

POLICIES, PROCEDURES AND REGULATIONS

SPORT TECHNICAL

SSBC Policies and Procedures Manual #2 of 3

SECTION A – SPORT TECHNICAL POLICIES, PROCEDURES AND REGULATIONS

A-1 POLICY: The Authority Level of Sport Technical Policies, Procedures and Regulations

1. Sport Technical Policies, Procedures and Regulations of the BCSSA cannot contravene the BC Society Act, current provincial or national laws, or the BCSSA Constitution and Bylaws.
2. Sport Technical Policies, Procedures and Regulations should align with the Organizational Management and Competitions and Events Policies, Procedures and Regulations
3. Clubs and individuals who take out membership with the BCSSA are agreeing to abide by the Constitution and Bylaws, and all Policies, Procedures and Regulations of the BCSSA by virtue of their membership.

New Policy

1. Sport Technical Policies, Procedures of SSBC cannot contravene the BC Societies Act, current provincial or national laws, or the SSBC Constitution and Bylaws.
2. Sport Technical Policies, Procedures should align with the Organizational Management and all other Technical Policies.
3. Clubs and individuals who are members of SSBC agree to abide by the Constitution and Bylaws, and all Policies and Procedures of the SSBC.

Changes:

1. Replace BCSSA with SSBC,
2. Remove “Regulations”,
3. Cleaned up language.

A-2 POLICY: Approval and Distribution of Policies, Procedures and Regulations in the Sport Technical Manual

1. The BCSSA Competitions and Events Policies, Procedures and Regulations will be approved by the Board.
2. The Board may approve a policy from time to time which will be presented for ratification at the next Annual General Meeting.
3. Policies and Procedures will be made available to Directors, Committee members and all members through the BCSSA website.

Suggest that this policy is removed as it is in Policy Manual #1

LONG TERM PARTICIPATION AND ATHLETE DEVELOPMENT

B-1 POLICY: Long Term Participant and Athlete Development

1. The BCSSA endorses and has adopted Speed Skating Canada's (SSC) Long Term Participant and Athlete Development model (LTPAD), as published in the SSC Racing on Skates document.
2. SSC describes the LTPAD as a holistic framework that provides for the appropriate development of skaters and helps each individual participant achieve his/her own level of excellence. When the LTPAD is properly delivered, skaters are exposed to be doing the right thing, in the right way and at the right time in their development.

New Policy

B-1 POLICY: Long Term Participant and Athlete Development

1. SSBC endorses and has adopted Speed Skating Canada's (SSC) Long Term Athlete Development Plan as published on the SSC website.
2. SSBC will create and publish a Long Term Participant and Athlete Development Plan on its website.
3. SSBC will ensure that opportunities offered in BC will support participation in SSC's development pathways.
4. SSBC describes the LTPAD as a holistic framework that provides for the appropriate development of skaters and helps each individual participant achieve his/her own level of excellence. When the LTPAD is properly delivered, skaters are exposed to be doing the right thing, in the right way and at the right time in their development.

Changes:

1. Replace BCSSA with SSBC,
2. Cleaned up language to remove specific document noted.
3. Identifies we support and work with SSC system
4. Identifies SSBC's pathway

B-1 POLICY: Long Term Participant and Athlete Development Ages

1. The BCSSA and SSC have adopted the framework from Canadian Sport for Life (CS4L) to define age categories for competition.
2. In BC, skaters compete within one of the three streams: Regional, Provincial or High Performance. Although streams are not strictly "closed", it is recommended that each skater consult with his/her coach to determine the primary stream in which the skater will compete in for the season. Details about competitions that are available within each stream are available on the BCSSA Events Calendar on the BCSSA website.

Suggest Policy is removed as we have already stated we are following SSC's development pathways.

SECTION C – Athlete Development

C-1 POLICY: An Athlete-Centred Organization

1. The BCSSA believes the primary reason for the Association is the athletes and therefore maintains a philosophy of “athlete-centeredness” throughout its programming and management of the organization. An effective and efficient organization is needed to bring more athletes into the sport and provide them with the support to move through the system to achieve their personal goals.

Is this already stated on our website or SSC's website Is this needed??? Remove??

C-2 POLICY: Participant/Athlete Recruitment

1. The sport of Speed Skating recruits athletes from a variety of entry points:
 - a. New participants are recruited through the Club System, where clubs promote Speed Skating in their areas.
 - b. Mass activities, such as school relays, marathons, triathlons, etc., are implemented to recruit athletes.
 - c. Many participants are recruited by word of mouth from the members of the Association.
 - d. Former athlete's children are encouraged by their parents to take up the sport.
2. The BCSSA also focuses certain segments of the population with targeted programming.
 - a. Youth.
 - b. Families.
 - c. Masters.
 - d. People with disabilities.
 - e. First Nations.

