



SPORT TECHNICAL

SSBC Policies and Procedures Manual #2 of 3

Reviewed by the Governance Committee April 2025

Board Approved - May 4, 2025

Member Ratified - June 2025

SECTION A – SPORT TECHNICAL POLICIES, PROCEDURES AND REGULATIONS

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

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

SECTION B - LONG TERM PARTICIPATION AND ATHLETE DEVELOPMENT

B-1 POLICY: Long Term Participant and Athlete Development

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

SECTION C – Athlete Development

C-1 POLICY: Athlete Talent Identification

1. The process of identifying talented skaters within speed skating is a two-pronged approach;
 - a. providing a process of steering the interested athlete toward suitable developmental opportunities;
 - b. where the individual exhibits special aptitude, talent identification may involve recruiting, developing and monitoring for possible inclusion within SSBC's performance and/or performance development programs.
2. Talent identification and Pathways will be published annually and available on SSBC's website.

C-2 POLICY: Athlete Training and Development

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

C-3 POLICY: Training and Competitive Schedules

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

SECTION D – OFFICIALS

D -1 POLICY: Officials' Certification

1. The Officials' Program is a partnership between the SSBC, SSC and the International Skating Union (ISU).
 - a. **Apprentice Provincial (formerly Level 1)** and **Provincial (formerly Level 2)** are SSBC's responsibility;
 - b. **National Levels (formerly Levels 3, 3A and B)** ~~are~~ **is** an SSC responsibility, and
 - c. **Level ISU and INTERNATIONAL (INT)** is the responsibility of the ISU.
2. The Officials' Levels of Certification pathway will be published on the SSBC website.
3. Officials will be certified and upgraded based on the Officials Development Pathway.
4. SSBC's Officials Development Committee is responsible for reviewing and approving requests for Certification at **Apprentice Provincial (formerly Level 1)** and **Provincial (formerly Level 2)**.
5. All Officials must adhere to the Safe Sport Policy and Officials Code of Conduct.

D - 2 POLICY: Officials' Code of Ethics

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

SECTION E – COACHING

E-1 POLICY: Coaching Certification

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

E-2 POLICY: Coach Selection for TeamBC

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

E-3 POLICY: Minimum Coaching Qualifications Policy at BC Championships

Background:

Speed Skating BC, Speed Skating Canada and The Coaching Association of Canada believe that all our skaters benefit from being coached by a certified National Coaching Certification Program (NCCP) coach. Having a certified coach means our skaters are exposed to more effective coaching in a safer environment. To this end some skating competitions are already designated as requiring coach certification. The Canada Winter Games require coaches and managers to be certified in the Competition Development context (formerly Level 3). The BC Winter Games require coaches to be certified at Introduction to Competition (formerly Level 2) or Competition Development contexts.

1. All coaches working in the coaching box for the BC Long Track and Short Track Championships are required to have these qualifications:
 - a. “Certified” status in FUNdamental Coaches, Introduction to Competition or Competition Development contexts, AND
 - b. Making Head Way in ~~Sport~~ Speed Skating training completed, AND
 - c. Making Ethical Decisions Online Evaluation completed. AND
 - d. ~~Completed the Coaching Association of Canada's Safe Sport online course~~ CAC's Safe Sport Training
 - e. a completed criminal records check.
 - f. Confirmation of status will be based on the coach's training record as shown in “The Locker” – the Coaching Association of Canada's training database/record.
2. Exemptions: Clubs unable to meet the requirement are required to submit a request for, and obtain a

letter of exemption from, Speed Skating BC's Coaching Development Committee. Requests for exemption need to include details of why any requirements cannot be met. Also, clubs should have a qualified coach (from another club) who agrees to mentor their coach at the competition. The name of the mentor coach should be included in the request for an exemption.

3. An individual will be granted one exemption only for the season for Provincial Championships, with the understanding that certification requirements need to be met by the next season.
4. At the discretion of the Speed Skating BC's Coach Development committee, an additional exemption may be granted in extenuating circumstances, or in the event of an emergency. For example, but not limited to a certified coach falling ill and only a non- certified coach is available.
5. Exemptions will not be granted for incomplete Coaching Association of Canada's Safe Sport and Making Headway courses or incomplete Criminal Records Checks, except in exceptional circumstances, as these are the basic requirements for all coaches.

E-4 POLICY: Coaches Attending Academies

1. SSBC supports development opportunities for coaches at Academies.
2. SSBC will identify targeted camps with opportunities for Coach Development.
3. Coaches wishing to participate in Provincial Academies will receive Professional Development points and must participate fully in the program to receive those points. To participate they must register in advance.
3. ~~Designated Coaches will be named by the Coach Development Committee in consultation with the Technical Director.~~

E-5 POLICY: Coaching Certification and Participation at National Competitions

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

APPENDIX 3 – OFFICIALS’ CODE OF ETHICS

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

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

Proposed by Policy Group

Board Approved - March 2021

Ratified by Membership - May 2022