	Policy Name	ACC REQUIREMENTS OF SECTIONS POLICY
	Policy Number	SEC-002
	Revision Number, Date	Rev D Sept 18, 2025
	Created By	Governance Committee
	Approved By	Board of Directors
	Date Approved	25 September 2025

# ACC REQUIREMENTS OF SECTIONS POLICY

## 1. PURPOSE

This policy gathers in one place requirements for Sections of the Alpine Club of Canada to be part of the Club. A number of these requirements were previously in the ACC Bylaws or in existing separate policies.

## 2. APPLICATION AND SCOPE

This policy applies to all Sections of the ACC.


## 3. OUTCOMES

The outcome of this policy is that the ACC is adequately managing risk in a number of areas where the actions of a section could seriously impact the viability and effectiveness of the Club as a whole.

## 4. CONTENTS

This Policy addresses the following requirements:

1. LEADERSHIP, SAFETY AND INCIDENT REPORTING
2. INSURANCE, LIABILITY and WAIVER REQUIREMENTS
3. CONTRACTUAL AND FINANCIAL COMMITMENTS
4. FINANCIAL REPORT
5. ANNUAL REPORT
6. CONFLICTS OF INTEREST
7. CREATING A SECTION-SPECIFIC ADMINISTRATION POLICY
8. BRAND AND LOGO USE
9. SPEAKING ON BEHALF OF THE ACC
10. CODE OF CONDUCT

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## 5. MANDATORY REQUIREMENTS

These requirements are in place to ensure that all Sections of the Alpine Club of Canada operate in a way that is safe, transparent, and consistent with the values and policies of the Club. They provide a common framework that supports good governance, protects volunteers and participants, and strengthens the connection between local Sections and the national organization. By following these requirements, Sections help maintain the Club’s integrity, reduce risk, and ensure that members across the country can rely on a consistent and positive ACC experience.

### 5.1 LEADERSHIP, SAFETY AND INCIDENT REPORTING

Sections are responsible for fostering a strong culture of safety and accountability in all activities. Trip leaders and coordinators must be appropriately vetted by the Section Executive to ensure they have the technical and leadership skills required for the activities they lead. Sections are expected to promote safe practices, follow established ACC protocols, use vetted resources (i.e. [Leader Handbook](#) and [Section Handbook](#)) and promptly report incidents or near misses to the ACC Safety Committee using the designated incident reporting tools.


Sections are also expected to cultivate a culture of mentorship and skill development, supporting peer-to-peer learning and encouraging new leaders to grow within the Club. By fostering a learning mindset and developing leaders under the guidance of the ACC’s Leadership Development Committee, Sections contribute to the ongoing development of competent, confident leaders and a strong culture of safety across the Club.

All incidents, near misses, or safety concerns must be reported to the ACC Safety Committee as soon as possible. Sections should ensure leaders and participants understand these procedures and cooperate fully in follow-up reviews.

### 5.2 INSURANCE, LIABILITY AND WAIVER REQUIREMENTS

All Section activities must comply with the [Alpine Club of Canada’s insurance and liability requirements](#). Only sanctioned ACC activities, led under Club policies and with waiver compliance, are covered by the ACC’s Commercial General Liability Insurance. Sections must ensure that all trips and events are properly listed, that participants, members and prospective members have signed the required ACC waiver, and that waiver administration follows ACC policy.

Waivers are a critical tool in communicating the inherent risks of mountain activities and protecting both volunteers and the Club from liability. Section leaders and members are expected to uphold these requirements and conduct activities in ways that protect both their Section and the broader Club from unnecessary risk.

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### 5.3 CONTRACTUAL AND FINANCIAL COMMITMENTS

The section shall make financial commitments in accordance with(i) [ACC-FIN-001-Section Contract Policy](#) and (ii) the [ACC-SEC-003- Spending Approval Policy](#), which are available on the ACC website. Under these policies Sections are not able to sign certain contracts without a review from the Legal Committee and/or the Executive Director.

### 5.4 FINANCIAL REPORT


Each year, Sections are expected to provide a summary of their financials for the ACC fiscal year (ending October 31) to the ACC Office. Sections are encouraged to use the [Section Financial Report Template](#) provided by the ACC Office. Where a Section does not prepare a financial report, bank statements covering the past 12 months may be submitted in its place.

This information is used to better understand the sections' financial resources. In addition, on a rotating basis the Finance and Audit Committee may review Section financial reports to better understand Section Funding requirements as well as ensure there are no obvious issues of misappropriation or fraud.

