



POLICIES AND PROCEDURES ORGANIZATIONAL MANAGEMENT

SSBC Policies and Procedures Manual #1 of 3

REVISIONS FROM PUBLIC MEETING MAY 9 ARE IDENTIFIED IN GREEN.

SECTION E – MEMBERSHIP

E-1 POLICY: Membership Classes and Categories

1. SSBC, in accordance with By-Law 2.2, has three (3) classes of membership within the organization:
 - a. Member Clubs;
 - b. Individual Members;
 - c. Honorary Members.
2. Individual members register in the following categories:

Categories	Criteria
National Athlete	Annual membership for a skater who participated in Junior Canadian Championships, CanadaCups or Winter Games. (Formerly “Elite” Category)
Provincial Athlete	Annual membership for a skater who participated in Canadian Youth Championships, BC Championships, Winter Games and/or inter-provincial/territorial competitions. (Formerly “Competitive” category)
Club Athlete	Annual membership for a skater who participated in recreational programming and participates in recreational inter-club or club competitions. (Formerly “Rec Category”)
Introductory Athlete	Event membership for a skater who participated in an introductory program such as “Learn to Speed Skating” Program length is a maximum of 10 sessions per year. Athletes may compete in one regional event at their home club. Intro Athletes are registered as “Club Athlete” Speed Skating Canada.
Try Speed Skating	Event membership for a skater who only participated in a special event, such as, but not limited to an open house, festival or school event. Event duration may not exceed 2 days. (Formerly “Special Event” Category)
Coach	Annual membership for an individual who actively participates in the delivery of speed skating programs, competitions and identifies as In-training, Trainee or Coach.

	Certified in an NCCP coaching context. (Former Category)
Official	Annual membership for an individual who actively participates in the delivery of speed skating competitions and/or events and has completed a minimum of 12 months of training in a provincial, territorial or national official's development program. (Former "Associate" Category)
Volunteer	Annual membership for an individual who actively participates in the delivery of activities and competitions for the benefit of speed skating in their community and beyond. (Former "Associate" Category)
Lifetime	Lifetime membership for former skaters and staff members of SSC's high performance program. (New category)
Honourary	Lifetime membership for community members who have made long-standing contributions to the sport of speed skating in Canada. Honourary memberships are granted at SSC's invitation. (New category)

E-2 POLICY: Membership Fees

1. The annual individual and club membership fees will be SSBC fee plus the SSC fee for the applicable membership class, plus any levies or special fees so approved by the membership.
2. The annual individual and club SSBC membership fees will be set by the membership at SSBC Annual General Meeting. SSC fees will be set by the SSC membership at the national Annual General Meeting.
3. SSBC has implemented a Provincial Levy for each Elite, Competitive and Participant member in lieu of fundraising projects.
4. Each club will be charged a club affiliation fee.
5. No skater can register to skate in any SSC or SSBC sanctioned competition until his/her club has completed registration for him/her with Speed Skating Canada through the online registration system.

E-2 PROCEDURE: Current Membership Fees

1. SSBC and Speed Skating Canada registration fees (including skater registration fees, and club affiliation fees) are set out in SSBC fee schedule which are posted on SSBC website.
2. Payment of fees must be made through the online registration system when available.
3. Registration must be completed prior to participation in SSBC programs.
4. Online memberships will be available for renewal on July 1st but memberships from the previous year are valid until September 1st.
5. When online membership registration is not available, registration can be completed manually, but all registrations must be entered into the

online system when available. Waivers must be completed manually and signed copies must be retained by the issuer.

6. All registrations must be accurately entered into the online registration system by fiscal year end of March 31st.

E-3 POLICY: Membership for Officers, Directors, Coaches, Officials and Chaperones

1. All provincial and club officers, including Presidents, Vice-Presidents, Secretaries, Treasurers, Directors, Coaches, Officials, Chaperones and staff, must be members in good standing, with fees paid in full, as associate members or competitive members of SSBC and Speed Skating Canada.

E-4 POLICY: New Club Membership

1. SSBC encourages the growth of speed skating in communities around the Province.
2. There is an expectation that within three (3) years of a club being formed there will be a minimum of six (6) skating members.

E-5 POLICY: Honorary Membership

1. Honorary members are appointed by the Board and confirmed by the membership as set out in By-Law 2.2 (4).

E-6 POLICY: Member Club Accountability

1. Member clubs are accountable to SSBC.
2. There is an expectation that a club will have a minimum of six (6) skating members and have an active program to grow membership to greater than the minimum in order to remain a member of SSBC.

