



# POLICIES AND PROCEDURES ORGANIZATIONAL MANAGEMENT

SSBC Policies and Procedures Manual #1 of 3

REVISIONS FROM PUBLIC MEETING MAY 9 ARE IDENTIFIED IN GREEN.

## SECTION H – ADMINISTRATIVE AND FINANCIAL MANAGEMENT

### H-1 POLICY: Books and Records

1. In accordance with By-Law 10.3, certain Books and Records of the Association are available for viewing by members with reasonable notice. Documents to which any member is allowed to view and obtain copies include:
  - a. the minutes of any Annual or Special General Meeting of the Association;
  - b. the minutes of meeting of the Board of Directors;
  - c. a list of the Directors of the Association;
  - d. a registrar of members and club affiliation, without address or personal contact information;
  - e. the documents filed with the BC Societies Act including incorporation documents;
  - f. the Constitution and Bylaws;
  - g. the Policies, Procedures and Regulations; and
  - h. the budget and financial statements (balance sheet and budget comparative) for the current year and previous years.
2. Written contracts to which the Association is a named party (except employment contracts) and Bank statements, cancelled cheques and deposit slips where any confidential/personal information has been removed may be inspected by a member in a location mutually agreeable to the Treasurer and the member making the request. Copies will not be supplied.

### H-1 PROCEDURE: Books and Records

1. A request to obtain copies of any of the above must be made in writing through SSBC office to the Executive Director. The request must specify the documents to be viewed.
2. A response will be made within five (5) working days of the request.
3. Any scanning or copying costs incurred to provide a member with a copy of any records pertaining to the Association will be borne by the member making the request.

## H-2 POLICY: Financial Management and Accountability

1. The ~~British Columbia Speed Skating Association~~ **Speed Skating BC** recognizes the importance of a comprehensive inclusive financial management program for the sound management of the organization.
2. Accounting Records
  - a. The Association will maintain its financial records in accordance with generally accepted accounting principles, consistently applied to ensure accurate books and records of account are maintained.
  - b. The books of account will be kept in such a manner as to separate clearly all income and expenses and to indicate which sources are attributable, with all distributions to be accompanied by supporting documents.
  - c. The books shall be kept by using a recognized accounting software program.

**Rationale:**  
Name update

- d. The Association appointed Auditor will ~~audit these~~ **perform a financial review of these** records at the end of each fiscal year. **An audit will be conducted when recommended by the SSBC Auditor or our regulating body Treasurer or Funding Partner.**

**Rationale:**  
Updated to reflect current fiscal recommendations.

3. Budget
  - a. The Board of Directors shall ensure the appropriate guidelines are established for the preparation **of the budget.** ~~and submission of budgets by the Standing Committees (and Operating Committees as required) and SSBC Staff, in a timely manner.~~
  - b. The Finance Committee, in conjunction with the Board ~~and Executive Director,~~ will develop the Association budget.

**Rationale:**  
Updated to reflect current practices

**Rationale:**  
Updated to reflect ED is part of Finance Committee

5. Financial Statements
  - a. Financial statements will be prepared monthly and will reflect the different program areas.

6. Expenditures
  - a. Expenditures are reviewed by the Executive Director and approved by two signing authorities prior to disbursement

**Rationale:**  
Updated to reflect current practices

- ~~a. All expenses must be approved, prior to payment, by the standing committee chairpersons for charges to their program area, the President, Treasurer or Executive Director.~~
  - b. ~~Authorized expenditures are limited to those contained in the policy manual or those made by the Executive Director for standing committee operations, the purchase of goods for resale, and for~~

~~providing recoverable advances to host organizations on behalf of skaters or their agents. disbursement~~

## H-2 PROCEDURE: Financial Management

1. The monthly inputting of entries may be performed by staff or an independent bookkeeper.
2. The monthly financial statements shall be reviewed monthly by the Treasurer.
3. ~~The Treasurer shall ensure that a complete back-up of the inputted data is done on a monthly basis and stored at the Association's office.~~
4. Supporting documentation shall be maintained **in the electronic filing system** ~~a safe and secure site within the Association's office.~~ This documentation can only be moved off site for the purpose of a review by the Treasurer or Auditor or for the monthly inputting by the bookkeeper.
  
