



POLICIES AND PROCEDURES ORGANIZATIONAL MANAGEMENT

SSBC Policies and Procedures Manual #1 of 3

SECTION F – DIVERSITY, EQUITY, INCLUSION AND SAFE SPORT

F-1 POLICY: Gender Equity

1. SSBC is committed to a policy and achievement of total gender equality and recognizes the importance of measuring all its objectives against the values of equity and fairness.
2. This policy applies to the Board of Directors; Staff; Committees; Athletes; Coaches; Officials: volunteers and members of the British Columbia Speed Skating Association while engaged in the activities of the Association.
3. Equity is an organizational value strived for in all aspects of the Association.
4. It is understood as the belief and the practice of treating persons in ways that are fair, equal and just regardless of their gender.
5. It is understood, when developing, updating or delivering SSBC policies; programs; services; projects and funding that the concerns and needs, regardless of gender, will be identified, promoted and supported.
6. SSBC will, without gender bias, create awareness and promote all aspects of our sport.

The Executive Director will monitor SSBC programs to identify areas where the above policy needs further review and will so advise the Board of same.

F-2 POLICY: Diversity in sports

1. SSBC believes that the strength of any organization is its people; the strengths, beliefs, differences, etc., all of which blend together into a cohesive unit which allows greater vision and purpose. SSBC advocates for the right of all to access and be part of sport.
2. A member of the Sport Development committee will monitor SSBC programs to identify areas where access to the sport is not open to all and to advise the Board of same.

F-2 PROCEDURE: Diversity in Sports

1. SSBC recognizes that First Nations People have, at times, not had opportunities to access all sports. There is a need to work together

with the First Nations People to strategically provide opportunities for their People to participate in speed skating.

2. SSBC will network with the First Nations People in order to ensure they are aware of the programs offered and to identify other programs that may better meet their needs.

F-3 POLICY: ~~Access~~ Inclusion

Rationale:
Change to update current terminology

1. SSBC is committed to providing opportunities for Persons with Physical, Sensory or Intellectual Disabilities to participate in speed skating. Working together we will provide education for our membership and be creative and innovative in approach in order to meet the common goal of integration and independence.
2. The Executive Director working with the Sport Administrator will monitor SSBC programs to identify areas where access to the sport is not open to all and advise the Board of same.

F-3 PROCEDURE: ~~Access~~ Inclusion

Rationale:
Change to update current terminology

1. SSBC is committed to promoting inclusion of persons with a disability as athletes; coaches; officials and volunteers and recognizes the importance of measuring all of its activities against the values of equity and fairness
 - a. SSBC will encourage and advocate for persons with a disability to participate as fully as possible as athletes; coaches; officials and volunteers with appropriate consideration being given to a safe, friendly and welcoming environment.
 - b. At the club level, persons with a disability are an integral part of the organization participating in practice time, assisting in the club administration, officiating and coaching.
 - c. Competitively, athletes with a disability are encouraged to participate in inter-club and other meets.
2. SSBC is committed to assisting via modifying equipment, or whatever is necessary, to safely integrate the individual athlete into the sport of Speed Skating.

F-4 - POLICY: Safe Sport

1. All members and those participating in the activities of SSBC have the right to a safe and inclusive training and competitive environment free of maltreatment, abuse, harassment and discrimination.
2. The welfare of our members is of the foremost consideration, in particular, the protection of children in the sport is the responsibility of each individual and member.
3. All members will fulfill SSBC's Commitment to Safe Sport.

Commitment to Safe Sport

Speed Skating BC embraces our responsibility to create, foster, and preserve sport settings that ensure positive, healthy, fun, and fulfilling experiences for all individuals. We believe that a Safe Sport environment prioritizes the welfare, safety, and rights of every participant at all times.

Speed Skating BC is committed to providing Safe Sport Training to all Coaches, Officials and Volunteers purchasing a SSBC membership. SSBC will offer the training through the Safe Sport Training Module developed by the Coaching Association of Canada. ([Course Link here](#)) The training will be mandatory for all members in a Position of Authority, as referenced by the Universal Code of Conduct to Prevent and Address Maltreatment in Sport ([UCCMS](#)). The completion of this course will be recorded as part of SSBC's registrations system, IceReg, to ensure completion.

