



POLICIES AND PROCEDURES ORGANIZATIONAL MANAGEMENT

SSBC Policies and Procedures Manual #1 of 3

Speed Skating BC's Policies and Procedures Manual for Organizational Management is the repository for the operational and organizational rules for the business of the organization.

Organizational Policies are approved by the Board and then ratified by the Membership at the AGM. Procedures are approved by the Board of Directors.

Any change requests for policies or procedures may be directed to the President or Executive Director.

Definitions:

SSBC Policies

Policies are decisions of and for the organization that stipulate a course of action, limitations on individual or organizational actions, or frameworks for action that must be adhered to by the Board of Directors, Committees and all members of Speed Skating BC. Policies cannot contradict the laws of the province or country, or the Constitution and Bylaws of the organization.

SSBC Procedures

Procedures describe how to conduct the business of the organization with reference to a specific policy or policies. Procedures provide a sequence or direction for steps to be taken in order to implement or activate a policy or policies.

SSBC Forms

All Forms referenced in this manual can be found in the Appendices or on SSBC website.

SSBC POLICIES AND PROCEDURES

ORGANIZATIONAL MANAGEMENT

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SSBC POLICIES AND PROCEDURES

ORGANIZATIONAL MANAGEMENT

SECTION A – GOVERNANCE

A-1 POLICY: The Authority Level of Governing Documents

1. Speed Skating BC is a Registered Society in the Province of British Columbia and must adhere to the current Society Act, and other current laws as passed by the provincial and national governments, and applicable to the business of the organization.
2. Speed Skating BC's primary governing document is the Constitution and Bylaws. The Constitution and Bylaws cannot contravene the BC Societies Act or other current provincial or national laws. The Constitution and Bylaws may be more stringent and/or directive than the BC Societies Act.
3. Policies, procedures and regulations of SSBC cannot contravene the BC Societies Act, current provincial or national laws, or SSBC Constitution and By-Laws.
4. Clubs and individuals who take out membership with Speed Skating BC are agreeing to abide by the Constitution and By-Laws, and all Policies, Procedures and Regulations of Speed Skating BC, by virtue of their membership.

A-1-1 PROCEDURE: Governing Documents and SSBC Members

1. SSBC Membership registration documents and membership communication vehicles will note acceptance of, and compliance with SSBC Constitution and By-Laws, and all Policies, Procedures and Regulations as a requirement of membership.

A-1-2 PROCEDURE: Revising the Constitution and Bylaws

1. Resolutions for revision to SSBC Constitution and Bylaws must be submitted in accordance with By-Law 1.4.

A-2 POLICY: Approval and Distribution of Organizational Management Policies and Procedures

1. The British Columbia Speed Skating Association Organizational Management Policies and Procedures will be approved by the Board.
2. The Board may approve a policy from time to time which will be presented for ratification at the next Annual General Meeting.
3. Policies and Procedures will be made available to Directors, Committee members and all members through SSBC website.

A-2 PROCEDURE: Approval and Distribution of Organizational Management Policies and Procedures

1. Each member of the Board and the Executive Director are responsible for keeping SSBC policies current, based on the needs of SSBC and requirements of external funders or other organizations.
2. Policies and Procedures will be reviewed annually by the Board and the Executive Director.
3. Recommendations for creation, revision or deletion of Organizational Management Policies and Procedures may be submitted to the Board of Directors by any SSBC Director, Committee member, member or staff.
4. Recommendations should be submitted in writing to the President and Executive Director at least fourteen (14) days before an upcoming Board of Directors' meeting and include:
 - a. current policy (if applicable);
 - b. rationale for development, revision or deletion of a Policy and/or Procedure;
 - c. proposed new or revised Policy and/or Procedure;
 - d. contact information (email and day phone) for the individual submitting the recommendation.
5. The Executive Director is responsible for ensuring that the most current version of approved Policies and Procedures is posted on SSBC website and distributed electronically to clubs, committees and Directors electronically.
6. The current SSBC Constitution and Bylaws will be posted on SSBC website and be no more than two (2) clicks from the member login page.
7. The current SSBC Policies, Procedures and Regulations Manuals will be posted on SSBC website and be no more than two (2) clicks from the member login page.
8. Individual or club members of SSBC will be provided with links or electronic copies of the Constitution and By-Laws, and Policies, Procedures and Regulations upon request.

A-3 POLICY: Governance – Organizational Structure



SECTION B – BOARD OF DIRECTORS

B-1 POLICY: Board of Directors

1. In accordance with By-Law 6.2.1, the Board of Directors is comprised of:
 - a. Officers:
 - President
 - Vice-President
 - Secretary
 - Treasurer
 - b. Other Directors
 - Not less than three (3) and not more than (5) other Directors.
2. Directors are elected by the membership in accordance with By-Laws 5.1 and 6.2.

B-1 PROCEDURE: Board of Directors

1. A call for nominations to the Board of Directors will be sent to all members with the notice of AGM.
2. Directors serve terms in accordance with By-Law 6.2.2.

B-2 POLICY: Board of Directors – Positional Job Descriptions

1. Each position on the Board of Directors will have a Job Description approved by the Board and reviewed annually.
2. Each Director will be familiar with and comply with the requirements of their position on the Board.
3. Each Director must agree to comply with SSBC Code of Ethics and Conflict of Interest Policy.
4. The general duties and responsibilities of all Directors shall be:
 - a. meeting and maintaining the qualification requirements of a director of a Society as dictated by the BC Societies Act;
 - b. complying with the BC Societies Act and its regulations, including maintaining an acceptable standard of care for the organization, acceptance of liability for decisions made and actions taken, and declaration of any true or perceived conflicts of interest between the Director and the Society;
 - c. complying with the Society's Constitution and By-Laws, policies and procedures, as properly adopted by the Directors and/or membership;
 - d. preparing for each Board of Directors meeting by reviewing previous meeting minutes and reading reports and documents circulated in advance of meetings;
 - e. participating in the Board's governance role of oversight and accountability of the activities of the association actively participating in the Board's planning, monitoring and evaluation responsibilities;
 - f. liaising with Speed Skating Canada;
 - g. liaising with sport delivery agencies, government and other supporters;
 - h. submitting authorized expense claims plus required original receipts for approved expenses incurred on behalf of the Society in a timely manner;

B-2 PROCEDURE: Board of Directors – Positional Job Descriptions

The Directors' Duties and Conflicts are as described in By-Law 8.

Job descriptions for Directors can be found in Appendix 1 of SSBC Policies and Procedures Manual for Organizational Management.

B-3 POLICY: Committees of the Board

1. The Board may, at its discretion, and by formal resolution at a Board meeting, create a Committee to be assigned duties that are under the general purview of the Board. Appointees to Committees of the Board will be made by the President.
2. The Committees of the Board are:
 - a. Finance Committee;
 - b. Governance Committee;
 - c. Nominating Committee;
 - d. Risk Management.
3. The President will chair the Governance and Risk Management Committees and the Treasurer will chair the Finance Committee. The chair of the Nominating committee will be appointed by the Board.
4. The Board may, at its discretion, convene a committee for a special purpose as needed. The Chair of such a Committee would be appointed by the Board.

B-3 PROCEDURE: Committees of the Board

1. Each Committee of the Board will have Terms of Reference developed and approved by the Board prior to the committee starting its work.
2. Terms of Reference for the Committees of the Board can be found in Appendix 2.

B-4 POLICY: Committees of the Board Accountability and Authority

1. Committees of the Board are accountable to the Board of Directors.
2. Committees of the Board will provide written or verbal reports to the Board of Directors' meetings from time to time, as activities compel them to do so or if requested.
3. Committees of the Board may be asked to submit a report to the Annual General Meeting.

B-5 POLICY: Meetings of the Board of Directors

1. Meetings are called and held in compliance with By-Law 7.1.

B-5 PROCEDURE: Meetings of the Board of Directors

1. Meetings of the Board of Directors function in accordance with By-Law 7.
2. The Board has the option of meeting by conference call, video conferencing or other electronic means.

3. The President may not vote at a Board of Directors' meeting except to cast the deciding vote in the case of a tie.
4. In all meetings held by conference call, video conferencing or other electronic means, all those participating must be able to hear the other participants and be heard.

B-6 POLICY: Meetings of Committees of the Board

1. Committee meetings are held at the call of the Chair and based on the needs of the committee work plan.
2. A quorum is a simple majority of committee members.