5. The budgeting process will occur as follows:
  - a. **the upcoming season's annual budget will be presented to the Board in March for approval** ~~initial development for the upcoming season at March/April Board planning meeting;~~
  - b. presentation of the Board approved budget at SSBC Annual General Meeting **Summit conference.**
  - c. **the budget may be updated during the fiscal year to represent changes and must be approved by the Board.**

**Rationale:**  
Updated to reflect current practices

**Rationale:**  
Updated to reflect current practices

## H-3 POLICY: Invoicing, Payment and Receipts

1. The Executive Director is responsible for the payment of approved invoices, all invoicing, issuance of receipts and collection of debts due to the Association. These tasks may be assigned to other staff or assumed by the Board.

## H3 - PROCEDURE: Procedure for Refunds (Updated June 2022)

The following procedure is in place for all SSBC run events, programs and services.

1. Membership fees are non-refundable.
2. Sanction fees are non-refundable.

3. If an event, program or service is cancelled by SSBC, all registrants will receive a full refund.
4. If an event, program or service is rescheduled, and an individual is unable to attend, the individual will receive a full refund.
5. If an individual registered for an event, program or service and withdraws prior to 48 hours before the start, for any reason, the individual will receive a refund minus the credit card administration fee if applicable.
6. If an individual registered for an event, program or service and withdraws after 48 hours before the start, no refund will be provided.
7. If an individual withdraws from an event within the 48 hours of the event due to symptoms of an illness as identified by the Communicable Disease Prevention Plan, the individual is eligible for a refund.

#### H-4 POLICY: Travel and Expenses

1. Expenses will be paid to those authorized to act on behalf of the association when attending functions and events, in accordance with approved plans and budgets.
2. Travel, including parking at the airport will be reimbursed at cost but individuals are expected to book the least expensive travel possible, within reason.
3. A Per Diem of ~~\$45.00~~ **\$60.00** may be provided for those authorized to act on behalf of the association when attending functions and events. Authorization may be given by Standing Committee chairs for expenses within their program area, the Executive Director or the President. The per diem is to be used for incidental expenses incurred to attend the function and event and for meals with the maximum claim for meals to be:
  - a. breakfast     ~~\$10.00~~ **\$15**
  - b. lunch           ~~\$14.00~~ **\$15**
  - c. dinner          ~~\$21.00~~ **\$30**
4. In the event that a meal is provided when representing the Association (i.e. Airline or hosting Club), then that portion of the per diem should not be claimed and will not be reimbursed.
5. Mileage will be reimbursed at a rate of forty-five (45) cents per kilometre.

**Rationale:**  
Amounts updated to be current with practices of other organizations.

#### H-4 PROCEDURE: Travel and Expenses

1. Unless otherwise approved in advance, travel reimbursement will be at the lowest rate available not less than fourteen (14) days in advance of the travel date.
2. All expense claims are to be received by SSBC office within 30 days. In February and March each year, attempts are to be made to ensure the claims are submitted ASAP because of the fiscal year end.
3. All expense claims must have original supporting documentation.
4. All claims are to be approved by the applicable Standing Committee chair, Executive Director or the Treasurer, before being submitted to the bookkeeper for processing.

**Rationale:**

Updated to reflect current practices

#### H-5 POLICY: SSBC Delegates to the Speed Skating Canada Annual General Meeting

1. ~~The British Columbia Speed Skating Association~~ Speed Skating BC will support delegates representing SSBC to the SSC Annual General Meeting.
2. The number of delegates to attend the SSC Annual General Meeting and congress on behalf of SSBC is subject to funding availability.
3. The usual individuals who are sent as delegates to the SSC AGM and congress are:
  - a. The President
  - b. The Executive Director
4. Other individuals that may also be considered as delegates to the SSC Annual General Meeting depending on the workshops and programs being offered at the SSC AGM are:
  - a. Members of the Board
  - b. Standing Committee Chairs
  - c. SSBC Members and/or staff individuals (staff, committee members) who would benefit SSBC by attending workshops and seminars, or special training that is being provided by the SSC at the Annual General Meeting and congress
  - d. ~~other members~~
5. Subject to funding availability, all SSBC delegates to the SSC Annual General Meeting may be fully funded except when funding is provided by SSC, subject to SSBC Travel Policy, Procedures and Regulation as follows:
  - a. transportation
  - b. reimbursement for accommodations will be based on two (2) sharing unless otherwise approved in advance by the Board

