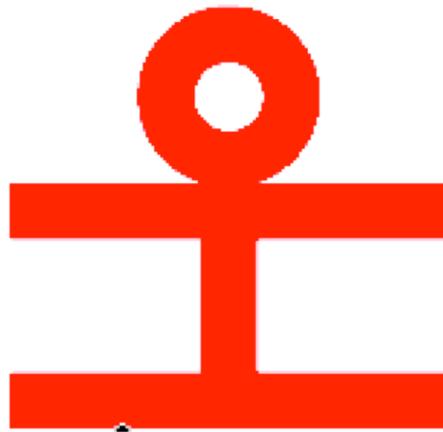




# SCIENCE TIMMINS INC.

## POLICY MANUAL



Updated September 7, 2009

**POLICIES**



1. Conflict of Interest Policy
2. Partnership and Sponsorship Policy and Guidelines
3. Media Communication Policy
4. Complaint Policy
5. Selection Policy for Delegates and Alternates For the Canada Wide Science Fair (CWSF)

## Conflict of Interest Policy

<b>Policy Number:</b>	
<b>Approved By:</b>	Board of Directors
<b>Date Approved:</b>	September 7, 2009
<b>Date Effective:</b>	September 1, 2010
<b>Date Last Amended:</b>	September 1, 2010
<b>Date of Last Review:</b>	September 1, 2010
<b>Date of Next Review:</b>	September 7, 2012
<b>Related Policies:</b>	
<b>Contact:</b>	

### Policy

The Science Timmins Board members agree to protect the organization from real or perceived conflicts of interest. Therefore, it is agreed that no member of the Science Timmins Board or any of its volunteer committee members will participate in the activities and programs sponsored by Science Timmins if such involvement could be perceived to be a conflict of interest.

A perceived conflict of interest is deemed to exist where a director or volunteer is seen to be in a position to directly influence the outcome of a decision.

Examples of specific cases of perceived conflict of interest:

- 1) Being involved in the judging of the projects where one of the projects is prepared by a relative (child, grandchild, niece/nephew) or a close friend, a student, etc.;
- 2) Having personal involvement in any company that Science Timmins is in a contractual supplier relationship with or that is in the process of negotiating terms and conditions of a contract with;
- 3) Having personal involvement in determining the amount of an award to be given for an award sponsored by the individual's employer;



- 4) Dealing with complaints lodged by participants or the public where directly involved or where a relative, close friend is involved.

In these situations the Board member or volunteer will remove themselves from the situation by ensuring they are not involved in the decision-making process in any way.

Board members recognize their duty to inform the Chair of the Board of actual or potential conflicts of interest.



## Partnership and Sponsorship Policy and Guidelines

<b>Policy Number:</b>	
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<b>Contact:</b>	President

### **Policy**

Science Timmins Inc. actively solicits and encourages the business community, service clubs and other organizations in the region to become sponsors of Science Timmins Inc. events, and programs. Science Timmins Inc. will support a mutually beneficial relationship between Science Timmins Inc. and other organizations that meet the following established guidelines.

### **Definitions**

Mutually beneficial relationships will fall into one of two categories, as defined by Science Timmins Inc.

- 1- Sponsorship: Sponsorship is a mutually beneficial business relationship whereby the sponsor receives a benefit of reciprocal value in return for providing cash and/or products and services in kind to Science Timmins Inc. Tax receipts are not issued to sponsors. Sponsorships afford opportunities for participating organizations to raise their profile and enhance their image within the community. A sponsorship partnership gives the outside organization ongoing



recognition through public awareness for a defined period of time while providing financial or other benefits to Science Timmins Inc.

- 2- Partnership: A relationship between organizations or groups that is characterized by mutual co-operation and responsibility to achieve a common goal, with the involvement of all parties to the partnership (the partners). It can be formal, semi-formal, or informal. Partnerships can involve a variety of different actions by the partners, including: joint funding; pooling of resources; consultation and agreement to work together; in kind support e.g. provision of premises, staff and other resources.

#### **Guidelines for sponsorship**

- 1- Goals and objectives of sponsoring organizations must be compatible with Science Timmins Inc's goals, objectives, policies and by-laws;
- 2- Acceptance of all sponsorships will remain the decision of Science Timmins Inc., and will be determined on a case-by-case basis.
- 3- Sponsoring organizations must have no expectations of having any impact on any values, policies, goals, objectives, services or operations of Science Timmins Inc.
- 4- Any public use of the name and/or logo of Science Timmins Inc, mention of Science Timmins Inc programs must be approved by the Board of Science Timmins Inc. prior to their use.
- 5- Sponsors shall be provided with a level of recognition commensurate with their contribution. Sponsorship is not for a particular program or event, but rather for the combined activities of Science Timmins Inc.

