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Blind Outdoor Leisure Development

BOLD POLICY MANUAL

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1. Operating Policies

a. Events

- i. Activity Sign Up. When signing up for an activity, sign up no later than 9:00 p.m. on the sign-up deadline date.**
- ii. Follow sign up directions in the Newsletter carefully in order to correctly sign up for an activity. Use the telephone number for your area as listed in the Newsletter. If more information is needed, call the Program Director at the number provided in the Newsletter.**
- iii. There will be no unescorted visually impaired participants.**
- iv.**
- v. No one under the age of 18 will be allowed on any overnight trip. Unless accompanied by a parent or authorized guardian**
- vi.**
- vii. The Activity Leader (Event Coordinator) will use their discretion to make a decision if a participant is qualified for the event**
- viii.**
- ix. Activities with limited participation. If an activity has a limit on the number of people that can participate, and that number is reached, then anyone that exceeds the activity limit and still wishes to participate will be put on a waiting list. This list is set up on a first-come, first-serve basis.**
- x.**
- xi. Cancellations. Participants must provide the coordinator with a reason for canceling less than 48 hours prior to the event or when not showing up for an activity or they will receive a demerit. Permissible excuses can include but are not limited to: illness, work, transportation problems, accident, and death in the family.**

- xii. **Activity Fees.** All fees for activities requiring them, must be paid to the activity leader prior to sign-up deadline as designated in the BOLD newsletter.
 - If any participant cancels after the sign-up deadline, the fee may be forfeited unless an explanation can be given for the cancellation to the activity leader.
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- ix. All BOLD events will have a non-visually impaired safety director to be appointed by the activity director.
- x. **Bus Transportation (when provided).** The participant must be on time for a bus departure. Being late is not acceptable, and the participant will receive a demerit.
 - 1. Minimum ridership on bus transportation for BOLD events shall be 10 VIPs not to include guides or guests.
 - 2. Cancellation of bus transportation shall be made the day after the RSVP deadline.
 - 3. When bus transportation is not provided
 - a. When bus is cancelled for a BOLD event and event still is scheduled, a \$20 gas card shall be given to individuals who provide VIPs with ride to event.

- b. Activity Leader or designee shall distribute gas cards on the day of the BOLD event.**

xi. Event Guest Policy.

- 1. The BOLD Board of Directors shall set the Number of Guests per visually impaired person and Guide, Cost per Guest, and the minimum age limit per guests.**
 - 2. The guest fee will be collected by the activity leader. All collected fees will be forwarded to the Treasurer.**
 - 3. The minimum age for guests at each event will be determined by the activity leader.**
 - 4. The allowed guest limit will be published in the newsletter.**

xii. Funeral / Gift Policy

- 1. The Sunshine chairperson, at its discretion and in conference with the Treasurer as to funds available, will consider an appropriate condolence for a death a participant or member of a participant's family not to exceed \$100. Family is defined as a family member within two generations.**
 - 2. The Sunshine chairperson will do it best to provide "sunshine" for those members and their spouses experiencing illnesses or surgeries with items such as but not limited to: get-well cards, phone call or a visit.**

b. Administration

- i. All Board Members as well as Committee Members are requested to submit their Quarterly Reports for the Board meeting in writing 48 hours before the meeting to the President as well as the Secretary.**
 - ii. Any motion for changes to these policies shall be submitted to the President and Vice-President at least 1 week prior the Board of Directors meeting.**

- iii. **All events/activities are to be presented to the BOLD Board of Directors at quarterly BOD Meetings for approval by the Board of Directors for the following entire quarter. - e.g. - July Meeting approves Oct, Nov, Dec Events**
- iv. **After the Board of Directors approves events, fees and schedule for the following quarter information is then given to Newsletter Editor to publish.**
- v. **The BOLD Board of Directors shall adopt a Budgeting process as follows:**
 - 1. **The BOLD Board of Directors will approve Revenue Targets and Financial Goals for the next fiscal year at the April Board of Directors meeting.**
 - 2. **By the end of the 1st week of May all activity and administrative budget requests for the next fiscal year will be submitted to the treasurer.**