**Rationale:**

Updated to name change

**Rationale:**

Updated to reflect current practices

**Rationale:**

Updated to align with Safe Sport practices.

Accommodation is based on single occupancy unless there is consent between parties for sharing.

- c. meals at the accepted per diem rate
- d. additional SSC AGM events approved by the Board in advance.

## H-6 POLICY: Attending Delegate Responsibilities for the SSC Annual General Meeting

1. SSBC Delegates attending the SSC AGM are expected to:
  - a. represent **Speed Skating BC** ~~the British Columbia Speed Skating Association~~ in the best interest of all
  - b. where funded, attend all the events and meetings
  - c. report back to the membership the decisions that occurred and information that was provided
  - d. ~~be available throughout the season for consultation and advice based on the information attained at the national meeting~~
  - e. ~~conduct workshops as required based on the information attained at the meeting.~~

**Rationale:**

Updated to name change

**Rationale:**

Updated to reflect current practices

## H-7 POLICY: Board **& Committee** Members **and Staff** Attending SSBC Annual General Meeting

1. When funds permit, SSBC will support the attendance of Board **and Standing Committee** Members **or their designates and Staff** to SSBC Annual General Meeting.
2. Board members and Staff attending SSBC Annual General Meeting will be funded, subject to SSBC Travel and Expenses Policies and Procedures and to available funding, as follows:
  - a. transportation
  - b. reimbursement for accommodations ~~will be based on two (2) sharing unless otherwise approved in advance by the Board~~  
Accommodation is based on single occupancy unless there is consent between parties for sharing.
  - c. meals at the accepted per diem rate.

**Rationale:**

Updated to include Committee Chairs or designates.  
Removed Staff as it is an operational decision to send staff to the AGM and would be done so according to work needs and budget.

**Rationale:**

Updated to align with Safe Sport practices.

## H-8 POLICY: Club Delegates attending SSBC Annual General Meeting

1. Subject to available funding, club delegates may be offered financial assistance to attend SSBC AGM.

## H-8 PROCEDURE: Club Delegates attending SSBC Annual General Meeting

1. Where there are funds available to assist clubs in sending delegates to SSBC AGM, the clubs will be advised not less than ~~ninety (90)~~ **sixty (60)** days in advance of the AGM so that travel arrangements can be made.

**Rationale:**  
Updated to align with budgetary timelines

## H-9 POLICY: Inventory of Goods and Supplies

1. An annual inventory of all SSBC goods and supplies will be prepared for audit purposes.

## H-9 PROCEDURE: Inventory of Goods and Supplies

1. Goods refer to items that may have been purchased in bulk, are not for resale, and have not been fully expensed by year-end.
2. Supplies refer to items that SSBC has purchased for resale.
3. The Executive Director is responsible for conducting the inventory at the end of the fiscal year and **submitting** ~~submit~~ it to the Treasurer and/or directly to the Auditor.

**Rationale:**  
Updated to correct grammar.

## H-10 POLICY: Self-Generated Funds

1. SSBC recognizes the importance of developing and implementing programs that can sustain the Association.

## H-10 PROCEDURE: Self-Generated Funds

1. To foster the practice of self-generated funds, SSBC's financial statements will:
  - a. identify those funds which are self-generated in each of the program areas
  - b. identify those self-generated funds which are not within the specific program areas
2. Each Committee has a responsibility to review, monitor and further develop programs within its portfolio that generate funds through fees, sponsorship or other means, in order to be sustainable.