Safe Sport training was developed to help anyone involved in sport — whether you have direct contact with skaters or work in the background — to promote physical, psychological, social and spiritual health, in line with the Universal Code of Conduct to Prevent and Address Maltreatment in Sport.

Speed Skating BC's extensive organizational policies reflect our commitment to Safe Sport. Our aim to uphold the values of Safe Sport is incorporated in our Code of Conduct, Bullying and Harassment, Equity and Access, Concussion and Human Resources policies.

F-4.1 POLICY: Communicable Disease Prevention Policy (Updated May 2022)

A communicable disease is an illness caused by an infectious agent or its toxic product that can be transmitted from one person to another. Examples of communicable diseases are COVID-19, norovirus, seasonal influenza, HIV, Hepatitis.

Speed Skating BC is committed to providing a safe environment for all members, this includes taking precautions to prevent the transmission of illnesses that may be present in the environment. Prevention is the responsibility of all members. The following principles will apply

The Golden Rules of Prevention

- Get Vaccinated
- Follow Guidelines

- Stay home if Sick
 - Check before you travel
 - Respect Personal Space
 - It's always safer outside
 - Consider other people's situation
 - Clean your hands
1. Speed Skating BC will prepare and update when needed, procedures for use by member clubs and event organizers. These procedures will outline measures and practices to reduce the risk of spread of communicable disease and will be based on the advice of Provincial Health Authorities, viaSport, WorkSafe BC and other reputable sources. The Communicable Disease Plan will be updated as needed.
 2. Clubs and Event Organizers must monitor and review communicable disease-related information issued by their regional medical health officer and create a club-specific Communicable Disease Prevention Plan which is aligned with Speed Skating BC Procedures.
 3. Each Member Club will appoint a person responsible for Safety who be responsible for monitoring and reviewing communicable disease-related information issued by their regional medical health officer and other responsibilities as outlined in the Communicable Disease Prevention Procedures.
 4. Each Club Board of Directors will be responsible for approving their Communicable Disease Prevention Plan on an annual basis or when directed by Local or Provincial Health Advisories whichever is shortest.
 5. No participant may be asked about vaccination status as this is considered Personal Health Information and is private and confidential, unless the PHO stipulates otherwise. Under no circumstances will a participant be denied participation based on vaccine status.

F-4.1 PROCEDURE: Procedures to Prevent Communicable Disease (Approved July 2021)

Preventing communicable disease involves taking ongoing measures to reduce the risk of communicable disease transmission which includes implementing additional measures when advised by Public Health.

Each club must create a Communicable Disease Prevention Plan based on the Template provided by WorkSafeBC which can be found here. The following procedures are based on this template:

Follow Guidelines

1. Appoint a member in each club to act as a Safety Coordinator. It would be the responsibility of this person to:
 - a. Monitor and review communicable disease related information issued by the Regional Health officer and any information provided by SSBC, viaSport, WorkSafeBC or other responsible organization.
 - b. Know and follow all venue guidelines for communicable disease prevention.
 - c. Be the main point of contact with SSBC in regards to Safety related issues.

It's Always Safer Outdoors

2. Where possible utilize outdoor spaces for training and social events. For example:
 - a. Use outdoor venues for summer training when possible
 - b. Consider outdoor warm-ups when the weather permits
 - c. Continue to explore unique opportunities for outdoor skating
 - d. Host club social events outdoors when possible

Check Before You Travel

3. Not all jurisdictions will be following the same protocols, before traveling be sure to:
 - a. Verify local public health restrictions before travelling out of province
 - b. Verify Canadian federal and local restrictions before travelling out of country
 - c. Check with local public health before hosting out-of-region skaters for camps and competitions
 - d. Communicate local public health guidance to out-of-region skaters

Consider Other People's Situation

4. Ensure members have the information they need to make informed decisions about health issues and risk by:
 - a. Communicate early and often with members and event participants
 - b. Support members' varying level of risk tolerance regarding communicable diseases
 - c. Allow members to wear a mask and/or other personal protective equipment if they choose

Get Vaccinated/Personal Protection

5. Vaccination status and history is private personal health information. No one will be asked for proof of vaccination to participate in Speed Skating BC activities.
6. Masks are recommended indoors off the ice for those aged 12+ who have not received both immunization shots