B-6 PROCEDURE: Meetings of Committees of the Board

1. Committee meetings can be held in person or through conference call, video conferencing or other electronic means if warranted.
2. Committee decisions are made by a simple majority vote within the parameters of the authority of the committee based on its Terms of Reference.
3. Committee Chairs may not vote except to cast the deciding vote in the case of a tie.
4. In all meetings held by conference call, video conferencing or other electronic means, all those participating must be able to hear the other participants and be heard.

SECTION C – COMMITTEES

C-1 POLICY: Standing Committees

1. The Standing Committees of SSBC are:
 - a. Sport Development Committee;
 - b. Coaching Development Committee;
 - c. Athlete Development Committee;
 - d. Officials' Development Committee.

C-2 POLICY: Operating Committees

1. The Operating Committees of SSBC are:
 - a. Awards Committee;
 - b. Competitions Committee;
 - c. Records Committee.

C-3 POLICY: Standing and Operating Committee Terms of Office

1. Standing and Operating Committee members are elected by the membership at the AGM. Where vacancies exist, the Board **can appoint members to fill the vacancy.**
2. Standing and Operating Committees will follow the terms of office as per By-Law section 6.10.
3. The Chairpersons of each Standing and Operating Committee is selected from amongst committee members or may be appointed by the Board.
4. Standing and Operating Committee members serve for a two (2) year term.
5. Standing Committees will follow the same term limits as the Board as outlined in By-Law 6.10; members may serve up to three (3) consecutive 2 year terms to a maximum of six (6) years. After a two (2) year absence the member may again be nominated for a position on the Committee,
6. Time served in any SSBC elected body will be considered separately when determining term limits.

C-3 PROCEDURE: Standing and Operating Committee Terms of Office

1. A call for interest in serving on a Standing and/or Operating Committee will be sent to all members with the notice of the AGM.
2. A sign-up opportunity for individuals interested in serving on Standing and/or Operating Committees will be conducted at the Annual General Meeting.
3. As much as possible, the terms of members should be staggered with one-half (½) of the committee membership being elected or appointed each year. This will provide for continuity within the committees.

C-4 POLICY: Standing and Operating Committee Accountability and Authority

1. Standing and Operating Committees are accountable to the membership through the Board of Directors.
2. All Standing and Operating Committee members must comply with SSBC Code of Ethics and Conflict of Interest Policy.
3. Standing and Operating Committees will provide written or verbal reports to the Board of Directors from time to time, at the request of the Board.
4. Standing and Operating Committees must only work within their area of jurisdiction and level of authority as determined by the Committee Terms of Reference, found in Appendix 2.
5. Standing and Operating Committee Chairs or persons acting as Chair shall submit to the President of the Association an Annual report of the activities, accomplishments and challenges of the preceding season along with recommendations for the upcoming season, not less than four (4) weeks prior to the Annual General Meeting of the Association, for distribution to the membership in advance of the AGM.
6. A representative from each Standing Committee shall be involved in Operational Planning for the upcoming season, typically beginning in January of the previous season,
7. Designated staff members sit on SSBC committees in an advisory capacity to provide their subject matter expertise. As part of their job responsibilities, staff members are also expected to ensure that the committee works within the parameters of the approved budget; SSBC Policies, Procedures and Regulations; contractual requirements and that its work and decisions align with applicable SSC program parameters -NCCP, LTPAD, Officials, Coaching and Competitions development committees. If there is a situation whereby the staff member believes that a committee decision or direction contradicts any of the above factors, the Board and Committee are to be notified of the circumstance, details and reasoning within two (2) working days of the committee decision, by email.

C-5 POLICY: Meetings of Standing and Operating Committees

1. Committee meetings are held at the call of the Chair or any Committee member and are based on the needs of the committee work plan.
2. A quorum is a simple majority of committee members.

C-5 PROCEDURE: Meetings of Standing and Operating Committees

1. Committee meetings can be held in person virtually or a combination of the two
2. Committee decisions are made by a simple majority vote, within the parameters of the authority of the committee based on its Terms of Reference.
3. Committee Chairs may not vote except to cast the deciding vote in the case of a tie.
4. Minutes shall be kept and made available to the Board within 21 days of the meeting,

5. In all meetings held virtually all those participating must be able to hear the other participants and be heard

SECTION D – SSBC CODE OF ETHICS AND CONFLICT OF INTEREST POLICY

D-1 POLICY: Code of Conduct

“Organization” refers to Speed Skating BC

Definitions

1. The following terms have these meanings in this Code:
 - a. “Individuals” – Individuals employed by, or engaged in activities with, the Organization including, but not limited to, athletes, coaches, officials, volunteers, parents and guardians, administrators, committee members, and directors and officers of the Organization
 - b. “Workplace” - Any place where business or work-related activities are conducted. Workplaces include but are not limited to, the physical or virtual office space, work-related social functions, work assignments outside the Organization’s offices, work-related travel, and work-related conferences or training sessions.

Purpose

2. The purpose of this Code is to ensure a safe and positive environment (within the Organization’s programs, activities, and events) by making Individuals aware that there is an expectation, at all times, of appropriate behaviour consistent with the Organization’s core values and the BC Universal Code of Conduct (BC UCC). Speed Skating BC accepts all language contained in the British Columbia Universal Code of Conduct (BC UCC). A copy of the code can be obtained here.

Speed Skating BC supports the creation of a sport environment that is accessible, inclusive, respects their participants personal goals and is free from all forms of Maltreatment. Maltreatment in all its forms is a serious issue that undermines the health, wellbeing, performance and security of individuals, communities, and society.

Application of this Code

3. This Code applies to Individuals’ conduct during Speed Skating BC’s business, activities, and events including, but not limited to, competitions, practices, tryouts, training camps, travel associated with Speed Skating BC’s activities, office environment, and any meetings.
4. An Individual who violates this Code may be subject to sanctions pursuant to the Speed Skating BC’s Discipline, Arbitration and Appeals Policies. In addition to facing possible sanction pursuant to the Speed Skating BC’s Discipline, Arbitration and Appeals Policies, an Individual who violates this Code during a competition may be ejected from the competition, the official may delay the competition until the Individual complies with the ejection, and the Individual may be subject to any additional discipline associated with the competition.
5. An employee or contractor of Speed Skating BC found to have engaged in acts of maltreatment, violence or harassment against any other employee, worker, contractor, member, customer, supplier, client or other third party during business hours, or at any Speed Skating BC event, will be subject to appropriate disciplinary action subject to the terms of the Speed Skating BC’s Employment Policy as well as the employee’s Employment Agreement (if applicable).
6. This Code also applies to Individuals’ conduct outside of Speed Skating BC’s business, activities, and events when such conduct adversely affects relationships within the Organization (and its

work and sport environment) and is detrimental to the image and reputation of Speed Skating BC. Such applicability will be determined by the Organization at its sole discretion.

Responsibilities

7. Individuals have a responsibility to:
 - a. Maintain and enhance the dignity and self-esteem of the Organization members and other individuals by:
 - i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, sex, and sexual orientation.
 - ii. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees, or members
 - iii. Consistently demonstrating the spirit of sport and the values of Speed Skating BC, leadership, and ethical conduct
 - iv. Acting, when appropriate, to correct or prevent practices that are discriminatory
 - v. Consistently treating individuals fairly and reasonably
 - vi. Ensuring adherence to the rules of the sport and the spirit of those rules
 - b. Refrain from any behaviour that constitutes **harassment**, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading, or malicious. Types of behaviour are outlined in **Speed Skating BC's Harassment Policy**
 - c. Refrain from any behaviour that constitutes **workplace harassment**, where workplace harassment is defined as vexatious comment or conduct against a worker in a workplace – a comment or conduct that is known or ought reasonably to be known to be unwelcome. Workplace harassment should not be confused with legitimate, reasonable management actions that are part of the normal work function, including measures to correct performance deficiencies, such as placing someone on a performance improvement plan, or imposing discipline for workplace infractions. Types of behaviour that constitute workplace harassment include, but are not limited to:
 - i. Bullying
 - ii. Repeated offensive or intimidating phone calls or emails
 - iii. Inappropriate sexual touching, advances, suggestions or requests
 - iv. Displaying or circulating offensive pictures, photographs or materials in printed or electronic form
 - v. Psychological abuse
 - vi. Personal harassment
 - vii. Discrimination
 - viii. Intimidating words or conduct (offensive jokes or innuendos) Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, or demeaning.