3. The Treasurer and the Finance Committee are responsible for ensuring that association-wide programs are reviewed and further developed to generate discretionary dollars and help make the association more self-sufficient

#### H-11 POLICY: SSBC Signing Authority (Updated May 2022)

1. Cheques and Electronic Transfers
  - a. The cheque signing authorities shall be determined by the Board in the first meeting after the Annual General Meeting as indicated in By-Law 10.4.
  - b. Each cheque requires the signature of any two (2) authorized signing authorities.
  - c. Each electronic transfer requires the approval in writing or through electronic verification of two (2) authorized signing authorities.
  - d. In order to ensure the integrity of financial reporting, and to avoid any potential conflict of interest, the board member tasked with financial oversight shall not be a signing officer as long as there are two other signing officers available.
  - e. No payee, whether directly or indirectly, may be the signing authority on any Association financial instrument where he or she is specifically named.
2. Other Legal Instruments
  - a. The signing authorities for other legal instruments such as funding contracts, sponsorship contracts, fee-for-service contracts or other like contracts shall be the President, Vice President, Treasurer, Executive Director or one other Director.

#### H-12 POLICY: Provincial Competition Sanction Fees

1. Sanction Fees and categories shall be established and approved by the Board on an annual basis. ~~The Sanction Fee is \$75.00 if it is received in SSBC offices fourteen (14) days in advance of the event.~~
2. Sanction Fees will be communicated to the membership at the AGM. ~~If the Sanction Fee is not received by the deadline, an additional fee of \$75.00 will be charged for late payment.~~

**Rationale:**  
Updated to provide clarity regarding roles and timeline.

#### H-13 POLICY: Employment Policy



## **1. OBJECTIVE**

1.1. This policy guides the employment practices of the British Columbia Speed Skating Association (SSBC).

## **2. FIELD OF APPLICATION**

This policy applies to all full time, part time and contract employees of SSBC.

2.1. This policy and the Employment Standards Act of the Province of British Columbia (RSBC 1996) shall govern the terms and conditions of employment SSBC full time and part time employees.

2.2. All full time and part time employees shall enter into a written contract of employment with SSBC. From time to time, SSBC may hire contractual employees.

2.3. The terms and conditions of employment for contract employees shall be governed by the terms of their contracts with SSBC.

2.4. From time to time SSBC may hire casual employees. The terms and conditions of employment for casual employees shall be governed by the Employment Standards Act of the Province of British Columbia.

2.5. The Board of Directors shall be responsible for the implementation of this policy, and for all decisions relating to hiring, firing and promoting (by way of salary increases) full time and part time employees.

## **3. DEFINITIONS**

3.1. Contract Employee: an employee who is employed to complete a specific task or an ongoing task or a project or an ongoing project for a specific cost, which may have a specific timeline.

3.2. Full Time Employee: an employee, who is solely employed by the Association, works a minimum of 37.5 hours per week and receives an annual salary.

3.3. Part Time Employee: an employee who is employed by the Association and works less than 37.5 hours per week but more than 7.5 hours per week and receives an annual or hourly salary.

3.4. Casual Employee: an employee who is employed in a specified capacity.

3.5. Personal Service Contract: is a contract with an individual for that individual to provide specific services to the organization for a specified period.

#### **4. PRINCIPLES**

4.1. SSBC recognizes its employees' right to work in a safe environment which promotes equal opportunity for all, prohibits discriminatory practices and harassment of any kind, and in which all individuals are treated fairly and with respect and dignity.

4.2. SSBC recognizes that providing for its employees' personal, family, and health-related needs, will affect their personal well-being and their ability to work effectively.

4.3. SSBC believes it has a responsibility to encourage the professional and personal development of its employees.

4.4. SSBC believes that all sensitive and personal employee information must be kept strictly confidential, except where SSBC is required by law to disclose such information.

#### **5. POLICY STATEMENT**

5.1. SSBC is committed to fair and equitable practices in employment.

#### **6. PROVISIONS**

##### **6.1. Hiring Practices**

6.1.1. SSBC employees may be engaged on a full-time, part-time, short term contract or special project contract basis. Personal service contracts shall not be used for full-time employees or part-time employees where the nature of the relationship is that of an employer-employee, as defined in the Canada Revenue Agency Income Tax Act.