Stay Home if Sick

7. Implement, communicate and enforce and stay-home-when-sick policy for club events
8. Request that members and event participants complete a self-health check as part of standard practice.
9. Continue to record attendance to allow for contact tracing.
10. Modify team selection policies to allow for illness byes

Clean and Wash Hands

11. Provide education on hand hygiene standard guidelines
12. Request hand hygiene is performed before and after using common equipment such as protective pads, corner belts etc.
13. Provide hand sanitizer in shared spaces such as on the timing platform, in the recording room, in the hospitality room where food is served etc.
14. Develop regular cleaning procedures for shared equipment
15. Ensure first aid kits are appropriately stocked with PPE

Respect Personal Space

16. Choose sport event group sizes that allow for adequate spacing; this may require in-out competition formats
17. Be aware of capacity for events with seated spectators
18. Use good respiratory etiquette, including coughing into your elbow, no spitting on the ice, using electronic whistles etc.
19. Implement strategies to keep personal belongings separated, for example skater bins on the ice and assigned spots in the change rooms
20. Allow for adequate spacing in shared spaces such as the timing platform or coaches box
21. Use technology where appropriate to replace the high number of volunteers required; for example, electronic timing systems
22. Consider practice activities that allow for distance and space between participants when feasible and appropriate

References and Resources

These procedures refer to the following sources:

viaSport Return to Sport - <https://www.viasport.ca/return-sport>

The Recreation & Parks Sector Guideline for Restarting Operations
<https://www.bcrpa.bc.ca/covidguideline/>

WorkSafe BC - communicable Disease Prevention Guide
<https://www.worksafebc.com/en/resources/health-safety/books-guides/communicable-disease-prevention-guide-employers>

BC's Restart
<https://www2.gov.bc.ca/gov/content/covid-19/info/restart>

F-4.2 - Youth Travel Policy (Updated May 2022)

SSBC is committed to ensuring that all participants when participating in SSBC sanctioned activities can expect to participate in an environment that is safe both physically and emotionally. This includes group travel to and from events when that travel is a sanctioned part of that activity.

1. The associated procedures for this policy will apply when either SSBC or member clubs are arranging group travel to or from events or when there is a commitment to care for the participants.
2. This policy and associated proceeds DOES NOT apply to privately coordinated travel between members.
3. This policy applies to planning for overnight stays and supervision while the participant is not on the field of play.
4. All persons working in the capacity as a chaperone must be in compliance with the Employee and Volunteer Screening policy.
5. Wherever possible, the Rule of Two should be followed. Parents and participants should be informed about the Rule of Two.

F-4.2 Youth Travel Policy Procedures (Updated Feb 2022)

The following guidelines are based on the Coaching Association of Canada's Travel Guidelines to Help Protect Children in Sport. Participants and Parents are to be informed of the Rule of Two and these procedures.

DEFINITIONS

"Rule of Two" - The Rule of Two is a guideline to ensure all interactions and communications are open, observable, and justifiable. Its purpose is to protect participants (especially minors) and coaches in potentially vulnerable situations by ensuring more than one adult is present. For more information visit -

<https://coach.ca/three-steps-responsible-coaching>

OVERNIGHT STAYS

The guidelines on managing overnight stays prioritize the physical and emotional safety of all athletes:

1. Always aim to ensure that people are roomed with those with whom they feel comfortable and safe, and invite athletes/parents to provide any details, specifications, as well as suggestions about whom they or their child feel most comfortable. The following resource may be helpful to consider the inclusion of all participants. ([Inclusive Travel Guidelines - Coach.ca](#))
2. It is recommended that athletes under the age of 13 stay in hotel rooms with their parents/guardians.
 - a. If a child's parent/guardian is not present, then arrangements should be made (signed permission form) for a child to share a room with another athlete and their screened guardian.
 - b. If there are situations where athletes under the age of 13 do not have a parent/guardian available for travel, consider grouping these athletes together with older athletes who are chosen to help supervise.
3. If athletes over the age of 13 are assigned to hotel rooms together, arrangements should include placing similarly aged and same gender teammates together.
4. Coaches and/or athletic staff or chaperones should not be permitted to share rooms with athletes unless they are related.
5. Screened adult chaperones are placed on all floors with athletes. Whenever possible, athletes all stay on the same floor and same wing in the hotel. Interactions between athletes and adult chaperones, coaches, and/or athletic staff follow a Rule of Two.
6. Establish expectations of privacy with athletes, coaches, and athletic staff around bathroom use, showering, and changing in hotel rooms and dorm rooms. Adults, including team staff and chaperones, should not share bathrooms or showers with athletes.
7. Specify where athletes can and cannot go on their own or without an adult accompanying them. Establish expectations that athletes must use the buddy system when within the hotel, but outside of the room. If leaving the hotel, an adult chaperone must be informed, athletes must be in groups of three or more, and athletes must adhere to curfew hours and policies about where they can and cannot go unsupervised.
8. Athletes do not leave the room after curfew without adult chaperones and only within team guidelines or with expressed permission (except in the event of emergency).
9. Coaches and athletic staff should not be meeting with the athletes in personal/private spaces such as hotel rooms or change rooms.
10. Always use designated conference rooms/meeting areas in hotels for socialization between athletes and coaches, athletic staff, or chaperones (e.g., athletic therapists, doctors, and nutritionists).