E-6 PROCEDURE: Member Club Accountability

1. Expense Reports:
 - a. Members or member clubs entitled to claim expenses from the Association for projects or activities authorized by the Association shall submit expense claims to the Executive Director within thirty (30) days of the completion of the project or activity.

E-7 POLICY: Club Dissolution

1. Clubs who choose to cease operations are required to adhere to the orderly manner by which they cease to be recognized members of SSBC.
2. Clubs who do not meet the requirements of membership in SSBC are required to engage in an orderly cessation of membership in SSBC.
3. When a club has been unable to generate sufficient skating membership to sustain a viable skating program for two (2) consecutive years, the Board may take steps to remove the club from membership in SSBC.

E-7 PROCEDURE: Club Dissolution

1. Club Responsibility:
 - a. The Club is to advise SSBC office in writing, signed by two (2) Officers of the Club, of its intention to cease operations.
 - b. The Club is to provide SSBC a copy of the meeting wherein the minutes reflect the motion that was duly carried to cease operations.
 - c. The Club is to provide SSBC, in writing, a list of all assets of the Club and their location. All such assets become the property of SSBC including the balance of any and all bank accounts as at the date of dissolution.
 - d. The Club is to provide SSBC, copies (and where no copies are available, a list) of any and all contractual obligations it may have as at the date of dissolution including, but not limited to:
 - i. The ice contract with the relevant governing body;
 - ii. Insurance coverage beyond that provided by SSBC;
 - iii. Equipment and other purchase obligations outstanding at the date of dissolution;
 - iv. All other legal obligations the Club as at the date of dissolution;
 - e. The Club is to provide SSBC, in writing, a list of all the members of the Club (and their contact information) at the date of dissolution who are members in good standing with SSBC.
2. SSBC Responsibility:
 - a. SSBC is responsible for relocating the assets of the former Club.
 - b. SSBC is responsible for contacting those parties identified in 1(c) above to ensure a satisfactory conclusion to such obligations.
 - c. SSBC is responsible to contact those members identified in 1(d) above.
 - d. SSBC will, at its discretion, re-allocate such assets from the dissolved club as it deems appropriate.

E-9 POLICY: Membership Meetings

1. The Annual General Meeting is held each year in accordance with By-Law 3. Special Membership meetings, as set out in By-Law 3, may also be called during the year.

E-9 PROCEDURE: Membership Meetings

1. The Annual General Meeting usually occurs in late May or early June of each year. The date of the next general meeting, if possible, should be approved at the Annual General Meeting. If approval is not determined at the AGM, the Board of Directors will set the date and advise the membership through the established communication channels.
2. SSBC is the body which holds provincial meetings. The facilitation of the meeting may be delegated by SSBC to a member club.
3. If a club wishes to host the AGM of the association, applications should be made to the Board of SSBC at least one (1) year in advance.

E-10 POLICY - replaced by Code of Ethics Policy

E-11 PROCEDURE: Harassment Policy

COMPLAINT PROCEDURE

1. A ~~person~~ participant who experiences harassment is encouraged to make it known to the harasser that the behaviour is unwelcome, offensive and contrary to this Policy.
2. If confronting the harasser is not possible or if after confronting the harasser the harassment continues, the Complainant should contact the Speed Skating Canada Speak Up Line. The Speak Up Line will allow the Complainant to make a complaint confidentiality should they desire to do so.
3. Refer to the Complaints and Discipline Policy for further information.
- ~~2. If confronting the harasser is not possible or if after confronting the harasser the harassment continues, the Complainant should request that SSBC appoint an accredited Harassment Advisor from within the association or outside of the association, or a meeting with an official of SSBC. For purpose of this procedure, an "official" may be a member of SSBC Board or SSBC Harassment Advisor as accredited within the BC sport system as a Provincial Harassment Advisor.~~

Rationale:

Change of person to participant to be consistent with language in the referring document.

The complaint procedure is outlined in E-12 Complaints and Discipline Policy.