6.1.2. All job vacancies shall be posted and the scope of posting and announcement shall be determined by the requirements of the position and the availability of suitable candidates.

6.1.3. All candidates shall be screened against predetermined required minimum criteria. Accepted candidates shall be granted an interview before a hiring committee of not less than three (3) people. The Executive Director (E.D.) shall be a member of the hiring committee for all other

office staff and branch staff. The other hiring committee members shall be chosen by the Executive Director, from among but not limited to, the Board, Committee chairs and staff, as appropriate to the position being filled. The Board of Directors shall hire the Executive Director.

6.1.4. Successful candidates may be reimbursed for personal costs comprising travel and accommodation for interview purposes, and relocation costs comprising personal (family) travel and moving of household belongings.

## **6.2. Terms of Employment**

6.2.1. Upon hiring all employees will be provided with the following documented information on operational and administrative procedures including: - orientation procedures - contract terms - job description - vacation and other leave - compensation package - performance evaluation process - hours of work - pertinent Association policies

6.2.2. All full time and part time employees shall be subject to a probation period of not less than three (3) months and not more than nine (9) months, at the end of which a performance review will determine whether or not the employment will continue.

## **6.3. Compensation**

6.3.1. The total salary and benefits paid to or on behalf of an employee shall be considered the employee's compensation package.

6.3.2. Salary compensation may take the form of an hourly rate of pay or annual salary for part time employees, an annual salary for full-time employees, or a fixed sum for special contract employees. Incentive pay or performance bonuses may be included in contracts only if approved by the Board of Directors. Salary compensation will be based on required knowledge and education of the position, skills, experience, marketplace rates and the association's ability to pay. An annual review of salary shall be done by the employee's supervisor and recommendations based on the performance review will go to the ED for approval. Annual salary rates of pay shall be reviewed annually by the ED. The Board will approve the Executive Director's contract. Annual performance and salary reviews will be done by a committee of the Board led by the President.

6.3.3 Employees shall receive the following benefits as part of their total compensation package:

a) SSBC/SSC membership, the full amount of which will be paid on behalf of the employee by SSBC.

6.3.4. Other benefits must be approved by the Board of Directors.

#### **6.4. Time In Lieu**

6.4.1. Employees who are required to work on weekends, holidays or evenings, in the course of their normal duties, shall be granted time-off on a regular time basis, that is, time in lieu. Time in lieu (TIL) shall normally be taken within a set period immediately following the work period, if operational requirements permit. Otherwise, TIL may be deferred to a less busy time, mutually agreed upon by the employee and supervisor.

6.4.2. SSBC office may be closed at the discretion of the Executive Director before or after holiday periods, such as Christmas and New Years, for the purpose of reducing employees' accumulated TIL. 6.4.3. Employees shall be reimbursed for up to a maximum of 15 days of TIL credits outstanding when employment is terminated.

#### **6.5. Performance Review**

6.5.1. All full-time and part-time employees are entitled to ongoing performance feedback and at least one annual oral performance review and written evaluation. The performance review shall be based on performance goals mutually established at the beginning of the annual review cycle. If appropriate, feedback will be requested from multiple parties who have personal knowledge of the employee's work.

6.5.2. In situations of serious performance problems an oral review and written evaluation should be done as required.

6.5.3. If the employee's performance is below satisfactory, the Executive Director will discuss with the Employee the specific problems, the level of performance that is required, and the time frame for achieving that level. The E.D. will help the Employee to improve his or her performance through appropriate corrective action including, but not limited to, daily work review and feedback, further training and/or counselling. All discussions regarding unsatisfactory performance will be documented and placed in the employee's personnel file. If performance does not improve according to the time frame, which has been discussed, the Employee may be terminated for cause

6.5.4. If an employee's unsatisfactory performance has no identifiable and correctable reason, the situation will be treated as one of a disciplinary nature. Appropriate disciplinary steps will be taken including a verbal warning, a written warning, suspension without pay and finally dismissal. All disciplinary actions must be supported by detailed written documentation.