- d. Refrain from any behaviour that constitutes workplace violence, where workplace violence is defined as the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker; an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; or a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker. Types of behaviour that constitute workplace harassment include, but are not limited to:
 - i. Verbal threats to attack a worker
 - ii. Sending to or leaving threatening notes or emails for a worker
 - iii. Making threatening physical gestures to a worker
 - iv. Wielding a weapon in a workplace
 - v. Hitting, pinching or unwanted touching of a worker which is not accidental
 - vi. Throwing an object at a worker
 - vii. Blocking normal movement or physical interference of a worker, with or without the use of equipment
 - viii. Sexual violence against a worker
 - ix. Any attempt to engage in the type of conduct outlined above

- e. Abstain from any behaviour that constitutes **physical maltreatment**, where physical maltreatment is defined by the **BC UCC**, as contact or non-contact infliction of physical harm. Types of behaviour that constitute physical maltreatment include, but are not limited to:
 - i. Contact behaviours such as deliberately punching, kicking, beating, biting, striking, strangling or slapping another.
 - ii. Non-contact behaviours such as
 - iii. isolating a person in a confined space;
 - iv. forcing a person to assume a painful stance or position for no athletic purpose (e.g., requiring an athlete to kneel on a hard surface);
 - v. the use of exercise for the purposes of punishment;
 - vi. withholding, recommending against, or denying adequate hydration, nutrition, medical attention or sleep;
 - vii. denying access to a toilet;
 - viii. providing alcohol to a Minor Participant;
 - ix. providing illegal drugs or non-prescribed medications to a Participant;
 - x. encouraging or knowingly permitting an athlete to return to play prematurely following any injury or after a concussion and without the clearance of a medical professional;
 - xi. encouraging an athlete to perform a skill for which the Participant knows or ought to know that the athlete is not developmentally ready.

- f. Abstain from any behaviour that constitutes **sexual maltreatment**, where sexual maltreatment is defined by the **BC UCC** as:
 - i. any non-Consensual touching of a sexual nature and/or the Criminal Code offence of sexual assault.
 - ii. participating in, forcing or coercing a person into sexual acts or performing acts on a person that violates their sexual integrity (e.g. hazing).

- iii. Participating in sexual harassment, which is defined as any comment or conduct of a sexual nature that is unwelcome or that would be objectively perceived as unwelcome by and outside observer.
- iv. Sexual maltreatment can take place in any form, in person or by means of communications (e.g. online social media or via a third party). Examples of Sexual Maltreatment include as described by the BC UCC:
 - v. Any sexual solicitation or advance made in the context of a relationship that involves a Power Imbalance where the person making the solicitation or advance has more power and knows or ought reasonably to know that it is unwelcome.
 - vi. Reprisal or a threat of reprisal for the rejection of a sexual solicitation or advance, where the reprisal is made or threatened by a person who has more power in the context of a relationship that involves a Power Imbalance, or if the person to whom the solicitation or advance is made is a Minor;
 - vii. Questions asked of a person about their sexual preferences, sexual history, sexual organs or sexual experiences, particularly when such questions are asked of a Minor or Vulnerable Participant;
 - viii. Sexual attention when the person giving the attention reasonably knows or ought to know that the attention is unwanted or unwelcome or where the object of the attention is a Minor. Sexual attention includes but is not limited to comments about a person's appearance, body or clothing that could be objectively perceived by another person as being sexual in nature, practical jokes based on sex; intimidating sexual remarks, propositions, invitations or familiarity.
 - ix. Unwelcome remarks based on gender which are not of a sexual nature but which are demeaning such as derogatory gender-based jokes or comments
- g. Abstain from the use of non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, the Organization adopts and adheres to the **Canadian Anti- Doping Program**. Any infraction under this Program shall be considered an infraction of this Code and may be subject to further disciplinary action, and possible sanction, pursuant to the Organization's **Discipline, Arbitration and Appeals Policies**. The Organization will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by the Organization or any other sport organization
- h. Refrain from associating with any person who has incurred an anti-doping rule violation and is serving a sanction involving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program and/or the World Anti- Doping Code and recognized by the Canadian Centre for Ethics in Sport (CCES) for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision of the sport,
- i. Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
- j. Refrain from consuming alcohol, tobacco products, or recreational drugs while participating in Speed Skating BC's programs, activities, competitions, or events with the exception of activities outlined item 7.k.
- k. In the case of adults, avoid consuming alcohol in situations where minors are present and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations associated with the Organization's events
- l. Respect the property of others and not wilfully cause damage

- m. Promote the sport in the most constructive and positive manner possible
- n. Adhere to all federal, provincial, municipal and host country laws
- o. Comply, at all times, with Speed Skating BC's bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time

Board/Committee Members and Staff

8. In addition to section 7 (above), the Organization's Directors, Committee Members, and Staff will have additional responsibilities to
 - a. Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of the Organization's business and the maintenance of Individuals' confidence
 - b. Ensure that the Organization's financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities
 - c. Conduct themselves openly, professionally, lawfully and in good faith in the best interests of the Organization
 - d. Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism
 - e. Behave with decorum appropriate to both circumstance and position and be fair, equitable, considerate, and honest in all dealings with others
 - f. Keep informed about the Organization's activities, the provincial sport community, and general trends in the sectors in which they operate
 - g. Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which the Organization is incorporated
 - h. Respect the confidentiality appropriate to issues of a sensitive nature
 - i. Ensure that all Individuals are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight
 - j. Respect the decisions of the majority and resign if unable to do so
 - k. Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings
 - l. Have a thorough knowledge and understanding of all the Organization governance documents
 - m. Conform to the bylaws and policies approved by the Organization, in particular this Code of Conduct and Ethics as well as the Conflict of Interest Policy

Coaches

9. In addition to section 7 (above), coaches have many additional responsibilities. The coach-athlete relationship is a privileged one and plays a critical role in the personal, sport, and athletic development of the athlete. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it, consciously or unconsciously. Coaches will:
 - a. Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the involved athletes
 - b. Prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm athletes

- c. Avoid compromising the present and future health of athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment, and management of athletes' medical and psychological treatments
- d. Support the coaching staff of a training camp, provincial team, or national team; should an athlete qualify for participation with one of these program
- e. Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete
- f. Act in the best interest of the athlete's development as a whole person
- g. Be respectful of other coaches
- h. Meet the highest standards of credentials, integrity and suitability, including but not limited to such considerations established by the Organization's Safe Sport Policy and the Responsible Coaching Movement
- i. Report any ongoing criminal investigation, conviction, or existing bail conditions, including those for violence, child pornography, or possession, use, or sale of any illegal substance
- j. Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcohol and/or tobacco
- k. Respect athletes playing with other teams and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless after first receiving approval from the coaches who are responsible for the athletes
- l. Abide by the BC Universal Code of Conduct.
- m. Not engage in a sexual relationship with an athlete where a power imbalance exists. Refer to the BC Universal Code of Conduct for more information.
- n. Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation, and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights
- o. Dress professionally, neatly, and inoffensively
- p. Use inoffensive language, taking into account the audience being addressed

Athletes

10. In addition to section 7 (above), athletes will have additional responsibilities to:
- a. Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete.
 - b. Participate and appear on-time, well-nourished, and prepared to participate to their best abilities when participating in all competitions, practices, training sessions, testing sessions, tryouts, tournaments, and events
 - c. Participate in a manner that ensure the safety of fellow athletes, coaches, officials and volunteers.
 - d. Properly represent themselves and not attempt to participate in a competition for which they are not eligible by reason of age, classification, or other reason
 - e. Adhere to Speed Skating BC's rules and requirements regarding clothing and equipment
 - f. Never ridicule a participant for a poor performance or practice

- g. Act in a sporting manner and not display appearances of violence, foul language, or gestures to other athletes, officials, coaches, or spectators
- h. Dress in a manner representative of the Organization; focusing on neatness, cleanliness
- i. Act in accordance with the Organization's policies and procedures and, when applicable, additional rules as outlined by coaches or managers

Officials

11. In addition to section 7 (above), officials will have additional responsibilities to:
- a. Maintain and update their knowledge of the rules and rules changes
 - b. Work within the boundaries of their position's description while supporting the work of other officials
 - c. Act as an ambassador of the Organization by agreeing to enforce and abide by international, national and provincial rules and regulations
 - d. Strive to render decisions firmly but without arrogance; fairly but without officiousness and to render all decisions according to the rules of our sport regardless of the situation and the individuals concerned.
 - e. Respect the rights, dignity, and worth of all individuals and to conduct themselves so as to instill in all competitors and other competition officials a respect for each other.
 - f. Not publicly criticize other officials or any club or association
 - g. Assist with the development of less-experienced referees and minor officials
 - h. Conduct themselves openly, impartially, professionally, lawfully, and in good faith in the best interests of the Organization, athletes, coaches, other officials, and parents
 - i. Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others
 - j. Respect the confidentiality required by issues of a sensitive nature, which may include ejections, defaults, forfeits, discipline processes, appeals, and specific information or data about Individuals
 - k. Honour all assignments unless unable to do so by virtue of illness or personal emergency, and in these cases inform the assignor or association at the earliest possible time
 - l. When writing reports, set out the facts and not attempt to justify any decisions
 - m. Dress in proper attire for officiating
 - n. Seek to improve, learn and develop their skills and standards of officiating through workshops, clinics and other learning opportunities.