3. Nothing in this Policy precludes a representative of SSBC from bringing forward a complaint in accordance with the provisions of this Policy.
4. Once contacted by a Complainant the role of the official is to serve in a neutral, unbiased capacity in receiving the complaint and assisting in its informal resolution. If the official considers that he/she is unable to act in this capacity, the Complainant shall be referred to another SSBC official.
5. There are three possible outcomes to this meeting of the Complainant and official:
 - a. it may be determined that the conduct does not constitute harassment as defined in this Policy, in which case the matter will be closed; or
 - b. the Complainant may decide to pursue an informal resolution of the complaint, in which case the official will assist the two (2) parties to negotiate an acceptable resolution of the complaint; or
 - c. the Complainant may decide to make a formal written complaint to SSBC in which case the official shall advise the President of SSBC, or delegate of the President, either of whom may appoint an independent individual to conduct an investigation of the complaint.
6. Ideally, the Investigator should be a person experienced in harassment matters and investigation techniques, and may be an outside professional. He/she shall carry out the investigation in a timely manner and at the conclusion of the investigation shall submit a written report to the President or the President's delegate.
7. Where there is an investigation, within seven (7) days of receiving the written report of the Investigator, the President or delegate shall determine whether or not there are grounds for a hearing and shall appoint three (3) impartial individuals to serve as a Panel.
8. Where there is no investigation, within seven (7) days of receipt of the formal complaint the President shall appoint three (3) impartial individuals as a Panel.
9. Harassment complaints occurring within competitions may be dealt with immediately, if necessary, by a SSBC representative in a position of authority, provided the individual being disciplined is told the nature of infraction and has opportunity to provide information concerning the incident. In such situations, sanctions shall be for the duration of the competition only. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out by this

Policy. This review does not replace the appeal provisions of this Policy.

10. This Policy and Procedure shall not prevent a person in authority taking immediate, informal corrective disciplinary action in response to behaviour that, in his/her view, constitutes a minor incidence of harassment.

HEARING

11. A Hearing shall take place in accordance with the process set out in SSBC's Discipline Policy and in addition:

12. The Complainant and Respondent shall each receive a copy of the Investigator's report if such an investigation is carried out.

13. If there is an in person hearing, the Complainant shall be present at the hearing to respond to the Investigator's report, give evidence and to answer questions of the Panel.

14. If there is an in person hearing, the Investigator may attend the hearing at the request of the panel.

15. As soon as possible but in any event within seven (7) days of the Hearing, the Panel shall present its Decision to the President or designate and to the Executive Director, with a copy provided to both the Complainant and Respondent. This Decision shall contain:

- a. a summary of the relevant facts;
- b. a determination as to whether the acts complained of constitute harassment as defined in this Policy;
- c. recommended disciplinary action against the Respondent, if the acts constitute harassment; and
- d. measures to remedy or mitigate the harm or loss suffered by the Complainant, if the acts constitute harassment.

16. If the Panel determines that the allegations of harassment are false, vexatious, retaliatory or frivolous, its Decision may direct disciplinary action against the Complainant.

RELUCTANT COMPLAINANT

17. If at any point during the proceedings under this policy the Complainant becomes reluctant or unable to continue, it shall be at the sole discretion of the President, or designate, to continue the review of the complaint in accordance with this Policy. In such instances, SSBC shall take the place of the Complainant.

SANCTION

18. When directing the appropriate disciplinary sanction, the Panel shall consider factors such as:
- a. the nature and severity of the harassment;
 - b. whether the harassment involved any physical contact;
 - c. whether the harassment was an isolated incident or part of an ongoing pattern;
 - d. the nature of the relationship between the Complainant and Respondent;
 - e. the age of the Complainant;
 - f. whether the Respondent had been involved in previous harassment incidents;
 - g. whether the Respondent admitted responsibility and expressed a willingness to change;
 - h. whether the Respondent retaliated against the Complainant;
19. In directing disciplinary sanctions, the Panel may consider the following options, singly or in combination, depending on the nature and severity of the harassment:
- a. verbal apology;
 - b. written apology;
 - c. letter of reprimand from the organization;
 - d. a fine or levy;
 - e. referral to counselling;
 - f. removal of certain privileges of membership or employment;
 - g. temporary suspension with or without pay;
 - h. termination of employment or contract;
 - i. expulsion from membership;
 - j. publication of the decision.
20. Failure to comply with a sanction as determined by the panel shall result in automatic suspension in membership from SSBC until such time as the sanction is fulfilled.
21. The President, or designate, may determine that the alleged conduct is of such seriousness as to warrant suspension of the member from SSBC pending the hearing and decision of the panel.
22. Notwithstanding the procedures set out in this Policy, any member of SSBC who is convicted of a criminal offence involving sexual exploitation, invitation to sexual touching, sexual interference or sexual assault shall face automatic revocation of membership in SSBC.

APPEAL PROCEDURE

23. Both the Complainant and Respondent shall have the right to appeal the decision and sanctions of the Panel, in accordance with SSBC's Appeal Policy.