Suggest removing this policy. It is part of Equity

C-2 POLICY: Athlete Talent Identification

1. The process of identifying talented skaters within speed skating is a two-pronged approach;
 - a. providing a process of steering the interested athlete toward suitable developmental opportunities;
 - b. where the individual exhibits special aptitude, talent identification may involve recruiting, developing and monitoring for possible inclusion within the High Performance Program or the High Performance Development Program as well as representing the province at various national events.

New Policy:

1. The process of identifying talented skaters within speed skating is a two-pronged approach;
 - a. providing a process of steering the interested athlete toward suitable developmental opportunities;

- b. where the individual exhibits special aptitude, talent identification may involve recruiting, developing and monitoring for possible inclusion within SSBC's performance and/or performance development programs.
2. Talent identification and Pathways will be published annually and available on SSBC's website.

Changes:

1. Replace BCSSA with SSBC,
2. Updated Reference information

C-3 POLICY: Athlete Retention

BCSSA believes in the value of the athletes and strives to keep every athlete involved in the sport of speed skating.

Suggest removing policy

C-4 POLICY: Athlete Training and Development

1. The BCSSA, in partnership with its member clubs and SSC, provides an integrated system of training and competitive opportunities for the athlete.

New Policy

1. SSBC, in partnership with its member clubs and SSC, provides an integrated system of training and competitive opportunities for the athlete.
2. Training and Competitive opportunities will be published on SSBC's website.

Changes:

1. Replace BCSSA with SSBC

C-5 POLICY: Training and Competitive Schedules

1. The BCSSA recognizes and acknowledges the importance of planning appropriate training and competitive schedules and timelines in the development of its athletes.
2. The BCSSA endorses SSC's Racing on Skates recommendations for developmentally appropriate training and competitive programs and opportunities.

New Policy:

POLICY: Training and Competitive Schedules

1. The SSBC recognizes and acknowledges the importance of planning appropriate training and

- competitive schedules and timelines in the development of its athletes.
2. SSBC will maintain an up-to-date schedule of events including camps, training, and competitions on its website.

Changes:

1. Replace BCSSA with SSBC
2. Identify location of schedules

SECTION D – HIGH PERFORMANCE ATHLETES

D-1 POLICY: Provincial Athlete Agreements

1. The online Athlete Agreement must be completed and returned to the office on an annual basis by the following athletes:
 - a. All athletes identified as being in the HP Program
 - b. All athletes identified as being in the HPD Program.
2. Athletes who do not complete and return the Athlete Agreement will not receive funding from the BCSSA.

Suggestion to remove as information is published in bulletins

D-2 POLICY: Athlete Recognition

1. The BCSSA believes recognition is an integral part of the Athlete Development program, and helps to motivate and drive athletes. Recognition of athletes and athlete performance is a priority in the high performance program.

Suggestion to remove as information is published in bulletins on website or is identified in Uniform Policy

D-3 POLICY: Athlete Representatives

1. The BCSSA recognizes the importance of athlete representation within the decision-making process for the organization and will strive to have athlete representatives chosen and involved where appropriate within the BCSSA governance structure.

Suggestion to remove as Athlete representatives are noted in the policies associated with the committees where they can serve.

D-4 POLICY: Athlete Code of Conduct

1. In personal development, as well as athletic development, the athletes themselves play a critical role. They must understand and respect their relationship and the commitment that is required as a member of the BCSSA. The athletes must also recognize that to achieve complete success, they should understand the vision, values and goals of the Association.
2. Athletes must adhere to the Athletes' Code of Conduct as described in Appendix 1.

Suggestion to remove as it is included in the Code of Conduct Policy

D-5 POLICY: Athlete Appeal Policy

1. The BCSSA believes that it is important in the democratic process to have a procedure in place that Athletes can use to appeal decisions that, in their mind, have not been fairly made.

Suggestion to remove as it is included in the Appeal Policy

SECTION E – OFFICIALS

E-1 POLICY: Officials' Certification

1. The Officials' Program is a partnership between the BCSSA, SSC and the International Skating Union (ISU).
 - a. Levels 1 and 2 are BCSSA's responsibility;
 - b. Levels 3, 3A and B and INTERNATIONAL (INT) is an SSC responsibility, and
 - c. Level ISU is the responsibility of the ISU.
2. The Officials' Levels of Certification are as follows:
 - a. LEVEL 1 – able to officiate at Club competitions and Provincial competitions within the Mentorship program;
 - b. LEVEL 2 – able to officiate as a Chief official at Provincial sanctioned competition;
 - c. LEVEL 3B – able to officiate as a Chief official at SSC sanctioned competitions;
 - d. LEVEL 3 and 3A – able to officiate as a Chief official at SSC National competitions;
 - e. INT level – able to officiate as a Chief official at International sanctioned competitions;
 - f. ISU level – able to officiate as a Chief official at World Cups/Championships and Winter Olympic Games competitions.
3. Officials will also be certified and upgraded based on the LTPAD guidelines:
 - a. Officials will be assigned and mentored at the appropriate level of their knowledge;
 - b. Officials will be assigned to higher level events as they (the officials) progress with their training based on the LTPAD and the requirements of the officials program stated in 1 and 2 above.