Volunteers

12. In addition to section 7 (above), volunteers will have additional responsibilities to:
- a. Conduct themselves in a responsible manner consistent with the values of Speed Skating BC including fair play, integrity, dignity, open communication and mutual respect
 - b. Treat all individuals and property with dignity, courtesy, and respect, including but not limited to other players, coaches, officials, volunteers, other parents or guardians and all other individuals that are part of the organization.
 - c. Work within the boundaries of their position's description while supporting the work of other volunteers.
 - d. Conduct themselves openly, impartially, professionally, lawfully, and in good faith in the best interests of the Organization, athletes, coaches, officials, and parents and guardians.

- e. Honour all commitments unless unable to do so by virtue of illness or personal emergency, and in these cases inform the organizer or association at the earliest possible time
- f. Dress in proper attire for the position you are volunteering for.
- g. Respect the confidentiality required by issues of a sensitive nature, which may include specific information or data about Individuals in accordance with Speed Skating BC's Privacy Policy.

Parents and Guardians

13. In addition to section 7 (above), parents and guardians will have additional responsibilities to:
- a. Conduct yourself in a responsible manner consistent with the values of Speed Skating BC including fair play, integrity, dignity, open communication and mutual respect
 - b. Model positive and responsible behaviour, and communicate with their child that they expect them to do the same.
 - c. Treat all individuals and property with dignity, courtesy, and respect, including but not limited to other players, coaches, officials, volunteers, other parents and all other individuals that are part of the organization.
 - d. Refrain from any behaviour, or comments, which are profane, insulting, harassing, sexist, racist, abusive, disrespectful or otherwise offensive without hostility or violence.
 - e. Emphasize the importance of values like fair play, respect, cooperation, competition and teamwork to their child offering praise for fair play, participation, and skill development
 - f. Instill confidence in their child's ability and skill development, always avoiding comparisons with other skaters and celebrating the acquisition of skills and goals achieved by their child.
 - g. Respect the coach and understand the coach is responsible for the skill development of the athlete. A parent's role shall be to take a healthy interest in their child's progress and development and be responsible for the child's nutrition, rest, overall health, and moral and emotional support.
 - h. Understand and follow the steps in the return to sport protocol should their child suffer a concussion or other injury.

D-2 POLICY: Conflict of Interest

This policy pertains to the Board of Directors, Standing and Operating Committee members and staff. SSBC is committed to provide for an environment for decision-making which supports the unadulterated interest of the Association.

DUTY

1. All persons and agents, Board of Directors, Committee Members, Employees, etc., appointed to act on SSBC's behalf are under an obligation and a duty to act:
 - a. in the Association's best interests;
 - b. fairly, impartially and without bias.

DEFINITION

2. A "conflict of interest" is any situation where an individual's interest, or the interest of a close friend, family member, business association, corporation or partnership in which the individual holds

significant interest, or a person to whom an individual owes an obligation, may prevent the individual from acting:

- a. in the Association's best interest, and
- b. on behalf of the Association fairly, impartially and without bias

BENEFIT

3. An individual must not personally benefit from any transaction involving the Association except in unique situations authorized in accordance with this Policy.
4. An individual must not directly or indirectly benefit from any transaction involving the Association except in unique situations, authorized in accordance with this Policy.
5. An individual must not use his/her relationship with the Association to confer an advantage on himself/herself or a close friend, family member, business association, corporation or partnership in which he/she holds a significant interest.
6. An individual may not directly benefit from a transaction with the Association over which he/she is in a position to influence decisions made on behalf of the Association.

USING ASSOCIATION PROPERTY

9. An individual must have authorization to:
 - a. use property owned by the Association for personal purposes, or
 - b. purchase Association property unless it is through usual channels of disposition.
10. An individual may not take personal advantage of an opportunity available to the Association unless:
 - a. it is clear the Association has irrevocably decided against pursuing the opportunity, and
 - b. the opportunity is equally available to all members of the Association.
11. An individual may not use his/her position with the Association to solicit clients for personal business or for one operated by a close friend, family member, business associate, corporation or partnership in which he/she has a significant interest.

USING ASSOCIATION INFORMATION

12. Association Information is information which is acquired solely by reason of involvement with the Association and which is under an obligation to be kept confidential. An individual may have access to Association information only for Association purposes.
13. An individual must not use Association information for his/her personal benefit.
14. An individual must report any incident of abuse of Association information.
15. An individual must protect Association information from improper disclosure.
16. An individual may divulge Association information if:
 - a. he/she is authorized to release it, and
 - b. it is to a person who has a lawful right to the information.
17. Anyone in doubt whether Association information may be released must request advice from the President.

D-2 PROCEDURE: Conflict of Interest

RESPONSIBILITY

1. An individual must arrange his/her private affairs and conduct himself/herself in a manner so as to avoid conflict of interest or the appearance of conflict of interest.

AUTHORIZED TO ACT

2. Unless authorized to do so, an individual may not:
 - a. act on behalf of the Association or deal with the Association in any matter where he/she is in conflict of interest or appears to be in conflict of interest, nor
 - b. use his/her position, office or affiliation with the Association to pursue or advance his/her personal interest or those of a person described in Policy D-2.2.

DISCLOSURE

3. An individual must immediately disclose a conflict of interest to the Board or a person the Board designates. It is important to make the disclosure when the conflict first becomes known. If the individual does not become aware of the conflict until after the transaction is concluded, he/she must still make disclosure immediately.
4. An individual who is in doubt about whether he/she is or may be in a conflict of interest must request the advice of the Board or a person the Board designates.
5. Unless otherwise directed, an individual must immediately take steps to resolve the conflict of interest or remove the suspicion that exists.

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 participates in Senior or Junior Canadian Championships, CanadaCups or the Canada Winter Games. (Formerly “Elite” Category) |
| Provincial Athlete | Annual membership for a skater who participates in the Canadian Youth Championships, BC Championships, BC Winter Games and/or inter-provincial/territorial competitions. (Formerly “Competitive” category). |
| Club Athlete | Annual membership for a skater who participates in recreational programming and participates in regional, inter-club or club competitions. (Formerly “Recreational” Category) |
| Introductory Athlete | Event membership for a skater who participates in an introductory program such as “Learn to Speed Skate”. Program length is a maximum of 10 sessions per membership year. Athletes may compete in one regional event at their home club. Intro Athletes are registered as “Club Athletes” in Speed Skating Canada. |
| Try Speed Skating | Event membership for a skater who only participates in one special event, such as, but not limited to an open house, festival or school event. Event duration may not exceed two days. (Formerly “Special Event” Category) |
| Coach | Annual membership for an individual who actively participates in the delivery of speed skating programs and/or competitions and identifies as In-training, Trained or Certified in an NCCP coaching context. (Formerly “Associate” 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 Level 1 training in a provincial, territorial or national official’s development program. (Formerly “Associate” Category) |
| Volunteer | Annual membership for an individual who actively supports the delivery of activities and competitions for the betterment of speed skating in their community and beyond. (Formerly “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 only available 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 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.

E-12 POLICY: Complaint and Discipline Policy (Revised May 2023)

Refer to the stand alone document “Complaint and Discipline Policy”

E-13 POLICY: Appeal Policy

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.

GROUNDS 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

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. 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.

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: Inclusion

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: Inclusion

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

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

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

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

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 “What’sApp” 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.

SECTION G – COMMUNICATIONS

G-1 POLICY: Communications

SSBC is committed to assisting its member Clubs by keeping them informed about the business of Speed Skating. This policy includes minimum standards required to ensure accurate distribution, protection of personal information, code of conduct, strong brand recognition and withdrawal privileges and deadlines. This policy applies to all members, staff and executive of SSBC.