E-12 POLICY: Discipline Policy Complaints and Discipline

NOTE: In this policy "member" refers to all categories of membership in SSBC as well as to all individuals engaged in activities with or employed by SSBC, including, but not limited to, athletes, coaches, officials, volunteers, directors, officers, medical and paramedical personnel, administrators and employees (including contract personnel).

PREAMBLE

1. SSBC is committed to providing a sport environment which is athlete-centered and which is characterized by the values of fairness, integrity, open communication and mutual respect.
2. Membership in SSBC, as well as participation in the activities of SSBC, brings with it many benefits and privileges. At the same time members are expected to fulfill certain responsibilities and obligations, including but not limited to, complying with By Laws, Code of Conduct, Policies, Rules and Regulations of SSBC.
3. SSBC Code of Conduct (see E-9) identifies the standard of behaviour which is expected of members of SSBC. Members who fail to meet this standard may be subject to the disciplinary sanctions identified within this Policy.

APPLICATION

4. This Policy applies to all members of SSBC, as well as to all individuals engaged in activities with, or employed by, SSBC including, but not limited to, athletes, coaches, officials, volunteers, directors, officers, medical and paramedical personnel, administrators and employees.
5. This Policy applies to discipline matters that may arise during the course of all SSBC business, activities and events including, but not limited to, speed skating competitions, training camps, practices, meetings and travel associated with these activities.
6. Discipline matters arising within the business, activities or events of provincial/territorial speed skating associations, clubs, or affiliated organizations of SSBC shall be dealt with using the discipline policies and mechanisms of such organizations.

Rationale:

Change name of policy to align with SSC and other documents

For ease of reading, the proposed Complaints and Discipline Policy is presented for the AGM as a stand alone document. If approved, it would be included as Policy E-12.

TIMELINE

7. Timelines in this Policy are in total days, irrespective of weekends or holidays. Where a deadline falls on a weekend or holiday, the next business day shall be the deadline for the purpose of procedures under this Policy.

E-12 PROCEDURE: Discipline Policy

MINOR INFRACTIONS

1. Examples of minor infractions are shown in Appendix 3. All disciplinary situations involving minor infractions occurring within the jurisdiction of SSBC will be dealt with by the appropriate person having authority over the situation and the individuals involved. This person may include, but is not restricted to, a board member, committee member, competition chairperson, official, coach or head of delegation.

2. Procedures for dealing with minor infractions shall be informal as compared to those for major infractions and shall be determined at the discretion of the person responsible for discipline of such infractions, provided the individual being disciplined is told the nature of the infraction and has had an opportunity to provide information concerning the incident.

3. The following disciplinary sanctions may be applied, singly or in combination, for minor infractions:

- a. verbal reprimand
- b. written reprimand to be placed in individual's file;
- c. verbal apology;
- d. hand delivered written apology;
- e. team service or other voluntary contribution to SSBC;
- f. suspension from the current competition;
- g. other sanctions as may be considered appropriate for the offence.

4. Minor infractions which result in discipline shall be recorded using the Incident Report Form in Appendix 3. Repeat minor offences may result in a further such incident being considered as a major infraction.

MAJOR INFRACTIONS

5. Examples of major infractions are shown in Appendix 3. Any member or representative of SSBC may report to the President, or designate, a major infraction using the Incident Report Form in Appendix 3.

6. Upon receipt of an Incident Report, the President, or designate, shall determine if the incident is better dealt with as a minor infraction or if a hearing is required to address the incident as a major infraction.
7. If the incident is to be dealt with as a minor infraction, the President, or designate, will inform the appropriate person in authority, as described in Section 6, and the alleged offender, and the matter shall be dealt with according to Section 7 through 9 of this Policy.
8. If the incident is to be dealt with as a major infraction and a hearing is required, the alleged offender shall be notified as quickly as possible and, in any event, no later than seven (7) regular days from date of receipt of the Incident Report, and shall be advised of the procedures outlined in this Policy.
9. Major infractions occurring within competition may be dealt with immediately, if necessary, by a SSBC representative in a position of authority, provided the individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident. In such situations, disciplinary sanctions shall be for the duration of the competition only. Further sanctions may be applied, but only after review of the matter in accordance with the procedures set out in this policy for major infractions. This review does not replace the appeal provisions of this Policy.