New Policy:

E-1 POLICY: Officials Development and Certification

1. The Officials' Program is a partnership between the SSBC, SSC and the International Skating Union (ISU).
 - a. Levels 1 and 2 are SSBC's responsibility;
 - b. Levels 3, 3A and B and INTERNATIONAL (INT) is an SSC responsibility, and

- c. Level ISU is the responsibility of the ISU.
2. The Officials' Levels of Certification pathway will be published on the SSBC website.
3. Officials will be certified and upgraded based on the Officials Development Pathway.
4. SSBC's Officials Development Committee is responsible for reviewing and approving requests for Certification at Level 1 and Level 2.
5. All Officials must adhere to the Safe Sport Policy and Officials Code of Conduct.

Changes:

1. Replace BCSSA with SSBC
2. Identify location of key information documents
3. Refer to certification pathway
4. Refer to Safe Sport and Code of Conduct policies

E-4 POLICY: Officials' Code of Ethics

1. The BCSSA's Officials' Code of Ethics is published on the Association's website and encompasses those policies of SSC and Sport Officials of Canada.
2. The Officials' Code of Ethics is described in Appendix 3.

New Policy

E-2 POLICY: Officials' Code of Ethics

1. SSBC's Officials' Code of Ethics is published on the SSBC website and encompasses those policies of SSC and Sport Officials of Canada..
2. All Officials must follow SSBC's Code of Ethics.

Changes:

1. Replace BCSSA with SSBC
2. Identify location of document and its origin
3. Add mandatory to follow

POLICY: Officials' Code of Conduct

1. The officials' program plays an integral role in the sport of speed skating and Officials must recognize their impact on the sport, its participants and fellow officials.
2. The Code of Conduct is based on sportsmanship and fair play in order to provide a positive experience in a safe and welcoming environment for all participants.
3. Please refer to the Officials' Code of Conduct as described in Appendix 4.

Suggestion to remove as it is covered in the code of conduct policy and combined above

E-6: POLICY: The Recruitment and Retention of Officials

1. The recruitment of new officials and retention of current capable officials is a constant challenge and

a priority for the growth of the sport.

Suggestion to remove as it is part of the Officials development pathway already referred to in E-1

E-7 POLICY: Officials' Communication

1. The BCSSA recognizes that communication between officials and all those with whom they come in contact is very important.

Suggestion to remove as it is part of the Officials ethics and code of conduct.

SECTION F – COACHING

F-1 POLICY: Coaching Certification

1. The BCSSA has adopted the National Coaching Certification Program (NCCP) administered by SSC. The program has undergone significant changes in the past few years as it integrates with the LTPAD Athlete Development framework with an aligned development pathway for coaches.

New Policy

F-1 POLICY: Coaching Development and Certification

1. SSBC has adopted the National Coaching Certification Program (NCCP) administered by SSC.
2. SSBC will publish the Coach Development Pathway on the SSBC website.
3. SSBC is committed to the Responsible Coaching Movement
4. All Coaches must adhere to the Safe Sport Policy.

Changes:

1. Replace BCSSA with SSBC
2. Identify location of foundational documents
3. Add mandatory policies

F-1 POLICY: Coaching Code of Conduct

1. The BCSSA has adopted the “Coaches BC Coaching Code of Conduct” for BCSSA Coaches.
2. The Code of Conduct is published in the BCSSA’s newsletter at the beginning of each season and on the BCSSA website under Coaching within the Members Only section.
3. The Coaches BC Coaching Code of Conduct is contained in Appendix 6.

Suggestion to remove as it is part of the Code of Conduct

F-2 POLICY: Coaches' Security Clearance

1. It is understood that coaches are the direct link to the athletes which most often occurs at the club level.

2. With guidance following the BC Personal Information Protection Act (PIPA), it is a requirement that coaches consent to a Security Clearance document being obtained as required.

Suggested to remove as it is covered by the Safe Sport and Employee and Volunteer Screening Policy

F-4POLICY: Coaching Assessments

A Coaching Assessment is required by each individual who has coaching responsibilities within BCSSA.

Suggestion to remove as this Policy/Procedure is no longer being applied.