#### **Guidelines for forming partnerships**

- 1- The partnership furthers Science Timmins Inc's mission, goals, objectives and priorities. Partnerships that promote science related activities are preferred.



- 2- The partnership build awareness of Science Timmins Inc. and will enhance Science Timmins Inc.'s image in the region, while taking into account any sensitivity to regional political and social issues.
- 3- The partnership does not jeopardize access any of Science Timmins Inc.'s programs (i.e., by allowing the partnership agreement to give unfair advantage to, or cause discrimination against certain sectors of the community, etc).

### **Partnership Process**

Partnerships may be sought out and explored by the President under the direction of the Board of Directors. The President will keep the Board informed of the discussions occurring. In due course, the formalization of the partnership would only occur with the approval of the Board of Directors.

#### ***Step 1***

*The first step in any partnership negotiation is attempting to understand all relevant aspects of the proposed partner. The evaluation should cover the*

*nature of their business and interests to determine eligibility and the prospects of a successful relationship. A report to the Board would identify:*

- nature, product(s) and/or service(s) of the entity;
- information on the entity's history, ownership, financial position (if committing financial resources);
- who the principals of the firm are and with whom Science Timmins Inc. would work;
- the program around which they wish to create a partnership relationship and the rationale for the company's interest in working with Science Timmins Inc;



- the partner's expectations of Science Timmins Inc. (financial or other resources to be committed, etc.)

### **Step 2**

*Once the Board has agreed in principle to proceed to the next level of negotiation, further information needs to be gathered. A report to the Board would include details,*

- ascertaining the willingness of the partner to enter into a written agreement.
- outlining the financial commitments from each partner, and the duration of the contract.
- describing the details of the specific purpose and platform on which the partnership would be based.
- describing all responsibilities, commitments of each partner required as part of the partnership and what the measurable outcomes are to be.
- Agree to share partnership related information with all partners. But, agree to protect the confidentiality and access to Science Timmins Inc. related financial or operational information that has been identified as confidential.

### **Step 3**

Once the agreement has been approved by the board and signed by all partners, all partners shall provide feedback on a regular pre-determined basis as to the effectiveness of the partnership.

Science Timmins Inc. reserves the right to terminate an existing sponsorship or partnership should conditions arise that result in it conflicting with this Policy, or no longer supporting the best interests of Science Timmins Inc.

SCIENCE  
*Limmins Inc.* 



## Media Communication Policy

<b>Policy Number:</b>	
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### Policy

All media communications will be initiated by the executive members of the Board of Directors only, generally by the Chair of the Board. Members of the Board will not respond directly to requests for comment.

### Guidelines

When asked to comment on the activities of Science Timmins (or that of its Board members), the Board member agrees to:

- Withhold any immediate response to the media comments.
- Inform the Chair immediately of the situation.

The Chair in turn agrees to:

- Inform all directors of the situation.
- Consult with the directors as to the proposed response, if any.
- Consult with the directors as to the need to seek legal council.
- Respond, where appropriate to the request for comment.

In general, Science Timmins will not to respond to negative media comments.

## Complaint Policy

<b>Policy Number:</b>	
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### Policy

Science Timmins will receive, investigate and take the appropriate action to address all written complaints in a timely manner, based on merit and urgency, to ensure the enjoyment, fulfillment and security of the participants and volunteers of Science Timmins activities.

### Guidelines

- Complaints must be received in writing, signed and dated, with contact information.
- When a complaint is received, it will be investigated and acted upon in a timely manner.
- An ad hoc complaint resolution committee will be formed to investigate and decide upon the appropriate action to be taken. This complaint resolution committee will consist of three board members with at least one member involved in the activity in question, at least one member not directly involved with the activity in question, and the other member being the chair, if possible.
- A board member will not be part of a complaint resolution committee if there is a complaint against that specific board member.
- The individual that lodged the complaint shall be contacted by Science Timmins to be advised of the action taken to address the complaint,



ensuring that the information provided does not breach confidentiality.

- Confidentiality shall be maintained to the appropriate level to protect the identity of the participants and volunteers of Science Timmins activities.
- Any complaints pertaining to criminal or legal matters will be directed to the appropriate authorities immediately.
- All complaints shall be investigated thoroughly, allowing all parties involved fair opportunity to explain their side to the situation.
- A written summary of the findings of the investigation and the decision shall be kept on file by Science Timmins.



**Selection Policy for Delegates and Alternates  
For the Canada Wide Science Fair (CWSF)**

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**Preamble:**

The Delegates and Alternates representing the Science Timmins Inc. Board at the Canada Wide Science Fair (CWSF) have two prime functions.