### 5.5 ANNUAL REPORT

Sections are required to complete a bi-annual questionnaire to support the ACC's reporting and planning (instructions will be provided by the Club office). The questionnaire is to be submitted prior to the Spring and Fall Section Forums, and will include

1. Contact details for the current Section Executive committee
2. Updates on challenges and successes of the Section
3. Updates on the status of any projects where the Section is working with ACC Office
4. Dates of key Section meetings
5. Names of key volunteers for recognition
6. Feedback and reporting on the ACC's overall strategic goals and Section supported strategic initiatives.

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## 5.6 CONFLICTS OF INTEREST

A conflict of interest arises when a member of the Section Executive has a personal, financial, or other interest that could interfere with their duty to act in the best interests of the Section or the Club. This includes, but is not limited to, situations where the individual:

- a) Has a direct or indirect financial or personal interest in a proposed contract or transaction involving the Club.
- b) Holds a position in, or has a significant relationship with, an organization that is in a contractual relationship with the Club.

Any member of the Section Executive who is in any way directly or indirectly interested in a proposed contract or transaction shall fully disclose the nature and extent of their interest to the Section Executive as soon as possible and prior to any consideration of the contract or transaction.

A member of the Section Executive who has declared a conflict of interest shall abstain from voting on any resolution to approve the contract or transaction. The individual shall however be counted in the quorum for that portion of the meeting.

Unless otherwise determined by the Section Executive, the individual with the conflict of interest shall not participate in any discussion regarding the contract or transaction, except to provide information if requested.

The disclosure of the conflict of interest and the individual's abstention from voting and participation shall be recorded in the minutes of the meeting.


Any contract or transaction involving a conflict of interest shall be approved only if:

- a) It is fair and reasonable to the Section and the Club.
- b) It is approved by the Section Executive after disclosure of the conflict of interest.
- c) It complies with all applicable laws and regulations

## 5.7 CREATING A SECTION-SPECIFIC ADMINISTRATION POLICY

Each Section is required to have adequate and accessible formal written guidelines for how the business and operations of the Section shall be managed. In many cases Sections already have some form of this e.g. Section bylaws. Sections can retain existing guidance documents as long as they meet these criteria:

- i. They are approved by the Section Executive and the Governance Committee.
- ii. They are available to Section members on the Section website.
- iii. They meet the minimum criteria laid out in the [Section Administration Policy](#) for a National Amateur Athletics Organization.

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For Sections wishing to develop new Section Administration guidelines, or who wish to update existing guidelines, a template ([ACC-SEC-001-Section Specific Admin Policy](#)) has been created to help guide the Sections. Board members, a Governance Committee member, or a staff member are available to help you upon request.

Your completed Section-Specific Administration Policy should be published on your Section website.

## 5.8 BRAND AND LOGO USE

Sections must adhere to the Alpine Club of Canada’s Brand Guidelines when using the ACC name, logo, or visual identity. The Brand Guidelines are available on the ACC ShareFile or can be requested from the Services team. Each Section is provided with its own Section-specific logo, which may only be used in connection with that Section’s sanctioned activities and communications.

The ACC logo and Section logos must not be altered beyond approved formats. This includes changing colours, fonts, or proportions; combining the logo with other images or text; or placing it on low-contrast or off-brand backgrounds. Clear-space rules, colour specifications, and legibility requirements as outlined in the Brand Guidelines must be respected.

The Services and Communications teams are available to support Sections in applying the ACC brand correctly. Sections are encouraged to reach out for guidance, templates, or design assistance whenever needed.


## 5.9 SPEAKING ON BEHALF OF THE ACC

Only the Executive Director or ACC President (or their designate) are empowered to speak on behalf of the club.

Section members and Section Executives are not to speak on behalf of the club without written approval (email confirmation is acceptable) from the Executive Director or their designate.

## 5.10 CODE OF CONDUCT

All Section members, Section executives and volunteers must abide by the [ACC Member Code of Conduct](#) as published on the ACC Website (ACC-BOD-005-ACC-Code of Conduct Policy).

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## REVISION HISTORY

Date	Description
28-Jan-2025	Rev a: First Draft of policy
17-Feb-2025	Rev b: Updated draft for GovComm, VP Sections, and future Secretary review
12-Mar-2025	Updated with Executive Director's comments
August 2025	Updated with feedback from pilot Sections
17-Sept-2025	Updated with GovComm comments
25-Sept-2025	Approved by the Board of Directors