HEARING

10. Within seven (7) days of receiving the Incident Report, the President, or designate, shall determine whether the hearing will be held by way of written submission or oral presentation and shall appoint three (3) impartial individuals to serve as a Disciplinary Panel. Where possible, one (1) of the Panel members shall be from the peer group of the alleged offender.
11. The Discipline Panel shall hold the hearing as soon as possible, but not more than twenty one (21) days after the incident report is first received by the President, or designate.
12. The Discipline Panel shall govern the Hearing as it sees fit, provided that:
 - a. the individual being disciplined has been given ten (10) days written notice (by courier, mail, fax or email) of the date, time and place of the hearing. Where a hearing is by way of oral presentation, the

- Panel may decide to conduct the hearing in person or by telephone or video conference;
- b. the individual being disciplined has received a copy of the incident report and it will be included in the notice of the hearing as set out in E-11(12)(a);
 - c. members of the Panel shall select from amongst themselves a Chairperson;
 - d. quorum is all three (3) Panel members;
 - e. decisions are made by a majority vote, the Chair carries a vote;
 - f. the individual being disciplined may be accompanied by a representative;
 - g. the individual being disciplined has the right to present evidence and argument;
 - h. the hearing is held in private;
 - i. the Panel may request that witnesses to the incident be present or submit written evidence;
 - j. once appointed, the Panel has the authority to abridge or extend timelines associated with all aspects of the Hearing;

PRELIMINARY CONFERENCE

13. The Discipline Panel may determine that the circumstances of the dispute warrant a preliminary conference:
- a. The matters which may be considered at a preliminary conference include date and location of hearing, timelines for exchange of documents, format for the hearing, clarification of issues in dispute, any procedural matter, order and procedure of the hearing, remedies being sought, identification of witnesses, and any other matter which may assist in expediting the hearing proceedings.
 - b. The panel may delegate to its Chairperson the authority to deal with these preliminary matters.
14. The Discipline Panel shall render its decision, with written reasons, within ten (10) days of the Hearing. A copy of this decision shall be provided to all of the Parties to the Hearing, the Executive Director and the President.
15. The preceding provisions may be modified, or added to, as required by the provisions of any other pertinent SSBC policies, such as those dealing with doping, harassment, personnel or event specific matters.
16. Where the individual acknowledges the facts of the incident, he/she may waive the hearing, in which case the Panel shall determine the appropriate disciplinary sanction. The Panel may hold a hearing for the purpose of determining an appropriate sanction and all parties may

attend the hearing.

17. If the individual being disciplined chooses not to participate in the hearing, the hearing shall proceed in any event.

18. If the Discipline Panel determines that the allegations of misconduct are false, vexatious, retaliatory or frivolous, they may apply disciplinary action against the Complainant.

SANCTIONS

19. The Discipline Panel may apply the following disciplinary sanctions singly or in combination, for major infractions:

- a. written reprimand to be placed in individual's file;
- b. hand-delivered written apology;
- c. suspension from certain SSBC events which may include suspension from the current competition or from future teams or competitions;
- d. being sent home following suspension from the current competition;
- e. payment of a financial fine in amount to be determined by the Disciplinary Panel;
- f. suspension of SSBC funding;
- g. suspension from certain SSBC activities (i.e. competing, coaching, or officiating) for a designated period of time;
- h. suspension from all SSBC activities for a designated period of time;
- i. expulsion from SSBC;
- j. other sanctions as may be considered appropriate for the offence.

20. The preceding sanctions may be modified, or added to, as required by the provisions of any other pertinent SSBC policies, such as those dealing with harassment, doping, personnel or event-specific matters.

21. Unless the Discipline Panel decides otherwise, any disciplinary sanctions shall commence immediately.

22. In applying sanctions, the Disciplinary Panel may have regard to the following aggravating or mitigating circumstances:

- a. the nature and severity of the offence;
- b. whether the incident is a first offence or has occurred repeatedly;
- c. the individual's acknowledgment of responsibility;
- d. the individual's extent of remorse;
- e. the age, maturity or experience of the individual;
- f. the individual's prospects for rehabilitation.

23. Notwithstanding the procedures set out in this Policy, any member of SSBC who is convicted of a criminal offence involving sexual exploitation, invitation to sexual touching, sexual interference or sexual assault shall face automatic revocation of membership in SSBC.

APPEALS OF THE DISCIPLINE POLICY PROCEDURE

24. Except where otherwise provided, an appeal of any disciplinary matter will be done according to the Appeals Policy of SSBC (E-13).