1. SSBC office will be responsible for maintaining current club contacts based on information submitted by member clubs.
2. Electronic communication outside of SSBC shall always be properly referenced (name, title, etc.) as to the sender's position within the Association.
3. All correspondence (electronic or any other method) must be in full compliance with the Association's Code of Conduct and respective of the Association's Harassment Policy.
4. All internal communications between members of the Board, Staff and Contractors are to be considered "confidential" and, without express written permission of the sender, cannot be passed on in any form, in whole or in part, to anyone else.

G-1 PROCEDURE: Communications

1. Deleted
2. Deleted
3. Avenues of communication to the membership of SSBC are:
 - a. Newsletters
 - b. Bulletins
 - c. SSBC Website
 - d. SSBC Facebook page and Instagram
 - e. Other forms of social media such as Facebook Groups and YouTube.
 - f. Group email messages
 - g. Other methods as required.
4. The sender is responsible for ensuring privacy is maintained for all recipients of an email message when appropriate. This may require the use of the blind copy function to preserve email address privacy. Refer to the SSBC's Personal Information Protection Policy.

G2 - POLICY: Personal Information Protection Policy

1) OBJECTIVE

- a) The intent of the British Columbia Speed Skating Association's (SSBC) Personal Information Protection Policy (PIPP) is to help individuals understand how their personal information is managed at and by SSBC.
- b) This Policy is designed to comply with applicable privacy legislation in British Columbia (Personal Information Protection Act SBC 2003 Chapter 63-PIPA) and Canada (The Personal Information Protection and Electronic Documents Act – June 2015 – PIPEDA)

2) FIELD OF APPLICATION

- a) This Policy applies to, but is not limited to, all employees, directors, volunteers, coaches, athletes, officials and all other members of SSBC.
- b) This Policy applies only to information collected during the course of SSBC related activities.
- c) Should this Policy not address a specific situation, individuals are expected to contact the SSBC Executive Director for guidance or clarification.

3) DEFINITIONS

- a) The terms: “all employees, directors, volunteers, coaches, athletes, officials and all other members” are those described within the By-Laws and Policies and Procedures of SSBC.
- b) Funders: A governmental or quasi-governmental organization which provides funding for high performance programming.

4) PRINCIPLES

- a) The SSBC PIPP is designed to comply with applicable privacy legislation in British Columbia (PIPA) and Canada (PIPEDA) It incorporates the following 10 principles:
 - Accountability
 - Identifying Purpose
 - Consent
 - Limiting Collection
 - Limiting Use, Disclosure and Retention
 - Accuracy of Personal Information
 - Safeguarding Personal Information
 - Openness
 - Access to Personal Information
 - Challenging Compliance
- b) If changes to the Policy are required in the future, those changes will be provided in writing through updates to our official PIPP and communicated according to Section 8 of this Policy.
- c) It is SSBC’s intent that individuals will always know their personal information that is collected, how it is used and how it is protected.
- d) When personal information that has been collected is to be used for a purpose not previously identified, the new purpose will be identified to an affected individual prior to use.

5) POLICY STATEMENT

- a) SSBC is committed to protecting the privacy of individuals from whom it collects personal information for the conduct of SSBC activities.

6) PROVISIONS

a) Accountability

SSBC is responsible for maintaining and protecting the personal information under its control. Accountability for this function within the organization is held by the Executive Director of SSBC.

b) Identifying Purpose

SSBC will identify to an individual the purposes for which personal information is collected at, or before, the time the information is collected. Generally, SSBC collects personal information for the following purpose:

- registration of Members as defined in the By-Laws and Policies and Procedures of SSBC.
- to process registrations for competition, reporting to funders and running reports to capture member numbers;
- to manage and develop SSBC's business and operations, including but not limited to personnel and employment matters and affairs with partners, funders and sponsors;
- to determine an individual's entitlement to SSBC's services.
- to inform individuals about SSBC programs and services that SSBC believes may be of interest to them.
- to better understand an individual's interests in SSBC's products and services.
- to develop, enhance or improve programs and services to better meet the needs of SSBC members as defined with the By-Laws and Policies and Procedures of SSBC..
- to meet legal and regulatory requirements; and
- to address specific circumstances that require such information to be collected and used.
- SSBC collects or may collect personal information from individuals during the course of normal activities and for membership management. Information collected is but not limited to:

- SSBC/SSC member number
 - first name
 - last name
 - Gender
 - language preference
 - birth date
 - Address
 - phone number(s)
 - e-mail address
 - Parent or Guardian’s name (if a Minor as defined by the Government of BC)
 - Parent or Guardian’s address (If a Minor as defined by the Government of BC)
 - Medical information
- Additional information obtained may include levels of interest for our services and topics, and transaction activity with SSBC.
 - Credit card information or banking information may be collected and utilized for payment transactions for registration only. This information will not be stored without your consent,
 - Additional information obtained may include levels of interest for our services and topics, and transaction activity with SSBC.
 - Credit card information or banking information may be collected and utilized for payment transactions for registration only. This information will not be stored without your consent,
 - SSBC/Speed Skating Canada uses cookies. A cookie is a small piece of information that is sent to your computer when you access a Web site. SSBC/Speed Skating Canada utilizes a session cookie which is stored temporarily in your computer’s memory and allows you to remain logged in while using the SSBC/Speed Skating Canada websites/databases – i.e. a person is not required to continuously log in as he or she navigates the pages on the website because these cookies are used. A session cookie is destroyed as soon as the browser is closed.

c) Consent

- i) An individual’s knowledge and consent are required before SSBC is allowed to collect, use or disclose his or her personal information.
- ii) Where possible, SSBC/SSC will obtain consent directly from the individual concerned at the time of collection of personal information.
- iii) An individual has the right to withdraw consent at any time by providing reasonable notice to the SSBC Executive Director. If a request to withdraw consent requires that SSBC delete an individual’s registration information, SSBC will no longer be able to provide the programs, services or products for which an individual has subscribed. Cancellation will be subject to the terms and conditions of the registration or services provided, as applicable.

- iv) By registering in SSBC, or subscribing to any potential association reports or member services, or otherwise indicating approval, individuals consent to the collection and use of their personal information for the purposes identified in this Policy.
 - v) SSBC will not require an individual to consent to the collection, use or disclosure of personal information beyond what is required to provide its products, programs or services.
 - vi) In limited circumstances, SSBC may use or disclose personal information without the knowledge or consent of the individual, for example, as required by governmental bodies acting with authority, or as authorized or required by applicable legislation.
- d) Limiting Collection
- i) SSBC collects only the information that is necessary for the purposes outlined in this Policy.
- e) Limiting Use, Disclosure and Retention
- i) SSBC does not use personal information for purposes other than those for which it was collected, except with an individual's consent or as required by law.
 - ii) Once personal information is no longer required to fulfill the identified purposes or other legal requirements, it will be destroyed, deleted or made anonymous.
 - iii) Personal information is shared with external service providers only to the extent required for the provision of such services. Furthermore, SSBC does not sell personal information to a third-party organization. In certain circumstances, SSBC allows basic contact information to be shared amongst Members. Examples of this include providing skater lists for competitions to other participants or sharing contact information amongst members of the SSBC administrative networks, or Boards of Directors and staff, to facilitate ongoing communication.
 - iv) Personal information is retained only as long as necessary for the fulfillment of the purposes stated in this Policy.
 - v) Personal information collected through IceReg will be used by system administrators in member Clubs and at the SSBC to process registrations for competition, to generate reports to funders, to promote sponsor products or services, to generate statistical reports and to capture member numbers.
 - vi) Personal information may be disclosed pursuant to the Complaints and Discipline process to aid in the investigation, examination and rendering of a decision. In some cases this may allow for the publication of the names as part of the disciplinary decision.
- f) Accuracy of Personal Information
- i) Personal information is kept as accurate, complete and up to date as necessary for the purposes for which it is to be used. Individuals are encouraged to provide updates to their personal information as changes occur to enable continued service from SSBC.
 - ii) The personal information of individuals registered with SSBC and Speed Skating Canada can be reviewed and modified, as required.

g) Safeguarding Personal Information

I. Personal information, whatever its form, will be protected by security safeguards appropriate to the sensitivity of the information. The safeguards will protect personal information against loss or theft, as well as unauthorized access, disclosure, copying, use or modification. The measures of protection include:

- ii. physical measures, for example, locking filing cabinets and restricted access to offices;
- iii. organizational measures, for example, limiting access to the personal information on a “need-to-know” basis;
- iv. technological measures, for example, the use of passwords and encryption; and
- v. procedural measures, for example, the shredding of sensitive personal information when applicable.