6.5.5. Where an employee disagrees with the performance evaluation, and feels that he/she has been treated unfairly, the employee shall have the right to appeal the decision as specified in the Appeals Policy

## **6.6. Termination**

6.6.1. Notice of termination shall not be required for an employee discharged for cause.

6.6.2 An employee who breaches the confidentiality of information obtained as a result of employment with SSBC, shall be subject to termination without notice. An employee who knowingly condones or encourages the use of, or facilitates the supply of banned or illegal substances to athletes shall be subject to termination without notice. An employee who is established by evidence, witness or conviction, has stolen SSBC property, or stolen property at a SSBC event, shall be terminated without notice. An employee who is convicted of criminal offences outside of any SSBC connection may be subject to a notice of termination.

6.6.3. Unsatisfactory work performance shall be cause for termination only if all the appropriate corrective actions and consultative steps, as outlined in 'Performance Review', have been exhausted, and a reasonable time frame for improvement has elapsed.

## **6.7. Statutory Holidays**

6.7.1. All employees shall be entitled to the following paid statutory holidays Year's Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Labour Day; Thanksgiving; Christmas Day and Boxing Day.

## **6.8. Vacation Leave**

6.8.1 All employees shall be entitled to ten (10) days of earned annual leave after twelve (12) consecutive months of employment. After five (5) years of consecutive employment employees shall be entitled to fifteen (15) days of annual leave and after ten (10) and subsequent years of consecutive employment employees shall be entitled to twenty (20) days of annual leave.

6.8.2. Employees shall be entitled to carry over, to the following year, up to a maximum of five (5) days of annual leave with permission of the immediate supervisor.

6.8.3. An employee who is terminating employment shall be reimbursed for all unused vacation leave on a pro rata basis.

6.8.4. Other vacation leave shall be approved by the Board.

## **6.9. Sick Leave**

6.9.1. All full-time and part-time employees shall be entitled to six (6) sick leave days per year. Employees may carry forward into the following year up to two (2) unused sick leave days. The ED may request a doctor's certificate for any period of sick leave exceeding three (3) days.

## **6.10. Other Leave With Pay**

6.10.1. Employees shall be entitled to five (5) days bereavement leave for the death of a member of their immediate family. Immediate family includes: spouse or equivalent, child, parent, parent-in-law, brother or sister.

6.10.2. Employees shall be entitled to two (2) days bereavement leave for the death of a grandparent.

6.10.3. Employees shall be entitled to five (5) days paternity leave; five (5) days leave for the adoption of a child; and five (5) days for the birth of a child.

## **6.11. Leave Without Pay**

6.11.1. An employee shall be entitled to up to fifty two (52) weeks of combined maternity and parental leave.

6.11.2. An employee may be granted leave without pay for a period up to one year at the discretion of the Board of Directors.

## **6.12. Professional Development**

6.12.1. SSBC may support the professional development of its employees, however approval for financial support must be received from the employer prior to registration or enrolment. Support may cover any portion of the costs up to 100% and may include leave with pay, for the purpose of professional development related to the performance of the employee's duties.

## **7. REVIEW AND APPROVAL**

7.1. SSBC Board of Directors and Executive Director shall review this policy biennially.

## H14 - POLICY: Employee and Volunteer Screening (Updated May 2022)

### PURPOSE

As part of our commitment to creating a safe sport environment, Speed Skating BC is taking steps to ensure employees and volunteers participating in all SSBC activities are screened with a thorough onboarding process, including Criminal Records Checks (CRC).

Speed Skating BC acknowledges employee and volunteer screening will help to create a safe and protected sport environment free from abuse and maltreatment for all SSBC members.

### DEFINITIONS

The following terms will have this meaning in this Policy:

**“Individuals”** – All categories of employees and volunteers within SSBC, including but not limited to coaches, officials, event volunteers, official chaperones, directors, officers, administrators, staff, and team personnel.

**“Applicants”** – All individuals applying for an employee, contractor or volunteer position within SSBC.

**“Criminal Record Review (CRR)”** – A search of the RCMP National Repository of Criminal Records to determine whether the individual has a criminal record.