E-13 POLICY: Appeal Policy (Updated May 2022)

PREAMBLE

1. SSBC recognizes the right of any member to appeal the decision of SSBC and hereby provides for an appropriate process to resolve disputes that could arise from time to time from these decisions,
2. The purpose of this appeal policy is to allow disputes between SSBC and its members to be dealt with fairly, expeditiously and affordably with SSBC, without requiring recourse to formal legal and court-like procedures.
3. In this policy, unless context otherwise requires, words in singular include the plural and vice versa: words importing gender include all genders.

DEFINITIONS

4. **Appeal Panel:** Refers to the appeal panel established as provided in section 8,
5. **Appellant** (also referred to as “Party”): Refers to a Member appealing a decision;
6. **Case Manager:** Refers to an impartial individual nominated by SSBC to oversee only the application of the process described in this policy;
7. **Days:** Means total days, irrespective of weekends or holidays;
8. **Interested Party** (also referred to as “Party”): Refers to an individual who can be directly affected or impacted by a decision of the Appeal Panel and is accepted as such by the parties or is accepted or named as such by the Appeal Panel;
9. **Member:** refers to all categories of Members in SSBC, as well as to all individuals engaged in activities with or employed by SSBC, including, but not limited to, athletes, coaches, officials volunteers, directors, officers, medical and paramedical personnel, administrators and employees (including contract personnel);

10. **Notice of the Appeal:** Refers to a notice filed by the Appellant through the form attached ;
11. **Respondent:** refers to the body whose decision is being appealed;
12. **Statement:** Refers to the written response submitted by the Respondent through the form attached;
13. **Working Days:** Means total days, excluding weekends and holidays.

SCOPE OF APPEAL

14. Any member of SSBC in good standing who is affected by a decision of the Board of Directors, of any Committee of the Board of Directors, or of any entity or individual who has been delegated authority to make decisions on behalf of the Board of Directors, shall have the right to appeal that decision, provided there are sufficient grounds for the appeal as set out in Section 4 of this policy. Such decisions may include, but are not limited to, harassment, selection and discipline, but shall exclude employment and contract matters unless specifically included.
15. Without limiting the scope of section 4, this appeal will not apply to a decision relating to:
 - a. Disciplinary matters arising during events organized by entities other than SSBC, which are dealt with by the policies of these other entities, provided that they have an appeal policy in place;
 - b. Criminal offences for which the Appellant is seeking a criminal conviction;
 - c. Employment and contract matters unless specifically included.
16. This Policy shall not apply to matters relating to the rules of speed skating, policies, and issues surrounding budgeting, staffing, governance structure, program design. These matters which may not be appealed.

GROUND FOR AN APPEAL

17. An appellant cannot challenge a decision only on the grounds that it is not favourable to them. An appeal may be heard only if there are sufficient grounds for the appeal. Sufficient grounds include, but are not limited to, the Respondent:
 - a. Making a decision for which it did not have authority or jurisdiction as set out in governing documents;
 - b. Failing to follow procedures as laid out in the bylaws or approved policies of SSBC;
 - c. Making a decision which was influenced by bias, where bias is defined as a lack of neutrality to such an extent that the decision-maker is unable to consider other views and/or

- that the decision was made on the basis of, or significantly influenced by, factors unrelated to the merits of the matter;
- d. Exercising its discretion for an improper purpose and/or
 - e. Making a decision that was unreasonable or unfair.

TIMING

- 18. Members who wish to appeal a decision will have seven (7) days from the date on which they received notice of the decision, to submit the Notice of Appeal to the President of SSBC or a designate,
- 19. Any party wishing to initiate an appeal beyond the seven (7) day period must provide a written request stating reasons for an exemption to the requirement of subsection 5.1,
- 20. The decision to allow or refuse the exemption as provided in subsection 5.2 will be at the discretion of the Appeal Panel,
- 21. Other timelines provided for in this section can be amended by the President or the Appeal Panel when justified by the circumstances.

SCREENING OF APPEAL

- 22. Within three (3) days of receiving the notice of appeal, the President of SSBC, or a designate, shall decide whether or not the appeal is based on one or more of the categories of possible errors by the Respondent as set out in Section 4. The President of SSBC, or designate shall not determine if the error has been made, only if the appeal is based on such allegation of error by the Respondent.
- 23. If the appeal is denied on the basis of insufficient grounds, the Appellant shall be notified of the decision in writing, giving reasons. This decision is at the sole discretion of the President of SSBC, or a designate, and may not be appealed.