F-5 POLICY: Designated Coach Selection

1. All fully certified NCCP coaches Level 2 and higher (or Introduction to Competition) are eligible to be named as a Designated Coach to targeted National and other identified competitions.
2. A Designated Coach will be named by the Coaching Committee in consultation with the High Performance Committee.
3. The role of the Designated Coach is to assist athletes representing BC at National and other identified competitions.

New Policy:

F-5 POLICY: Coach Selection for TeamBC

1. All fully certified NCCP coaches Introduction to Competition are eligible to be named as a Designated Coach to targeted National and other identified competitions.
2. Assistant Coaches may also be named to targeted National and other identified competitions.
3. A Designated Coaches will be named by the Coach Development Committee in consultation with the Technical Director.
4. The role of the Designated Coach is to assist athletes representing BC at National and other identified competitions.
5. All coaches selected must adhere to the Safe Sport Policy and Employee and Volunteer Screening Policy.

Changes:

1. Replace BCSSA with SSBC
2. Identify location of foundational documents
3. Added Assistant coaches
4. Added safe sport policies

F-6 POLICY: Coaches Attending High Performance and Developmental Camps

1. The BCSSA supports development opportunities for coaches at high performance, dry-land, and developmental camps.

New Policy

F-6 POLICY: Coaches Attending Academies

1. SSBC supports development opportunities for coaches at Academies.
2. SSBC will identify targeted camps with opportunities for Coach Development.
3. Designated Coaches will be named by the Coach Development Committee in consultation with the Technical Director.

Changes:

1. Replace BCSSA with SSBC
2. Added consultation with CDC

F-7 POLICY: Coaching Certification and Participation at National Competitions

1. SSC sets minimum certification standards for attending coaches to ensure the highest quality of coaching is available for competing athletes.
2. In accordance with SSC policy, all coaches wishing to participate in various Canadian Championships must be fully certified Level 2 or Introduction to Competition.
3. The Canada Games Council requires that coaches must be fully certified Level 3 in order to participate in the Canada Winter Games.

New Policy

F-7 POLICY: Coaching Certification and Participation at National Competitions

1. SSC sets minimum certification standards for attending coaches to ensure the highest quality of coaching is available for competing athletes.
2. In accordance with SSC policy, all coaches wishing to participate in various Canadian Championships must be fully certified or Introduction to Competition.
3. The Canada Games Council requires that coaches must be fully certified as Competition Development in order to participate in the Canada Winter Games.
4. All Coaches must adhere to the Safe Sport and Employee and Volunteer Screening Policies.

Changes

3. Replace BCSSA with SSBC
4. Added consultation with CDC
5. Update NCCP levels
6. Add Safe Sport requirements

F-8: POLICY: The Recruitment and Retention of Coaches

1. The BCSSA recognizes that the recruitment of new coaches and retention of current, capable coaches present an ongoing challenge and are priorities with all clubs and the BCSSA.

Suggestion to remove

Insert Minimum coaching standards policy

APPENDIX 3 – OFFICIALS' CODE OF ETHICS

BCSSA's Officials' Code of Ethics is published on the Association's website and encompasses those policies of SSC and Sport Officials of Canada. It is presented here for ease of reference.

1. I shall have complete knowledge of all rules and competition procedures for officiating relative to my official's position.
2. I shall honor all commitments of which I have obligated myself.
3. I shall strive to set good examples during the course of competitions and other events realizing the prime function of the official is to make competitions/events an enjoyable experience for all participants.
4. I shall be cognizant of the safety and well-being of all of those under my supervision and provide a safe and welcoming environment to all participants.
5. I accept my duties as a public trust and remember my responsibilities extend to my fellow officials to whom I pledge complete allegiance and loyalty of support during the discharge of all officiating duties.
6. I shall keep myself mentally and physically fit and shall wear with pride the accepted officials' attire.
7. I shall refrain from intimidating athletes, coaches and volunteers and shall never question the integrity of my officiating colleagues.
8. I shall NOT tolerate any action by an athlete, coach or volunteer or a participant which may put anyone in danger.
9. I shall strive to render decisions firmly but without arrogance; fairly but without officiousness; and to render all decisions according to the rules of our sport regardless of the situation and the individuals concerned.
10. I shall conduct myself at all times so as to instill in all competitors and other competition officials a respect for each and the other; to avoid obscene language and/or personal remarks and shall strive to display the virtues of dignity and sincerity in a sportsmanlike manner.
11. I shall constantly review my work and seek to improve my standards of officiating through workshops, clinics, seminars and peer mentoring as a means of dedication and loyalty to our sport.
12. I shall strive to create good working relations with all sponsors, supporters, coaches and volunteers with a show of respectful liaison and communication on all matters pertaining to my role.

Proposed by Policy Group
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