1. First and foremost, to act as a complete support system (support and care) for the student “Finalists” who represent Science Timmins (known as “Team Timmins”), including all activities leading up and while at the CWSF.
2. Secondly, to act as ambassadors and represent Science Timmins at all workshops and meetings of both the Youth Science Foundation of Canada (YSF) and the National Science Fair Committee (NSFC is a sub-committee of YSF comprising of Zone representatives and the Regional Science Fair Delegates ) while at the CWSF. The Delegate carries the single proxy vote from Science Timmins as an “Affiliate Member”, and can cast a vote to any of the resolutions arising from the meetings of the above organizations. In the event that the Delegate cannot be in attendance the “Alternate” then exercises the proxy vote on behalf of Science Timmins.

**Selection Criteria for Delegates**

1. Due to the hectic schedule of the CWSF, all Delegates must have attended at least one Canada Wide Science Fair in the role of either an Alternate or a Delegate to fully understand how it works and to experience the responsibilities of this position.
2. All Delegates must be approved by the Science Timmins Board, as recommended by the Science Timmins Chair/Co-chair. Qualified (in accordance with this policy) Science Timmins Board members will be given preference for the Delegate and Alternate positions over non-Board members.
3. This position must be re-affirmed annually.
4. All Delegates must fully understand the many issues of running a Regional Science Fair (RSF) as many workshop discussions and motions at the NSFC require intimate knowledge of Regional Science Fairs. Therefore the delegates must have Regional Science Fair committee experience.
5. Delegates are also responsible for the support and care of the "Team Timmins" CWSF Finalists.
6. All Delegates must agree to carry out the responsibilities as outlined in the attached Appendix "CWSF Delegate/Alternate Responsibilities".

### **Selection Criteria for Alternates**

1. There are no specific experience requirements for Alternates, as this is an entry level position for participation in the CWSF. However preference may be shown for (CWSF) experienced candidates for this position.
2. Alternates are primarily responsible for the support and care of the "Team Timmins" CWSF Finalists.
3. Alternates may also participate as observers (only) in all of the workshops of the YSF and NSFC meetings. If the Delegate is unable to attend the meetings the Alternate will carry the proxy vote and



- then will have a full voice in the meetings. Often the Delegate and Alternate collaborate on the issues prior to voting.
4. It also highly preferable that the Alternate also have Regional Science Fair committee experience should they have to use the proxy and vote on Science Fair issues.
  5. The Alternate position selection must be approved by the Science Timmins Chair/Co-chair, i.e. does not need Board approval.
  6. This position must be re-affirmed annually.
  7. All Alternates must agree to carry out the responsibilities as outlined in the attached Appendix "CWSF Delegate/Alternate Responsibilities.

**General Considerations:**

1. Candidates for either the Delegate or Alternate position must be relatively healthy and vibrant to both withstand the demanding pace (extra-long, busy days with lots of walking), and actively participate to make the total experience for our student Finalists an awesome fun-filled one they will never forget!
2. Often it is desirable, but not mandatory, to have both a male and a female as the Delegate/Alternate team (just like both sex parents), so that specific issues to either sex can be addressed discretely with minimum stress on the Finalist.
3. A bilingual member of the Delegate/Alternate team is also a good idea, especially if Finalists of both official languages are with Team Timmins
4. Both Delegates and Alternates to the CWSF must undergo satisfactory annual Police background checks, acceptable to the Board, or Chair/Co-chair.

**Appendix**  
**CWSF Delegate/Alternate Responsibilities**

From Youth Science Canada - Policy number 3.1.2.7

**1) Preparation for CWSF**

- a) Delegates/Alternates should get together with their finalists (CWSF student participants) and projects to determine category and divisions and assist finalists in self-nominating for special awards (those who fail to self-nominate for special awards will not normally be considered).
- b) Regional Delegates/Alternates must ensure all necessary forms and fees are received by The CWSF Host Committee by the due date, which is usually near the last week of April (exact date may vary).
- c) Delegates/Alternates should examine all projects before shipment to avoid the possibility of disqualification or major reconstruction. If there is doubt about a project, the Ethics, Safety and Animal Care Committee should be consulted. Projects rejected or disqualified will not be displayed at the CWSF.
- d) Delegates/Alternates should meet with parents and finalists to get to know each other and find out what the parents expect. All dates and deadlines should be communicated, and finalists should be told what to expect at the CWSF.
- e) The Delegates/Alternates must meet with the parents to understand all physical and emotional concerns regarding the finalists, should circumstances warrant intervention by them, on behalf of the parent/guardian. They must know how to contact each parent/guardian at any time should circumstances warrant.
- f) Delegates/Alternates should ensure that finalists are ready and have projects completed and properly packaged. All luggage, projects or other packages should be properly identified.