All socialization occurs in groups and is subject to a Rule of Two. Meetings and other interactions between athletes, coaches, athletic staff or chaperones take place in public areas of the hotel or an athletic facility, and do not occur in hotel rooms.

11. Chaperones are responsible for the safe transport of athletes and are to accompany them in groups. If a situation requires transporting a single athlete, adhere to a rule of two or parents should transport their own child. All transportation should be transparent where it is well communicated who is with the youth athletes, when, and for what purpose.
12. Where possible, adults travelling with the teams should represent different genders.
13. Safety planning: if athletes are sleeping in a room without parents/guardians, a safety plan shall be put in place. This plan is clearly communicated and shared in writing with the athletes and parents/guardians on the trip. This should be done in advance of the trip in order to allow for questions and feedback. A safety plan shall include:
 - a. Having adult chaperones, who adhere to a Rule of Two, in the hotel and available to athletes at all times.
 - b. Answering the door (e.g., not opening the hotel room door for someone unknown or unexpected).
 - c. Coaches, athletic staff, and adult chaperones (and in some instances parents) should not show up at the hotel rooms without phoning in advance.
 - d. Behaviour expectations: athletes are not to leave their hotel room at night except in case of emergency (and in accordance with the emergency situation procedures); no alcohol/drugs; steps for an athlete to take should there be behaviour issues with another athlete to address with an adult in charge; and what to do should the athlete have a concern with a coach, member of the athletic staff, chaperone, or other adult.
 - e. Emergency situation procedures (e.g., in case of injury, severe illness, accident, fire, hotel evacuation).
 - f. A phone list should be shared with athletes and parents which includes numbers for coaches and athletic staff on the trip, parents/guardians of each child, and emergency phone numbers.
 - g. Where possible, group communication platforms such as group texts or “WhatsApp” should be used.
 - h. Establish expectations for use of electronic devices (e.g., phones, tablets, computers), including:
 - i. Prohibiting taking pictures or recording videos of others in private situations (e.g., in bathrooms,

- when changing, or when sleeping), or in a secretive or disrespectful manner;
- ii. Prohibiting private communications between an individual athlete and a coach/athletic staff member/chaperone other than for that which is directly related to and necessary for the sporting event. Should communication be in an electronic format, the athlete's parent/guardian should be included in the communication
 - iii. Refer to the Code of Conduct and Discipline policy for guidance regarding non compliance with these guidelines.

TRANSPORTATION

14. Drivers must submit for both: an ICBC motor vehicle [Driving Record and Insurance History](#) and complete the Employee and Volunteer Screening procedure.
15. Drivers should be aware of and follow the Rule of Two.
16. While SSBC does have limited insurance coverage, Drivers must be aware they are assuming personal liability for transportation and therefore must have sufficient insurance coverage.
17. SSBC and member clubs reserve the right to refuse any driver and are responsible to check on the insurance and liability aspect of the driver.
18. Where possible, drivers should transport their own children.
19. Cell phones may not be used by the driver when driving, except in accordance with BC driving regulations.
20. Drivers must have a phone list of family contact numbers for those they are transporting. Drivers should be aware that personal information is confidential and should be treated as such.
21. Drivers should always be aware of the driving conditions and be in communication with parents or guardians should they need to alter travel plans due to inclement weather.