides accessible, inclusive, and equitable opportunities for participants regardless of gender, race, ethnicity, culture, religion, or ability (or any other grounds protected under Human Rights legislation in Canada.

Benefits

By being a member of the board of directors, a person will have the opportunity for further professional and personal development, the challenge of being part of a team dedicated to making significant changes in and promoting new leadership models for sports excellence, and the thrill of playing a significant role in the ongoing development of MWFC. It is a volunteer board, and board members will not be remunerated. Still, Directors may be repaid such reasonable expenses as they may incur in and about the business of MWFC.

Nominations

Prospective directors will be vetted by the board prior to nomination, including the following considerations:

- Understanding of the organization's mission, vision and objectives
- Candidate skills, experience and commitment to the role
- Alignment with the organization's Code of Conduct
- Skill gaps on the current board

The board will provide recommendations to the membership on suitable candidates prior to Director elections at the AGM.

Written nominations must be received by the secretary prior to the commencement of the AGM, or be submitted in person once the AGM is in session. Each nominee must have their nomination supported by a minimum of two MWFC members in good standing for the current season who are 18 years of age or older and who are not employees, coaches, or contractors with MWFC.

Annual General Meeting (AGM)

The AGM may be held in person or via tele-conference at the discretion of MWFC.

Notice of the AGM and supporting documents will be sent out as per our society bylaws.

Financial Management

MWFC will be operated without purpose of gain for its members and no part of any income of the club will be payable or otherwise available for the personal benefit of its members, and any profits or other assets of the Society will be used solely to promote its purposes as set out in its constitution.

MWFC recognizes the importance of a comprehensive inclusive financial management program for the sound management of the organization.

- The Association will maintain its financial records in accordance with generally accepted accounting principles, consistently applied to ensure accurate books and records of accounts are maintained.
- The books of account will be kept in such a manner as to clearly separate all income and expenses and to indicate which sources are attributable, with all distributions to be accompanied by supporting documents.
- MWFC will develop and support programming that through fees, sponsorship, or other means is self-sustaining and promotes the longevity of the association with discretionary measures.

The board of directors shall ensure the appropriate guidelines are established for the preparation and submission of budgets by the program director, in a timely manner. The initial budget for the upcoming season will be reviewed at the August/September board meeting and the presentation of the board approved budget will occur at the AGM.

Signing Authority

Authorization for payments and signing authority for other legal instruments such as funding contracts, sponsorship contracts, fee-for-service contracts or other like contracts shall be given by two (2) of the following authorized signing authorities;

- Board President
- Vice President
- Treasurer
- Secretary

Electronic transfer requires the approval in writing or through electronic verification of two (2) authorized signing authorities. Signing authority is exercised in accordance with section 6.2 of the Bylaws.

All borrowing powers, signing authority, and access to records of this Association must be completed in accordance with our bylaws.

Record Keeping

The club will maintain the following documents under the BC Societies Act:

- Governance Documents: Certificate of Incorporation, Constitution, Bylaws, Statement of Directors and Registered Office, and court orders.
- Director Records: Register of Directors (with contact info), written consents to act as a director, written resignations, and disclosures of directors' interests.
- Member Records: Register of Members (organized by class) with contact information.
- Meeting Records: Minutes of general meetings and director meetings, including resolutions passed and director attendance lists.
- Financial Records: Financial Statements and Auditors Reports, and adequate accounting records for each fiscal year.
- Resolutions: Ordinary, special, and consent resolutions passed by members and directors.

Conflict of Interest

Directors shall always act in MWFC's best interests rather than in particular constituencies' interests. This means putting MWFC's interests ahead of any personal interest or the interest of any other person or entity. It also means performing their duties and transacting MWFC's affairs in a manner that promotes public confidence in the integrity, objectivity, and impartiality of the board.