- g) Delegates/Alternates must organize, control and secure all travel tickets for both the outgoing and return trips. They also ensure that proper identification is carried by all Finalists.
- h) Delegates/Alternates should meet with their RSF committee to review the Delegates Meeting agenda. Delegates must be prepared to express their region's opinions.
- i) Delegates and Alternates must undergo a Police screening process annually, and have a current copy of the police documentation confirmed with the RSF committee, prior to leaving town with the CWSF bound Student Finalists/participants.

## 2) **Supervision**

- a) Delegates/Alternates are responsible for the well being of their finalists. By law, a teacher or supervisor's responsibility toward the youth in his/her charge is that of a prudent parent. Finalists are away from home, possibly for the first time, so delegates should be diligent and exercise due care.
- b) Delegates/Alternates must control the activity and behaviour of their finalists and help to uphold all the rules and regulations of the CWSF. If problems arise, CWSF Committee members should be contacted for assistance. Students must be accompanied during tours.
- c) Delegates/Alternates must accompany the student finalists during all travel from the time they depart their hometown on-route the CWSF until the arrive back from the CWSF.
- d) Delegates/Alternates must confirm all luggage and bags have been received at the final CWSF destination. They register their whole contingent with the Host CWSF committee upon arrival, and a get the Finalists settled in. Then they need to find the crate with the projects and unpack and help set up the finalists' projects, and attend to the safety checks by the National Science Fair Committee.



- e) **From this Time on the Delegates/Alternates are virtually with the Finalists for all waking moments, except when they are at the exhibit hall being judged or presenting their project.** There is little free time for the Delegate/Alternate, where they do not have to attend to the Finalists (except when they are in the exhibit hall).
- f) Delegates/Alternates must be well organized and know the schedule of all CWSF activities intimately, and actively prepare a few days in advance of all activities. They must understand what the activities are, where they will be held, any travel requirements, the proper dress for each event, and any administrative requirements involved.
- g) The Delegates/Alternates must orchestrate all movements of their Finalists so that they are at the various events, fully prepared and on time. This usually means ensuring all Finalists are up first thing in the morning, dressed, had breakfast, and off to the exhibit hall on time. Often this also means meeting them at lunch and accompanying them to the dining areas and hustling them back again. As most evenings are very busy and travel arrangements usually require extra time, the finalists must be hustled along to eat, change clothes, and get on the bus again for the evening events. Often chasing the finalists to get to bed, with lights out, and keeping quiet is a challenge.
- h) Delegates/Alternates often organize purchases of bottled water, Kleenex, snacks, and any other small items that are forgotten by the Finalists. They also take the finalists out on the town one evening, later in the week, which includes a nice meal (costs split between the CWSF Host committee and Science Timmins).
- i) The Delegates/Alternates also organize the communications between the CWSF site and the home town. This often includes downloading photos taken by themselves or by the finalists and forwarding them or posting them on various websites...CWSF or TRSF.



### **3) Participation**

- a) Delegates and alternates are expected to attend science fair workshops where formal and informal discussions will be held. These are held in the daytime while the Finalists are presenting their projects, usually 2 ½ days.

### **4) Regional Representation**

- a) Regional Science Fair delegates meet annually at the CWSF to discuss science fair policy and make recommendations in the form of motions. In this way, RSFs contribute to the development of science fair policy in Canada.
- b) Each region may have one voting delegate and alternate(s), at the annual Delegates Meeting. In addition, each region must have at least one adult as a chaperon/delegate with the Finalists. The delegate of one region may not represent another region at the Delegates Meeting. Regions shall certify their delegate when they complete the registration forms for the CWSF.
- c) A delegate representing his/her regional fair is to represent the region's opinions and vote at the delegates meetings. Only the regional delegate and alternate may represent a region and contribute to these discussions (see Delegates Meetings at the CWSF). Anyone may attend these meetings as an observer only (may not contribute to discussions). Only the region's delegate has a vote at the Delegates Meeting.

### **5) Departing CWSF**

- a) Delegates/Alternates help the Finalists pack their exhibits and ensure they are labeled, ready for shipping, and the shipping connections/arrangements made and confirmed.
- b) Finalists must be accompanied home by their Delegate/Alternate.



- c) Delegates must report back to their Regional Science Fair committees. Delegates should pass on any new ideas or suggestions picked up regarding science fairs, and ways to improve their fairs.

**6) Miscellaneous**

- a) No region may set up a hospitality room or sell articles at the CWSF, unless they are hosting an upcoming CWSF and wish to promote the event.
- b) Delegates and Alternates are ambassadors for Timmins and Science Timmins, and their deportment and actions must be without reproach.
- c) Drinking is not allowed for finalists, but the Delegates/Alternates may partake of a few sociable drinks in private, but must never drink to excess, as to be fully alert and functional at all times.
- d) No Delegate/Alternate may be alone with any Finalist or either sex. Always 2 adults or more must be together when meeting a Finalist alone.