IceReg (SSC) and the skater database (SSBC) will have the following specific security measures implemented to protect an individual’s electronic personal information:

- All SSC information is stored in a dedicated SSC Database residing in the Interpodia Data Centre, under contract to Speed Skating Canada.
- All SSBC information is stored in a dedicated SSBC database residing with Adroit Technologies (ATWS).
- The SSC database is located in a High Security Zone that is only accessible by secure VPN connection, and to the web servers in the Demilitarized Zone.
- This Data Centre location is physically secure and located in what was formerly a bank.
- The Data Centre is 100% Canadian owned and operated.
- Backups of the database are performed regularly but reside within the High Security Zone.
- From time to time, or upon request, an offsite backup may be initiated for disaster recovery purposes.
- When doing so all information is encrypted and the information will be stored in a location with comparable security.

h) Openness

SSBC is committed to being open about its policies and practices with respect to the collecting and handling of personal information.

This Policy is available on the SSBC Website.

If additional information is required by an individual, requests for such information may be made by writing to the Executive Director of SSBC.

i) Access to Personal Information

Individuals may request a copy of their personal information held at SSBC/Speed Skating Canada by submitting a written request to the SSBC Executive Director.

Acceptable proof of identification is required before such information is provided.

If the information is inaccurate, an individual may request that it be reviewed and, if inaccurate, changed by writing to the SSBC Executive Director.

j) Challenging Compliance

An individual can challenge compliance with the above policy by providing written details of the challenge to the SSBC Executive Director.

7) REVIEW AND APPROVAL

- a) The SSBC Board of Directors and the Executive Director shall review this policy biennially.
- b) This Policy and any amendments to it require approval by the Board of Directors prior to its coming into force.

8) COMMUNICATION OF THE POLICY

- a) This Policy will be posted in the Policies and Procedures Governance section of the SSBC Website.

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. **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.
 - d. The Association appointed Auditor will 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 Treasurer or Funding Partner.

3. Budget
 - a. The Board of Directors shall ensure the appropriate guidelines are established for the preparation of the budget. The Finance Committee, in conjunction with the Board and Executive Director- will develop the Association budget.
4. — Intentionally blank —
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

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. Deleted
4. Supporting documentation shall be maintained in the electronic filing system. 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;
 - b. presentation of the Board approved budget at SSBC Annual Summit conference.
 - c. the budget may be updated during the fiscal year to represent changes and must be approved by the Board.

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.

H-3 - PROCEDURE: Procedure for Refunds

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 \$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 \$15
 - b. lunch \$15
 - c. dinner \$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.

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 Executive Director before being submitted to the bookkeeper for processing.

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

1. **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 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** 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 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** 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

H-7 POLICY: Board & Committee Members Attending SSBC Annual General Meeting

- 1. When funds permit, SSBC will support the attendance of Board and Standing Committee Members or their designates 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 **Accommodation is based on single occupancy unless there is consent between parties for sharing.**
 - c. meals at the accepted per diem rate.

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 **sixty (60)** days in advance of the AGM so that travel arrangements can be made.

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 it** to the Treasurer and/or directly to the Auditor.

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

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.
2. Sanction Fees will be communicated to the membership at the AGM.

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 for 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: New Year's Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; BC 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

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:

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

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-record-check>

H-14 - PROCEDURE: Employee and Volunteer Screening

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

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.

SECTION I – PLANNING

I-1 POLICY: Planning

1. Speed Skating BC believes that only through careful and deliberate planning can positive growth and development of the organization occur. Both Long Term and Short Term planning are essential to the Society.

I-1 PROCEDURE: Planning

1. SSBC's Executive Director will plan and coordinate the Operational Planning process for each year. This approach should be collaborative with the Staff, Board and the Officials, Coach, Sport, Athlete Development and Risk Management Committees.
2. Short Term Planning
 - a. The yearly operational plan will be aligned with the Strategic Plan of the Association and the priorities outlined by key funders and affiliated organizations.
 - b. The yearly operational plan will include key performance indicators which will be reported to the Board on a regular basis to ensure progress.
3. Long Term Planning
 - a. SSBC uses a four (4) year Strategic Plan as the main planning and evaluation tool.

APPENDIX 1 – BOARD OF DIRECTOR POSITIONAL JOB DESCRIPTIONS

- A. **PRESIDENT:** In addition to those duties described in By-Law 9.2, the following shall apply:
1. Responsible for the overall administration of the Association and represents it as required.
 2. Responsible for the Supervision of the Executive Director.
 3. Responsible to ensure the development and implementation of the Executive Director's job description.
 4. Annual performance review of the Executive Director.
 5. Responsible for the development of the Association annual work plan.
 6. Responsible for applying discipline.
 7. Prepares agenda for all Association meetings.
 8. Chairs Board and Annual General Meetings.
 9. Receives and reviews Association correspondence.
 10. Attends meetings with the Government agencies and sports organizations including Speed Skating Canada and other pertinent meetings where possible. May appoint an alternate to act on the Association's behalf.
 11. Ex-officio member of all committees.
 12. Responsible for ensuring the negotiation of the Association's contracts and agreements.
 13. Responsible for the co-ordination, preparation, implementation and review of the Association's Strategic Plan through Annual Planning Meetings.
 14. Liaise with all Board Members, providing input and direction as necessary.
 15. Monitors the performance objectives and commitments for each Board Member.
 16. Ensures orientation of new Board Members.
 17. Shall be the signing officer of the Association including being one (1) of the required signatures on all banking documents, including all cheques.
- B. **VICE-PRESIDENT:** In addition to those duties described in By-Law 9.3, the following shall apply:
1. Provides input to annual review of Association staff.
 2. Responsible to chair meetings in the absence of the President.
 3. Responsible for orientation of new Board members.
 4. Attends all Board and Annual General Meetings.
- C. **TREASURER:** In addition to those duties described in By-Law 9.6, the following shall apply:
1. The Treasurer is responsible for the overall finances of the Association, as well as the assembly of and adherence to annual budgets.
 2. Ensures the financial records are kept and books of account as necessary for the audit and to ensure they comply with the requirements of the Societies Act of B.C.
 3. Ensures that financial statements are provided to the Board of Directors, members and others who have an entitlement to them as directed.
 4. Serves as chairperson of the Finance Committee.
 5. Ensures that the budget is submitted at the Annual General Meeting and at Board meetings.
 6. Shall be the signing officer of the Association including being one (1) of the required signatures on all banking documents, including all cheques.

7. Responsible for the submission of all grant applications to ViaSport, Community Gaming Grants and other funding agencies as required.
8. Attends all Board and Annual General Meetings and provides a written report.
9. Assists the Vice-President as required in all matters pertaining to SSBC insurance and other professional matters.
10. Provides input to the annual review of Association staff.
11. Coordinates payroll for Association staff.
12. Ensures payment of all approved invoices and that deposits are made in a timely manner.

D. SECRETARY: In addition to those duties described in Bylaw 9.4, the following shall apply:

1. Ensures that the minutes of all meetings of the Association and the Board are kept.
2. In partnership with the Sport Administrator, oversees the preparation of newsletters and other communications to the membership for inclusion on the Association's website.
3. Attends all Board and Annual General Meetings.
4. Provides input to the annual review of Association staff.
5. In conjunction with the Sport Administrator and Executive Director, coordinates the Annual General Meeting

E. DIRECTORS-AT-LARGE

1. The Directors-at-Large will fulfill such specific duties as will be assigned by the President and/or the Board.
2. Attend all Board and Annual General meeting and provide a written report as required.
3. Provide input to the annual review of Association staff.

APPENDIX 2 – COMMITTEE TERMS OF REFERENCE

A. SPORT DEVELOPMENT COMMITTEE

1. The Sport Development Committee shall consist of:
 - a. Four (4) members of SSBC, one of whom shall be chair as per Policy C-3 Section 2,
 - c. A SSBC Staff member will sit on this committee in an advisory capacity,
 - d. If an SSBC member is appointed to Speed Skating Canada’s Sport Development Advisory Council then that member may be appointed as an ex-officio member of this committee.
2. The committee shall be responsible for:
 - a. Support the development of speed skating in the province through projects as identified by the Board, Operational Planning or staff,
 - b. Submitting a report to the Annual General Meeting,
 - c. Participating in the annual operational planning process by providing a representative to the working group.

