Sports Teams and Event Policy



1. **POLICY**

- **Team Sponsorships**
- In accordance with the process set out in paragraph 7.01 below, XYZ Co. may provide a maximum of $300.00 towards the sponsorship for sports teams of employees' children.
- In its sole discretion, XYZ Co. can set budgetary limits each year on sponsorships including the right to terminate or suspend sponsorships at any time.
- **Employer-Sponsored Team Activities**
- XYZ Co. reserve the right to provide financial assistance to sponsor employee sports teams to participate in local recreational leagues.
- There shall be no negative effects in his or her employment to an employee participating or not participating in employee sports teams. Participation is strictly voluntary.

2. **PURPOSE**

- XYZ Co. by providing sponsorships funds for local children sports teams and recreational employee teams promotes community participation and team building skills.

3. **SCOPE**

- All employees of XYZ Co. are bound by this policy.

4. **RESPONSIBILITY**

- On or before June 30 on an annual basis, employees are required to forward applications for sponsorships for children's community sports teams.
- In accordance with this policy, the marketing department of XYZ Co is responsible to pick eligible community teams and requisition funds to be paid to the eligible team or teams.
- Employees of XYZ Co. must observe and follow standards of XYZ Co. including code of conduct in SPPHR 5.05 B.C when participating in any employee sports teams.

- Employees when participating in employee sports teams are responsible to report any injuries as soon as possible including any third -party injury or damage regardless of the cause of injury or damage.

5. **DEFINITIONS**

- **"**Children**"** includes the children, step – children and foster children under 18 years of age of employees.

6. **REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE**

Human Rights Code (British Columbia)

Workers Compensation Act (British Columbia)

SPP HR. 5.03. BC – Workplace Harassment

SPP HR. 5.04. BC – Accommodation on the Basis of Disability

SPP HR. 5.05. BC – Conduct and Behaviour

SPP HR. 5.06. BC – Discipline

7. **PROCEDURE**

- **Team sponsorships – community**
- The overall annual limit for the program of sponsorship of organized recreational sports teams of employees' children is $1.200.00 with a maximum of $ 400.00 per team. These funds shall be apportioned equally between winter and summer sports programs.
- All funds shall be remitted to an organizing league or to the team.
- For summer sports and winter sports, requests for sponsorships must be summitted by March 30 and by Sept 30 respectively each year.
- In the event that XYZ Co. receives requests that exceed the budget, teams that have not received financial support before from XYZ Co. will be prioritized before other applicants. Where there are still more priority requests than the budget will allow, XYZ Co. will select teams for sponsorships by pulling names from a ha
- **Company Sports Terms**
- In XYZ Co's sole discretion, and at the request of employees, XYZ Co. may provide financial support to employee sports team participating in local recreational sports leagues. For employees to participate or not be participate in such leagues is solely voluntary.
- Participation by employees on such teams is not a requirement of his or her duties as an employee. Participation or non-participation by employees on such teams shall not be met with reward or reprisal.
- XYZ Co. premises shall not be used for games, practices or team related events.
- At the sole discretion of XYZ Co. financial support may be advanced for uniforms and / or equipment.
- Only after work hours should team activities occur. On an exceptional basis and with the consent of General Manager, employees may be granted time – off for team related activities which cannot occur after hours. For these exceptional

purposes, employees shall use vacation time or banked time – in – lieu if available. If not available, such time off shall be without pay.
- At all times, participants in team sporting recreational events must respect and observe XYZ Co. policies. SPP HR. 5.05. BC – Conduct and Behaviour and SPP HR. 5.03. BC – Workplace Harassment with respect to teammates, opponents, non-participating co-workers and general observers.
- All injuries to participants and damages to property during games or practices must be reported as soon as possible to the XYZ Co.

8. **ATTACHMENTS**

None.