IDENTIFICATION OF INTERESTED PARTIES

- 24. Upon receipt of the Statement of the Respondent, the Case Manager must notify potential Interested Parties of the existence of the appeal and invite them to take part in the proceedings.
- 25. The Interested Parties thus invited become Parties to the proceedings and therefore have the same rights as the Appellant and the Respondent to make submissions before the Appeal Panel with respect to the issues in dispute.

APPEAL PANEL

- 26. If the President of SSBC, or a designate, is satisfied that there are sufficient grounds for an appeal, within seven (7) days of having

- received the original notice of appeal, the President of SSBC, or a designate, shall establish an Appeal Panel (the "Panel") as follows:
27. the Panel shall be comprised of three (3) individuals who shall have no significant relationship with the affected parties, shall have had no involvement with the decision being appealed, and shall be free from any other actual or perceived bias or conflict;
 - a. at least one (1) of the Panel's members may be from among the Appellant's peers;
 - b. in the event a peer is appointed to the panel, the Appellant shall be given the opportunity to recommend such person, provided that member satisfies criterion (a) above;
 28. should the Appellant not recommend the Panel member as set out in (c) above within three (3) days, the President of SSBC, or a designate, shall appoint the peer member of the Panel.

PRELIMINARY CONFERENCE

29. Within no more than five (5) working days of the Appeal Panel being established, the Panel will hold a preliminary conference to consider various preliminary issues, such as, but not limited to the following:
 - a. the matters which may be considered at a preliminary conference include date and location of hearing, timelines for exchange of documents, format for the appeal, clarification of issues in dispute, any procedural matter, order and procedure of hearing, remedies being sought, identification of witnesses, and any other matter which may assist in expediting the appeal proceedings.
30. The preliminary conference may be held by conference call, video conferencing or in person. The decision is the sole discretion of the Chairperson and may not be appealed.
31. The participants in the preliminary conference shall be all Parties, their representatives, if any, the Case manager and the Appeal Panel Members.
32. The chairperson and the Case Manager shall arrange the preliminary conference and its precise date and time in consultation with the participants.
33. The Panel may delegate to its Chairperson the authority to deal with these preliminary matters.
34. The Case Manager shall act as secretary of the preliminary conference and prepare a written confirmation of the appeal procedures established during that preliminary conference. Within two (2) working days after the conclusion of the preliminary conference, the Case Manager will communicate to all Parties the written confirmation as approved by the Appeal Panel.

PROCEDURE FOR THE APPEAL HEARING

35. The Appellant has the burden of proof, on a balance of probabilities, that the decision being appealed is the result of a procedural error as described in section 4.
36. The Panel shall govern the appeal by such procedures as it deems appropriate, provided that:
 - a. the appeal hearing shall be held within twenty one (21) days of the Panel's appointment;
 - b. the Appellant, Respondent and Affected Parties shall be given fourteen (14) days written notice of the date, time and place of the appeal hearing;
 - c. a quorum shall be all three (3) Panel members;
 - d. decisions shall be by majority vote, where the Chairperson carries a vote;
 - e. if the matter under appeal relates to team selection, any person potentially affected by the decision of the Panel shall become a party to the appeal;
 - f. the Panel may direct that any other individual participate in the appeal.
37. In the event that one of the Panel's members is unable or unwilling to continue with the appeal, the matter will be concluded by the remaining two (2) Panel members. Should the Chair of the Panel be unable or unwilling to continue with the appeal, the remaining Panel members shall appoint a Chair from among themselves. If they are unable to select a Chair, the President shall appoint one of the Panel members to act as Chair. In the event there is a tie in making a final decision in the matter being appealed, the Chair shall carry the deciding vote.
38. any of the Parties may be accompanied by a representative or advisor, including legal counsel;
39. copies of any written documents which any of the Parties would like the Panel to consider shall be provided to the Panel, and to all other parties, at least five (5) regular days in advance of the Hearing;
40. Unless otherwise agreed by the Parties, there shall be no communication between Panel members and Parties in regards to the appeal except in the presence of, or by written copy to, the other Parties.
41. Appeals will be conducted by conference call, video conference or in person as deemed appropriate by the Chairperson.

APPEAL DECISION

42. Within seven (7) regular days of the conclusion of the appeal, the Panel shall issue its written decision, with reasons. In making its

decision, the Panel shall have no greater authority than that of the original decision-maker. The Panel may decide:

- a. to void or confirm the decision being appealed;
 - b. to vary the decision where it is found that an error occurred and such an error cannot be corrected by the original decision-maker for reasons which include, but are not limited to, lack of clear procedure, lack of time, or lack of neutrality;
 - c. to refer the matter back to the initial decision-maker for a new decision; and
 - d. to determine how costs of the appeal shall be allocated, if at all.
43. A copy of this decision shall be provided to each of the Parties and to the President and Executive Director.