3. **By the end of the second week of May the treasurer will e-mail the Board of Directors with next fiscal year's Revenue Targets, Financial Goals, and all Budget requests.**
4. **During the third week in May the BOD officers will meet to define a proposed budget for the next fiscal year.**
5. **At the July Board meeting the proposed budget will be discussed and approved for the next fiscal year**
- vi. **BOLD credit card holders using a BOLD Credit card shall submit receipts to the BOLD treasurer within 15 days of the expense occurrence. Continued delinquency at the discretion of the treasurer and president shall result in the loss of BOLD credit card privileges.**
2. **Guides - Any person or persons who assist in whole or in part any VIP or VIPs in any activity sponsored in whole or part by BOLD.**
 - a. **The activity leader determines the qualification of a guide depending on the activity. Guides must have gone successfully through a guide training clinic. Special qualifications are required for more difficult athletic activities like downhill skiing, cross country skiing, canoeing, biking or similar challenging events.**
 - b. **For non-athletic events the minimum guide age will be 12 years of age with basic guide training and approval of the activity leader.**
 - c. **Guides for athletic events must be, at a minimum age 16 or older. Youths older than 13 years and younger than 16 will assume the title of Guide-In-Training until reaching the age of 16, and fully trained and qualified by the activity leader.**
 - d. **A guide is assigned to a visually impaired person by the activity leader.**
 - e. **The guide will ask the visually impaired person what**

assistance he/she needs.

- f. The guide has to commit to his/her assignment with the visually impaired person till the end of the activity or until officially relieved.**
 - g. The guide will privately consult with the visually impaired person in regard to any limitations which may cause problems for either the visually impaired person or the guide during the activity.**
 - h. Guides must be constantly alert of other visually impaired persons needing assistance.**
- 3. Visually Impaired Persons (VIP) -Any person or persons who qualify as a VIP under the BOLD guidelines and participate in BOLD activities.**
- BOLD guidelines for visual impairment include:**
- Corrected vision to 20-200 in the best eye, or**
 - Reduced field of vision with a maximum field angle of 20 degrees.**
 - Or Visually impaired per Wisconsin State statutes**
- BOLD reserves the right to verify participant eligibility any time.**
- The Board of Directors of BOLD will request written evidence of visual impairment from a licensed ophthalmologist or optometrist. This request will be delivered to the participant via United States certified mail.**
 - The participant is required to submit the requested evidence to the President of BOLD within 90 days of the request date.**

- **Failure to present evidence of visual impairment will result in an automatic and immediate suspension of eligibility for participation in BOLD activities as a VIP. This suspension will remain in effect until the request has been satisfied.**
- a. **The VIP will inform the guide concerning the amount of assistance the VIP needs.**
- b. **The VIP will inform the guide of any special medical or physical conditions the VIP thinks might pose a problem while participating in the activity.**
- c. **The VIPs owning a guide dog are responsible for the care of their own dog.**
- 4. **BOLD Kids specific policies**
 - i. **Deadline to RSVP is 1 week prior to event. All RSVPs for BOLD Kids events should be sent to BOLD Kids chair person or activity leader as specified in the event announcement.**
 - j. **The parents will provide transportation**
 - k. **A Parent/Guardian are to guide/assist their child during the event. They shall stay with their child, through the entire event.**
 - l. **BOLD shall cover the cost of VIP plus Parent(s)/Guide or Legal Guardian. Min. 1 to 1 ratio. Bold will pay for a maximum of 2 to 1, VIP to Guide ratio.**
 - m. **Additional Guides shall be approved at the discretion of the activity leader. Upon approval by the Board of Directors, BOLD will cover the cost of the extra guides participation.**
 - n. **Children must be at least 6 years old to participate in the BOLD kids program.**
- 5. **Ski Program specific policies**
 - o. **The BOLD ski school manages the alpine ski program for BOLD.**
 - p. **The BOLD ski school manages all alpine ski events.**
 - q. **Guides for downhill will be trained and qualified by the BOLD Ski School.**
- 6. **Conduct at all BOLD activities**
 - r. **Conduct that is unacceptable includes, but is not**

limited to;