B. COACHING DEVELOPMENT COMMITTEE

1. The Coaching Development Committee (CDC) shall consist of:
 - a. Four (4) members of SSBC, one of whom shall be chair as per Policy C-3 Section 2,
 - b. Committee members may be of coaching certification level,
 - c. The Technical Director or designate will sit on the committee in an advisory capacity,
 - d. If an SSBC member is appointed to Speed Skating Canada’s Sport Development Advisory Council Committee then that member may be appointed as an ex-officio member of this committee.
2. The Coaching Development Committee shall be responsible for:
 - a. Advising on the preparation of the Team BC Selection Bulletin,
 - b. Advising on the preparation of the GenBC Selection Bulletin,
 - c. Selecting coaches to attend identified national competitions,
 - d. Identifying coaching education activities within the province,
 - e. Contributing to the Coaches Community of Practice,
 - f. Identifying the SSBC Coach of the Year award recipient in consultation with the Awards Committee,
 - g. Choosing nominees for external coaching awards,
 - h. Submitting a report for the Annual General Meeting,
 - i. Participating in the annual operational planning process by providing a representative to the working group

C. ATHLETE DEVELOPMENT COMMITTEE

1. The Athlete Development Committee shall consist of:
 - a. Four (4) members of SSBC, one of whom shall be chair as per Policy C-3 Section 2,
 - b. SSBC Technical Director or designate will sit on the committee in an advisory capacity.
 - c. Additionally, one (1) skater representative who shall be a member of SSBC and have a vote.
2. No two (2) members of the committee shall be from the same club (excluding the skater rep.).
3. The Athlete Committee, shall be responsible for:

- a. Advising on the preparation of the Team BC Selection Bulletin,
- b. Advising on the preparation of the GenBC Selection Bulletin,
- c. Advising on any other program that may impact athletes as required,
- d. Consulting with the Awards Committee, to identify the Skaters of the Year award recipients;
- e. Submitting a report to the Annual General Meeting;
- f. Participating in the annual operational planning process by providing a representative to the working group

D. OFFICIALS' DEVELOPMENT COMMITTEE

1. The Officials' Development Committee shall consist of:
 - a. Four (4) members of SSBC, one of whom shall be chair as per Policy C-3 Section 2,
 - b. Committee members may be of certification level and any certified officials position,
 - c. If an SSBC member is appointed to Speed Skating Canada's Sport Development Advisory Council Committee then that member may be appointed as an ex-officio member of this committee,
 - d. SSBC staff may be assigned to the committee in an advisory capacity,
2. The Officials' Development Committee shall be responsible for:
 - a. Maintaining alignment with Speed Skating Canada's officials development pathway,
 - b. Appointing officials to Provincial competitions,
 - c. Working with Meet Coordinators and organizing committees at local, national and other competitions within BC to coordinate developmental appointments for Officials.
 - d. Supporting development of officials to identified competitions and clinics outside of the province,
 - e. Facilitating and developing, officials clinics within the province,
 - f. Ensuring the education and accreditation pathway for officials in the province is well communicated and understood.,
 - g. Appointing and supporting qualified clinic conductors for provincial clinics,
 - h. Identifying the Ritha Johnson Official of the Year award recipient in consultation with the Awards Committee,
 - i. Choosing nominees for external officials awards,
 - j. Preparing a report for the Annual General Meeting.
 - k. Participating in the annual operational planning process by providing a representative to the working group

E. AWARDS COMMITTEE

The Awards Committee shall consist of at least three (3) persons.

1. The Awards Committee shall be responsible for:
 - a. the preparation and submission of nominations for potential inductees into the BC Sport Hall of Fame
 - b. the preparation and submission of annual nominations for the annual Sport BC Athlete of the Year Awards in consultation with the Athlete Development Committee;
 - c. the preparation and submission of annual nominations for the Sport BC Coaches and Officials Awards in consultation with the Coaching and Officials' Development Committees respectively;

- d. the preparation and submission of annual nominations for the various Speed Skating Canada awards in consultation with the respective SSBC committees and as directed by the Board of Directors;
- e. the acceptance of nominations and determination of recipients for recognition annually at SSBC AGM in the categories listed in E2 through E9.
Other awards may be given out as determined from time to time by the Awards Committee in consultation with the Board of Directors and as funding allows.

2. Skater of the Year Awards

a. Skater of the Year - Provincial

Skater of the Year in this category will be the #1 ranked skater in the province based on the ranking system as determined by the Athlete Development Committee. There will be four awards:

- i. One Female Short Track
- ii. One Female Long Track
- iii. One Male Short Track
- iv. One Male Long Track

b. Skater of the Year - National

Skater of the Year in this category will be the highest ranked skater at the highest level competition as determined by the Athlete Development Committee. There will be four awards:

- i. One Female Long Track
- ii. One Female Short Track
- iii. One Male Long Track
- iv. One Male Short Track

The awards shall be plaques provided by SSBC and the winners shall receive keeper plaques as established by the Association as may be decided from time to time. Skaters eligible for the awards should not have been suspended or reprimanded in the current year and must show a high degree of commitment and sportsmanship at all times.

An award will be given to skaters who achieve National team status. This award will be dated each time the skater maintains National Team status. This award will be in the form of a plaque or some such equivalent as determined from time to time.

The winners in the above categories will receive the awards at the annual "Awards Celebration" held in conjunction with SSBC AGM.

3. Neil Dyer Memorial Shield

This shield was presented by the Fort St John Recreational and Speed Skating Club in memory of a member of that club who passed away at an early age. It is based on points earned by clubs participating in the annual SSBC Long Track Championships.

Points will be awarded, as established by the Athlete Development Committee, by each skater accumulating to his/her club.

The winning club will be presented with the shield at the conclusion of the competition.

4. Clara Overend Trophy

This trophy was presented by the Ridge Meadows Racers Speed Skating Club in recognition of the outstanding efforts on behalf of speed skating in BC made by Mrs. Clara Overend. It is based on points earned by clubs participating in the annual SSBC Short Track Championships.

Points will be awarded, as established by the Athlete Development Committee, by each skater accumulating to their club.

The winning club will be presented with the trophy at the conclusion of the competition.

5. Coach of the Year Award

In collaboration with the Coaching Development Committee, the Awards Committee will determine the award recipient based on submissions by the clubs on the prescribed forms as found on SSBC website.

The award winner will receive a keeper award at the annual "Awards Celebration" held in conjunction with SSBC AGM.

6. Ritha Johnson Official of the Year Award

This award recognizes the long term contribution of Ritha Johnson to our sport and was first awarded in 2012.

In collaboration with the Officials' Development Committee, the Awards Committee will determine the Award recipient based on submissions by the clubs on the prescribed forms as found on SSBC website.

The award winner will receive, at the annual "Awards Celebration" held in conjunction with SSBC AGM, a keeper plaque and have their name inscribed on the perpetual plaque.

7. Most Improved Club of the Year

This award is in recognition of Archie Field and Bud Geer, of Dawson Creek, and Pat Underhill, all of whom were pioneers of the sport of Speed Skating in British Columbia.

Clubs wishing to be considered for this award must complete the "Most Improved Club of the Year" prescribed form as found on SSBC website.

The winning club will be determined by the Awards Committee and is based on four components:

- a. Membership Development/Retention
- b. Hosting
- c. Club Volunteer base
- d. Skater development

The winning club will receive the trophy and a keeper award at the annual "Awards Celebration" held in conjunction with SSBC AGM.

8. Volunteer of the Year

The award originated in 1991 to recognize the contributions of the volunteers throughout the Association.

Each club is to submit its nominee for this award on the prescribed form found on SSBC website.

The winning volunteer will be determined by the Awards Committee.

The Volunteer of the Year winner will receive a keeper plaque at the annual "Awards Celebration" held in conjunction with SSBC AGM.

9. Skater Bursaries

There shall be up to two (2) skater bursaries awarded annually.

There are conditions attached to the awarding SSBC Skater Bursaries:

- a. SSBC Bursary winners may defer receipt of their awards for up to one (1) academic year. Such deferment requests must be submitted, in writing, by the recipient or his/her parent/guardian to the President of SSBC by September 1st following the award being announced and include an explanation, as long as the skater continues to pursue a career in Speed Skating.

- b. SSBC Bursaries will be made available to the successful applicants after proof has been received at SSBC office of their attending a Canadian post-secondary institution of their choice. Cheques will be made payable to the successful applicant.
If the bursary recipient(s) forfeit their award, those bursaries will be returned to the bursary trust fund and not given out in that year.
The Awards Committee has the right to not grant any and all bursaries in a given year.
The recipients shall be recognized at the annual "Awards Celebration" held in conjunction with SSBC AGM.

F. COMPETITIONS' COMMITTEE

The Competitions Committee is an Operating Committee of the Board.