TIMELINES

44. If the circumstances of the dispute are such that this Policy will not allow a timely appeal, the Panel may direct that these timelines be abridged. If the circumstances of the disputes are such that the appeal cannot be concluded within the timelines dictated in this Policy, the Panel may direct that these timelines be extended.

DOCUMENTARY APPEAL

45. Any Party to the appeal may request that the Panel conduct the appeal by way of documentary evidence. The Panel may seek agreement from the other parties to proceed in this fashion. If agreement is not forthcoming, the Panel shall decide whether the appeal shall proceed by way of documentary evidence or in-person hearing.

LIABILITY DISCLAIMER

46. Except in cases of willful misconduct, the Appeal Panel and the Appeal Officer will bear no liability in respect of either of the Parties for any act or omission in connection with the resolution of a dispute in accordance with the policies of SSBC.
47. The Appeal Officer and the members of the Appeal Panel cannot be called as witnesses during an appeal or before any court of competent jurisdiction, including with respect to costs.
48. No action or proceeding may be brought against SSBC or its members in respect of a dispute, unless SSBC is failing or refusing to comply with the provisions with regards to appeals or dispute resolution as provided in the policies of SSBC.

E-14 POLICY: Arbitration Policy (Updated May 2022)

1. All differences or disputes shall first be submitted to appeal pursuant to the appeal process set out in these Policies and Procedures.
2. Any final decision made by the Appeal Panel that may lead to irreversible consequences for one of the Parties may be submitted by way of application to the Sport Dispute Resolution Centre of Canada (SRDCC), which will resolve the dispute definitively in accordance with the Canadian Sport Dispute Resolution Code, as amended from time to time by the (SRDCC).
3. Should a matter be referred to arbitration or mediation, all Parties to the original appeal shall be Parties to the arbitration or mediation.
4. The totality of costs of the SDRCC dispute resolution services will be borne by the person requesting such services, unless otherwise agreed upon by other parties.
5. The Parties to arbitration shall enter into a formal Arbitration Agreement and the decision of any arbitration shall be final and binding.

E-15 POLICY: Insurance for SSBC and Membership Activities

PREAMBLE

Insurance is maintained by SSBC for the protection of its membership. In spite of careful precautions, accidents can happen. This can result in an individual being sued by someone who claims injury or damages resulting from Speed Skating operations or events. Even if the individual is found to be blameless, litigation expenses could severely strain their resources. SSBC liability insurance will defend a member and pay for damages that may be awarded against them.

1. Insurance Company

SSBC has a Commercial General Liability Insurance Policy with a respected insurance carrier. The policy is renewable on a yearly basis and the expiry date is October 1st of each and every year. It is a broad policy covering all members in good standing including Athletes, Board, Directors, Executive, Managers, Coaches, Officials, employees and volunteers, while acting for SSBC.

2. Certificate of Insurance

At the beginning of each skating season, all Speed Skating Clubs can download a Certificate of Insurance from the website to show each of these Clubs is named on the Policy. It is common practice for each City or Municipality to not allow the ice to be rented by the Speed Skating Clubs until a copy of the Certificate of Insurance is received.

E-15 PROCEDURE: Insurance for SSBC and Membership Activities

- ~~1. It is strongly recommended that where an injury has resulted during a recognized SSBC event that a claim form be filed immediately, whether or not the severity of the injury has been determined.~~
- ~~2. A Claim Form is inserted in all sanctioned packages when a sanction has been requested.~~
- ~~3. In the event that a claim form is needed for other Speed Skating activities, i.e.: practices, demonstration, mass start event, etc., forms are available from SSBC office and one will be faxed or emailed to them.~~
- ~~4. The form must be completed within the statutory timeframe set out by the insurance company.~~
- ~~5. The insurance policy is currently with BFL Canada Ltd.~~

Rationale:

Updated to reflect current procedures.

1. All Accident Report forms should be submitted to the Executive Director **via email and copied to the Technical Director.**
2. When an Accident Report form is submitted to the Executive Director, they will inform the injured and their Guardian if the injured is a minor, the procedure for making an accident claim should they wish to proceed.
3. Instructions for making a Claim will be updated from time to time by the Insurance company.

Rationale:

Updated to clarify processes.