- Directors must openly disclose a potential, real, or perceived conflict of interest or financial association as soon as the issue arises and before the Board or its committees dealing with the matter at issue, both before serving on the board and during their term of office.
- If the director still determines whether he or she conflicts with interest or financial association position. In that case, the matter may be brought before the president of the board, the program director, or the board for advice and guidance.
- If there is any question or doubt about a real or perceived conflict of interest or financial association. In that case, the board will determine by majority vote if a conflict of interest or financial association exists. The director, potentially in conflict of interest or financial association, shall be absent from the discussion and shall not vote on the issue.
- It is the responsibility of other directors who are aware of a real, potential or perceived conflict of interest or financial association on the part of a fellow director to raise the issue for clarification, first with the director in question and, if still unresolved, with the president of the board.
- The director must declare the matter in advance and, if decided by the board, shall abstain from participation in any discussion on the matter, shall not attempt to influence the outcome personally, shall refrain from voting on the matter and/or shall leave the meeting room for the duration of any such discussion or vote.

- The disclosure and decision as to whether a conflict of interest or financial association exists shall be duly recorded in the meeting minutes. The time the Director left and returned to the meeting shall also be recorded.
- Quorum is not affected at board meetings where a board member abstains during a discussion of an item in which a conflict of interest exists.

Board Structure

MWFC Board of Directors		
Position	Voting/Non-Voting	Election Year
President	Voting	Directors are elected to two-year terms. To ensure continuity of leadership, Director positions are divided into two groups: Group A — President, Secretary, and Directors elected in even-numbered years; and, Group B — Vice-President, Treasurer, and Directors elected in odd-numbered years
Vice President	Voting	
Treasurer	Voting	
Secretary	Voting	
Registrar	Voting	
Director #1	Voting	
Director #2	Voting	
Director #3	Voting	
Director #4	Voting	
Director #5	Voting	
Past President (advisory)	Non-voting (advisory; not a Director)	Immediate term following term as President (or VP)

President

- Responsible for executing the strategic plan and direction of the club.
- Responsible for club operations; programming, fundraising, sponsorship, funding grants, legal status, board operation, club stakeholder, and mountain relations.
- Responsibilities may be delegated to members of the board or a board committee.

  Specific duties include:

  - Working with the program director to ensure the policies and procedures of the club are observed and maintained.

- Preside at meetings of MWFC with the exception of committee meetings.
- Preparing and communicating agendas of executive and general meetings.
- Onboarding incoming board members to identify roles and responsibilities.
- Oversight of the executive and committees and ensure responsibilities are being carried out.
- Mentor and advise executive members as required.
- Communicate with Provincial Sport Organizations and Mount Washington Ski resort.

Vice President

- Responsible for duties as required by the president and club.
- Responsible for supporting the operations of the club.

Past President

- Advisor to the executives and board. The Past President is a non-voting advisor and is not a Director unless elected as one by the Voting Members in accordance with the Bylaws.
- Provide insight to the board on past board decisions.

Treasurer

- Reconcile club bank accounts at the end of each month.
- Report on income and expenditures at each executive and general meeting.
- Work with Executive members and program director to provide financial information necessary for decision making when required.
- Bring a copy of the treasurer's report each meeting, ensuring that the recording secretary has a copy for club files.
- Manage accounts receivable and accounts payable transactions.
- Provide Justifications of expenses where required.
- Liaise with accounting on all financial matters regarding the club.
- Make routine disbursements by the authority of the executive and extraordinary disbursements which must be authorized by the board.
- Work with the program director to prepare the annual budget and present to the executive at the AGM.
- Arrange for a review of the books and the financial statements at the end of the fiscal year in collaboration with the accountant and auditor as required.
- Provide relevant information for grant applications and reporting.

Secretary

- Responsible for scheduling and ensuring board members are aware of all meetings.
- Responsible for creating a call for agenda items, composing the agenda, and sending the agenda and meeting information out to all board members in advance.