**“Screening”** - An examination and verification of a person’s credentials through an application and/or interview process.

**“Screening Officer”** – A designated individual who will be responsible for receiving, reviewing and recording all CRC’s and determining whether any CRC reveals a Relevant Offense.

**“High-Risk Position”** – Any employee or volunteer role that has direct contact with minor athletes where there is an opportunity for maltreatment or if in a position of trust with money.

**“Rule of Two”** - The goal of the Rule of Two is 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. There may be exceptions for emergency situations.

### SCREENING STANDARDS

The screening process is intended to help prevent maltreatment and identify potential risks to the organization. Screening is based on two processes; personal interview and reference check and a Criminal Records Review.

The following table outlines the requirements based on position:

	<b>Criminal Records Review</b>	<b>Interview &amp; Reference Check</b>
<b>Coaches and Assistant Coaches (19 and over)</b>	<b>Required</b>	<b>Required</b>
<b>Coaches and Assistant Coaches (up to 19)</b>	<b>Not required</b>	<b>Required</b>
<b>Volunteers (19 and over) with opportunity to have unsupervised access</b>	<b>Required</b>	<b>Required</b>
<b>Volunteers (up to 19) with opportunity to have unsupervised access</b>	<b>Not required</b>	<b>Not required</b>
<b>Volunteers without access to youth and Vulnerable Adults</b>	<b>Not required</b>	<b>Not required</b>
<b>Chaperone</b>	<b>Required</b>	<b>Required</b>
<b>Club Board members with signing authority</b>	<b>Not required</b>	<b>Required</b>
<b>Club Board members without signing authority</b>	<b>Not required</b>	<b>Suggested</b>
<b>Officials</b>	<b>Not required</b>	<b>Not required</b>
<b>SSBC Board members</b>	<b>Not required</b>	<b>Required</b>
<b>Employees</b>	<b>Required</b>	<b>Required</b>
<b>Contractors</b>	<b>Required</b>	<b>Required</b>



#### PERSONAL INTERVIEWS AND REFERENCE CHECK

1. As part of our organization's commitment to the prevention of maltreatment and organizational effectiveness, individuals identified in the chart above will be interviewed to determine suitability for the position and any potential risk of their involvement in the organization.
2. A Staff member or the volunteer who will be supervising the applicant will conduct the interview as the primary interviewer. It is recommended that two people be present for the interview.
3. As part of the interview process, a minimum of 2 references will be requested.
4. Reference Checks should be conducted by the staff member or volunteer who is supervising the applicant prior to the applicant starting work with the organization.
5. All members are required to agree to be bound by Speed Skating BC's Code of Conduct and abide by the letter and spirit of the organization's policies. Maltreatment in any form is strictly prohibited and may be grounds for termination or dismissal.

#### CRIMINAL RECORDS REVIEW

6. In accordance with the Criminal Records Review Act, all individuals who, in the course of their duties, have the potential to have unsupervised contact with children or vulnerable adults are required to have a Criminal Records Review.
7. It is the responsibility of each Club and SSBC to determine which roles within their Club or organization would have the potential to have unsupervised contact with children or vulnerable adults.
8. Clubs are responsible for advising the Screening Officer of those individuals who will require Criminal Records Review.
9. Individuals who decline to submit to a Criminal Record Review, do not complete the Criminal Record Review process in a timely manner or do not pass the Criminal Record Review are not allowed to hold a position where a Criminal Record Review is required.
10. Criminal Record Reviews must be renewed every 5 years.
11. Equivalent Criminal Record Reviews from other organizations may be accepted as long as they have been completed within the last 3 years.

12. Applicants may also be screened for offenses that occurred outside of Canada, which would be considered an indictable offense under the laws of Canada had the offense occurred in Canada.
13. If an individual is charged with or convicted of an offense, that person must report the charge or conviction to the organization within one (1) week. SSBC may request the individual refrain from participation until their proceedings have been settled.
14. An individual's conviction of any Criminal Code offenses may result in termination from any designated positions, program, activity or event upon the sole discretion of the organization.