Mandate and Objectives

1. The Competitions Committee is a multidisciplinary committee which works in an advisory capacity to support competition alignment in the province.

Composition, Appointment and Roles

2. A representative from each of the Standing Committees: Athlete, Coaching, Officials and Sport Development and up to a maximum of two other SSBC members,
3. The Committee will choose a chair from amongst their number or the Board may appoint one,
4. A staff member may sit on the committee in an advisory capacity,
5. If an SSBC member is appointed to Speed Skating Canada's Sport Development Advisory Council Committee then that member may be an ex-officio member of this committee,
6. Annually, after each AGM the Standing Committees will choose a member to join the Competitions Committee.

Meetings

7. The Committee will review and advise on SSBC's annual Competition Bulletin,
8. The Committee may be required to meet on SSBC business as it arises pertaining to competitions within BC,
9. The Committee will meet as required throughout the year,
10. Quorum shall be a simple majority of members,
11. Voting shall be conducted as necessary in order to determine the final recommendation of the Committee.

Reporting

12. Minutes are to be kept of each meeting,
13. The Board may ask at any time for an update on the work of the Competition Committee.

G. FINANCE COMMITTEE

1. The Finance Committee is a Committee of the Board and will be assigned responsibilities by the President.
2. The Finance Committee is chaired by the Treasurer.

H. GOVERNANCE COMMITTEE

1. The Governance Committee is a Committee of the Board and will be assigned responsibilities by the President.
2. The Governance Committee is chaired by the President.

I. NOMINATING COMMITTEE

The Nomination Committee is a Committee of the Board.

Mandate and Objectives

1. The mandate of the Nomination Committee is to review qualifications and prepare nominees for elections for Board and Committee positions. The committee will also recommend appointments where vacancies exist.

Composition, Appointment and Roles

1. The Committee Chair shall be a member of the SSBC Board who is neither up for election at the coming AGM nor is in a conflict of interest with a member seeking election.
2. Annually, after each AGM the Board will approve the membership of the committee which will be composed of the chair, the executive director and another SSBC Member as required.
3. Preparing for the AGM elections includes:
4. Receive and review nominations,
5. Complete required background checks,
6. Prepare information for presentation to the membership at the AGM
7. The Chair will conduct the elections at the AGM.
8. Should any elected position become vacant, the Nomination Committee will endeavour to recruit a suitable replacement and will review the qualifications of any potential applicants to be presented to the Board for consideration.

Meetings

9. The Committee will meet as required,
10. Quorum shall be a simple majority of members,

Reporting

11. Minutes are to be kept of each meeting,
12. The Board may ask at any time for an update on the work of the Nominating Committee.

J. RECORDS COMMITTEE

1. The Records Committee shall consist of two (2) members.
2. The Records Committee shall be responsible for:
 - a. accepting applications for BC records; and

- b. maintaining records in the categories laid down in the Competitions and Events Policies, Procedures and Regulations Manual.
3. Recognition of records set by BC Skaters will be part of the work plan for SSBC Awards Committee.

K. RISK MANAGEMENT COMMITTEE

The Risk Management Committee is a Committee of the Board.

Mandate and Objective

1. The mandate of the Risk Management Committee is to advise the SSBC Board of Directors on matters of risk as it pertains to operations, finances, safe sport and any area impacted by the work of SSBC.

Composition, Appointment and Roles

2. The Committee shall be composed of the President of SSBC, or their designate, the Executive Director and up to two Board members or other SSBC members,
3. Annually, after each AGM the Board will approve the membership of the committee,
4. The Committee Chair will be the President or their designate,

Meetings

5. The Committee will review and update the SSBC Risk Matrix annually,
6. The Committee will liaise as necessary with SSBC Board, Committees, staff and membership as necessary,
7. A representative from the Risk Management Committee shall be involved in Operational Planning for the upcoming season, typically beginning in January of the previous season,
8. The Committee will meet as required throughout the year,
9. Quorum shall be a simple majority of members,
10. Voting shall be conducted as necessary in order to determine the final recommendation of the Committee.

Reporting

11. Minutes are to be kept of each meeting
12. The Board may ask at any time for an update on the work of the Risk Management Committee.

APPENDIX 3 – DISCIPLINARY INFORMATION AND FORMS

With reference from *E-13 PROCEDURES: Disciplinary Policies*:

A. Examples of minor infractions:

1. A single incident of disrespectful, offensive, abusive, racist or sexist comments or behaviour directed towards others, including but not limited to peers, opponents, athletes, coaches, officials, administrators, spectators and sponsors.
2. Unsportsmanlike conduct such as angry outbursts or arguing.
3. A single incident of being late for or absent from SSBC events and activities at which attendance is expected or required.
4. Activities or behaviour which interferes with a competition or with any athlete's preparation for a competition.
5. Non-compliance with the rules and regulations under which SSBC events are conducted, whether at the local, provincial, national or international level.

B. Examples of major infractions:

1. Repeated incidents of disrespectful, offensive, abusive, racist or sexist comments or behaviour directed towards others, including but not limited to peers, opponents, athletes, coaches, officials, administrators, spectators and sponsors.
2. Repeated unsportsmanlike conduct such as angry outbursts or arguing.
3. Repeated incidents of being late for or absent from SSBC events and activities at which attendance is expected or required.
4. Repeated activities or behaviour which interferes with a competition or with any athlete's preparation for a competition.
5. Pranks, jokes or other activities which endanger the safety of others.
6. Deliberate disregard for the rules and regulations under which SSBC events are conducted, whether at the local, provincial, national or international level.
7. Abusive use of alcohol where abuse means a level of consumption which impairs the individual's ability to speak, walk or drive; causes the individual to behave in a disruptive manner; or interferes with the individual's ability to perform effectively and safely.
8. Any use of alcohol by a minor.
9. Use of illicit drugs and narcotics.
10. Use of banned performance enhancing drugs or methods.

APPENDIX 4 - SAMPLE REFERENCE CHECK QUESTIONS¹

Can be used for telephone, person-to-person, mail, or email checks.

To Start:

- Identify yourself and your organization
- Verify that you are speaking to the person named as a reference.
- Tell the person that (name of applicant) gave you permission to call for a reference and that you will keep the conversation confidential.
- Ask if this particular time is suitable and indicate how long the conversation will take.
- Explain what the applicant would be doing for your organization and the participant group they would be working with.

Sample Introduction Script:

Hello, my name is _____ and I am calling on behalf of Speed Skating BC.

(Name of applicant) has applied to be a employee/volunteer with us doing

_____. Your name has been provided as a reference. Do you have a few minutes to answer some questions?

Sample Questions (To be adapted to the specific job requirements)

- How long have you known the applicant?
- In what capacity do you know him or her?
- Would you say that you know the individual well? Slightly?
- What is your current relationship to the applicant?
- Describe your experience with the applicant?
- How would you describe the personality and temperament of this person?
- What do you remember most about this person – good? bad?
- How did the individual handle her or himself in your organization?
- Please comment if possible, on the following traits. How much or how little does this individual exhibit these traits?
 - dependability
 - trustworthiness
 - honesty
 - social skills
 - initiative
 - assertiveness
 - perseverance

¹ Adapted from Safe Steps: A Volunteer Screening Process for Recreation and Sport, 1998 © Volunteer Canada, and Sport Nova Scotia in M.A.R.S. Making All Communities Safe, Community Mobilization Toolkit, January 2002

- Has the person ever demonstrated any characteristic of temperament or personality that you believe would cause a problem if she/he were to take this position?
- Has a child ever complained about the conduct of this individual? If so, what was the nature of the complaint?
- Has a parent ever complained about the conduct of this individual? If so, what was the nature of the complaint?
- Would you be willing for this person to work on a one-on-one basis with your child?
- Does this individual promote and exhibit fair play practices? Give some specific examples.
- How well does this person work on their own? As part of a team?
- What would you identify as this individual's strengths? Weaknesses?
- Would you recommend this individual to our organization?

Sample Organization-Specific Questions

1. It is important that our volunteers are reliable. Tell me about your experiences with (name of applicant) in regard to reliability.
2. What are (name of applicant's) strengths and weaknesses in regard to coaching people with disabilities?
3. It is important to us that Speed Skating BC's employees/volunteers are comfortable with being supervised or are able to work independently with little or no supervision. What is your experience with (name of applicant's) ability to accept being supervised or working independently?
4. This volunteer position requires handling many tasks at once and can be stressful at times. How does (name of applicant) deal with stressful situations?