

# **BOWLING PROPRIETOR'S ASSOCIATION OF BC'S POLICIES (DBA BOWL BC)**

## **Privacy Policy**

Bowl BC is committed to collecting, using and disclosing your personal information responsibly and to maintaining the accuracy, confidentiality and security of such personal information.

Personal information is information about an individual which is personally identifiable and not otherwise publicly available, such as a person's name, birthdate, address, email address or phone number.

This policy does not apply to the practices of companies Bowl BC does not control or to people that Bowl BC does not employ or manage.

Information is collected for the purposes of contacting event participants, ensuring participants are in the correct age categories for their events and any other general needs that may arise within the scope of the afore mentioned events.

Bowl BC does not rent, sell, or share personal information with other people or non-affiliated companies. Bowl BC will share a member's personal information under the following circumstances only:

In cases where another bowling centre has need of your information for participation in an event or the National Association, Bowl Canada, has need of your information for membership or participation in an event.

Additionally, Bowl BC may promote achievements of participants on the internet and/or in other media (such as newspapers). If the participant does not wish to have any personal information made public in this way they should notify Bowl BC of this decision.

## **Conflict Of Interest Policy**

"Conflict of Interest" – Any situation in which a Director's decision-making, which should always be in the best interests of Bowl BC, is influenced or could be influenced by personal, family, financial, business, or other private interests.

In not-for-profit organizations, Directors/Representatives are required to act on behalf (in good faith, or in trust) of their Association. Directors must not put themselves in positions where making a decision on behalf of Bowl BC and it's members is connected to their own personal interests.

Directors and/or representatives shall disclose real or perceived conflicts of interest to Bowl BC's Board immediately upon becoming aware that a conflict of interest may exist.

Where a conflict of interest might occur with a Director, the Director in question will either recuse themselves from the decision at hand or remove themselves from the meeting, dependant on the severity of conflict.

For potential conflicts of interest involving employees, Bowl BC's Board will determine whether there is a conflict and, if one exists, the employee will resolve the conflict by ceasing the activity giving rise to the conflict.

Any person who believes that a Director/Representative has made a decision that was influenced by a real or perceived conflict of interest may submit a complaint, in writing, to Bowl BC. The Board will then decide appropriate measures to eliminate the conflict.

## **Human Resources Policy**

Objective:

To create a fair, safe and enjoyable working environment for Directors, employees and volunteers.

To provide a standard reference for Directors, employees and volunteers in understanding their rights and responsibilities

Bowl BC is committed to providing a work environment that is free of harassment and supportive of the dignity, self-esteem and productivity of every employee. The Association will not tolerate any form of harassment of, or by, the employee, a Director, volunteer or other individuals associated with the Association while engaged in activities pertaining to the workplace.

Bowl BC is committed to a policy of salary administration which is internally and externally competitive and equitable. The salary, benefits and vacation will be confirmed at time of employment and reviewed annually by the Board of Directors.

Bowl BC will ensure every Director, employee and volunteer will receive fair and equal treatment and consideration. Harassment is defined as engaging in an abusive or vexatious course of comment or conduct that is known or ought reasonably to be known to be unwelcome. It is a form of discrimination and can include behaviour such as demands, threats, gestures, innuendo, unwelcome remarks, jokes, slurs, display of offensive material, physical or sexual assault or taunting about a person's body, clothing, habits, customs or mannerisms. Harassment can also include inappropriate or unwelcome comments regarding a person's physical characteristics and/or mental health. The Association has a legal obligation to ensure the safety and well-being of all Directors, employees and volunteers therefore, depending on the nature and gravity of an incident, the Association reserves the right to conduct an investigation regardless of whether or not a formal complaint has been filed. It is the responsibility of any Director, employee and volunteer experiencing or aware of any type of harassment within the Association to report the situation to Bowl BC.

## **Team Selection Policy**

All youth, adult and senior teams are selected based on qualification. The process begins with a participating centre's house round, then winners advance onto a zone round. Each zone round winner will then advance onto the provincial round. Provincial winners will advance onto the national round if applicable.