#### SCREENING OFFICER

15. The designated Screening Officer is the Executive Director. Alternatively, if a conflict exists, the Board Chair will assume the role as Screening Officer.
16. The designated Screening Officer is responsible for ensuring that SSBC's screening policy is followed should an individual fail a Criminal Record Review or refuse to submit to secondary screening.

#### RECORDS

17. All records will be maintained in a confidential manner conforming to the British Columbia Personal Information Protection Act and Speed Skating BC's Privacy Policy and will not be disclosed to others except as required by law, or for use in legal, or disciplinary proceedings.

#### SUPPORTING DOCUMENT:

<https://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-rec-ord-check>

## H-14 - PROCEDURE: Employee and Volunteer Screening (Updated May 2022)

### SCREENING STANDARDS

The screening process is intended to help prevent maltreatment and identify potential risks to the organization. Screening is based on two

processes; personal interview and reference check and a Criminal Records Review.

The screening process does not replace the practice of “Rule of Two” when working with children, youth and vulnerable adults.

### **Personal Interview and Reference Check**

1. The personal interview in combination with a reference check has been shown to be one of the most powerful tools in preventing maltreatment in sport.
2. The interview is best conducted by 2 people, one of which should be the applicant’s immediate supervisor.
3. A sample interview would be:
  - a. Explain the interview process
  - b. Describe the position the applicant is hoping to fill
  - c. Describe the screening process
  - d. Assess the applicant's skills for the position. Review the questions in the Sample Reference Check document for sample interview questions. The document can be found in Appendix 4..
  - e. Look for attitudes toward children, teamwork and working with parents.
4. Assess the applicant suitability for the position and their general demeanor as it relates to the culture of speed skating and particularly as it relates to the safety of our members.
5. The interviewers should obtain 2 references that relate to sport or the applicant’s volunteer work if possible.
6. A sample Reference Check Questionnaire is available in Appendix 4..

### **Criminal Records Review**

1. Upon completion of the Personal Interview and Reference Check a person applying for a position that is identified as requiring a Criminal Records Review, the applicant's name should be submitted to Speed Skating BC Screening Officer.
2. The BC Screening Officer is the Executive Director or their designate.
3. The following information is required”
  - a. Full Name of Applicant
  - b. Position within Speed Skating BC

- c. Email address
  - d. Telephone number
  - e. If the applicant has an existing Criminal Records Review.
4. The Speed Skating BC Screening officer will submit the information to the BC Criminal Records Review Process.
  5. All information will be kept confidential in accordance with Speed Skating BC's Privacy Policy.
  6. The person requesting the Criminal Record Review and the applicant will be advised if the applicant has passed the screening and is able to work unsupervised with children or vulnerable adults.
  7. An applicant may be required to provide further information to complete the Criminal Records Review, including fingerprints.
  8. An applicant may begin work in their role prior to the Review being completed, but the Rule of Two must be maintained.
  9. If an applicant does not pass or does not complete the screening process they are prohibited to hold a position where a Criminal Record Review is required.
  10. Criminal Record Reviews must be renewed every 5 years.
  11. Equivalent Criminal Record Reviews from other organizations may be accepted as long as they have been completed within the last 3 years.
  12. Applicants may also be screened for offences that occurred outside of Canada, which would be considered an indictable offence under the laws of Canada had the offence occurred in Canada.
  13. If an individual is charged with or convicted of an offence, that person must report the charge or conviction to the organization within 1 week. SSBC may request the individual refrain from participation until their proceedings have been settled.
  14. An individual's conviction of any Criminal Code offenses may result in termination from any designated positions, program, activity or event upon the sole discretion of the organization.

**SUPPORTING DOCUMENT:**

**<https://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check>**

## H-15: PROCEDURE: Club Event Registration in IceReg (Updated May 2022)

The use of a centralized online registration system (IceReg) for the organization has many benefits to assist the organization in mitigating risk, ensuring compliance with guidelines, tracking participation rates and creating a more streamlined registration process for members.

1. Registration for all club events where the use of waivers is required must be processed through the SSBC's IceReg system.
2. Payment processing through IceReg is optional.
3. SSBC will provide support to Clubs in setting up Event Registration.