- Responsible for the recording and preservation of the minutes. The minutes are to include date, time and place of the meeting; attendees of the meeting (executive only); all motions made, including name of mover and seconder; results of votes; copies of reports submitted (i.e. treasurer's report); a brief summary of discussions; any commitments made by members of the club; and the time of adjournment.
- May request that executive members making reports at the meeting have a written summary to present or inclusion of any formal attachments.
- Email executive minutes to the board for reading for errors/omissions, amend as necessary and file upon approval by executive. Follow the same procedure for the general meeting minutes.
- Keep all minutes as official recordings of the club in a shared online drive.
- Participate and assist in race office activities.
- File society records with BC Societies.
- Maintain the register of members (Under MWFC Bylaws) in coordination with the club registrar.

Registrar

- Responsible for membership registration activities in coordination with the program director.

Standing Committees

Committee Title	Members	Terms of Reference
Human Resources Committee	President, Vice–President, Treasurer and one (1) additional board member	• Drafting role definitions for Board approval • Execution of agreements with employees and contractors • Conducting performance reviews for key staff and/or contractors • Supporting the program director in recruitment, training, succession and other human resource activities as requested
Governance	Secretary and two (2) additional board members	• Ensure bylaws, policies, and the club manual remain legally compliant and aligned with operational standards. • Conduct regular reviews of governing documents and guide the board through formal policy amendments and ratifications. • Establish practices for board member orientation and governance training to support leadership continuity.

Sub-Committees

The establishment and function of Board committees is governed by club bylaws, and may be established on an ad-hoc basis to carry out the work on behalf of the board. The establishment of board committees will be recorded in the minutes and committee terms of reference will be stored along with the club's other governance documents.

A1 Consent to Act As Director

To: Mount Washington Freestyle Club (the "Society")

I hereby consent to act as a director of Mount Washington Freestyle Club. My consent will continue to be effective until I resign as a director, my term of office has expired, or I revoke my consent.

I certify that I am not disqualified from acting as a director under section 44 of the Societies Act (British Columbia).

NAME:_____SIGNATURE:_____

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DATED:_____EMAIL:_____

MAILING ADDRESS:_____

Societies Act (British Columbia) - Persons qualified to be directors

44 (1) A person is qualified to be a director of a society only if the person is an individual who is at least 18 years of age.

(2) Despite subsection (1), an individual who is 16 or 17 years of age is qualified to be a director of a society if provided for in the regulations.

(3) Despite subsections (1) and (2), an individual is not qualified to be a director of a society if the individual is

(a) found by any court, in Canada or elsewhere, to be incapable of managing the individual's own affairs,

(b) an undischarged bankrupt, or

(c) convicted in or out of British Columbia of an offence in connection with the promotion, formation or management of a corporation or unincorporated entity, or of an offence involving fraud, unless

(i) the court orders otherwise,

(ii) 5 years have elapsed since the last to occur of

A. the expiration of the period set for suspension of the passing of sentence without a sentence having been passed,

B. the imposition of a fine,

C. the conclusion of the term of any imprisonment, and

D. the conclusion of the term of any probation imposed, or

(iii) a pardon was granted or issued, or a record suspension was ordered, under the Criminal Records Act (Canada) and the pardon or record suspension, as the case may be, has not been revoked or ceased to have effect.

A2 Orientation Checklist for New Board Members

To Complete

New board members will complete and return the following documents to the Secretary:

□ Consent to Act as a Director Letter

□ Screening Disclosure Form

To Review

New board members will be provided with the following documents for review:

□ FBC Board Manual

□ MWFC Strategic Plan

□ MWFC Constitution and Bylaws

□ MWFC Club Manual

□ Current financial statements

□ Minutes of recent board meetings or committee meetings

Helpful Links

The following links are resources that will help a new Board Member:

- BC Societies Act: Societies Act (gov.bc.ca)
- Freestyle BC: Freestyle Skiing Programs and Events - Freestyle BC
- Mount Washington Freestyle Club: MWFreestyle.com