- i. theft of property or property damage**
- ii. inordinate noise**
- iii. drunkenness**
- iv. sale or use of controlled substances as defined by Wisconsin state statutes**
- v. Harassment**
- vi. physical assaults on other persons**
- vii. bad language**
- s. Theft and Property damage**
 - i. All costs incurred by the theft of property or property damage are the sole responsibility of the person or persons involved and could constitute dismissal from BOLD.**
 - ii. If at the time the theft or property or property damage occurs and the responsible person or persons are not known, then BOLD will pay the costs incurred.**
 - iii. If BOLD has paid the costs of the theft or property or property damage, then BOLD will require the person or persons responsible to reimburse BOLD for the entire amount.**
- t. Quiet Times. On all overnight trips is 11:00 p.m. Quiet time shall be observed by all participants in or near all lodging areas.**
 - i. Violations of this rule include but are not limited to: loud talking, yelling, loud music, television, and general noise.**
- u. The trip chairperson or trip leader is responsible for recording and enforcing the Conduct rules.**
- v. Smoking will not be permitted on BOLD provided bus transportation.**
- w. Drinking of Alcoholic beverages is permitted only on specified activities.**
- x. Anyone drinking alcoholic beverages on a BOLD activity shall be above the legal drinking age for the state in which that activity is being held.**
- y. Harassment is behavior that demeans, humiliates, or embarrasses a person, and it is characteristically identified by its unlikelihood in terms of social and**

moral reasonableness.

Harassment can be:

- **Verbal or written**
- **Physical**
- **Visual**
- **Implied**

7. Disciplinary Actions - Any participant found to be in violation of the BOLD Conduct Policies is subject to disciplinary action by the BOLD Board of Directors or any official the BOLD Board of Directors authorized.

z. Written Notification. The president of the BOLD Board of Directors will give written notification to the participant or participants accused of violating the BOLD Code of Conduct.

aa. Board Meeting to determine Disciplinary Action.

- i. The BOLD Board of Directors will take up the disciplinary matter at its next meeting following discovery of the BOLD Conduct policy violation.**
- ii. Special Meeting--A special meeting of the BOLD Board of Directors might be called to discuss the disciplinary matter within 30 days after the discovery of the BOLD Code of Conduct violation.**
- iii. Appearance of Accused--The participant or participants accused of violating the BOLD Code of Conduct will be given a chance to appear before the BOLD Board of Directors to explain their actions.**
- iv. No show by the accused participant or participants--If the participant or participants accused of the BOLD Code of Conduct violations do not appear before the BOLD Board of Directors to explain their actions:**
 - 1. They will be suspended from participating in any BOLD activities until they appear before the Board of Directors.**

bb. Demerit system

- i. Demerit points for poor conduct at BOLD events**

may be assigned by the event leader

ii. Application of Demerits:

1. If a person receives three or more Demerits within one year, then there are two possible courses of action that might be taken:

- a. That person might receive a warning from the president of the BOLD Board of Directors.**
- b. That person might be required to appear before the BOLD Board of Directors to discuss the problem or they will not be permitted to participate in any more BOLD activities.**

iii. These Demerits are kept on file on a yearly basis. The year runs for any 12 month period. The year starts with the issuance of the first demerit.

iv. If a person has been reinstated after having three Demerits and receives the fourth Demerit within six months then they are automatically suspended for six months from the date of the issuance of the fourth Demerit.

cc. Types of Disciplinary Actions. The BOLD Board of Directors may take the following actions:

- i. Give the participant or participants involved a warning.**
- ii. Give the participant or participants a temporary suspension.**
- iii. Permanently dismiss the participant or participants involved.**

dd. Violations Constituting Automatic Suspension.

Participants can be suspended from BOLD for the following conduct policy violations:

- i. Theft of property.**
- ii. Use of controlled substances. Controlled substances (drugs) might include but are not limited to: cocaine, heroin, marijuana, LSD, etc.**
- iii. Property damage.**

iv. Physical assaults on other persons.