



POLICIES, PROCEDURES AND REGULATIONS SPORT TECHNICAL

BCSSA Policies and Procedures Manual #2 of 3

The BC Speed Skating Association (BCSSA) Policy, Procedures and Regulations Manual for Sport Technical is the repository for the operational rules and regulations for the technical development of the sport of speed skating in British Columbia.

Definitions:

BCSSA 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 the BC Speed Skating Association.

BCSSA 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.

BCSSA Regulations

The Regulations provide technical and sport direction within the BCSSA for competitions, events, technical development and other areas of the sport. Regulations do not always reference a specific policy or policies. Regulations may reference a policy belonging to Speed Skating Canada (SSC).

BCSSA Forms

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

BCSSA POLICIES, PROCEDURES AND REGULATIONS

SPORT TECHNICAL

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BCSSA POLICIES, PROCEDURES AND REGULATIONS

SPORT TECHNICAL

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 and Regulations of the BCSSA cannot contravene the BC Society Act, current provincial or national laws, or the BCSSA Constitution and Bylaws.
2. Sport Technical Policies, Procedures and Regulations should align with the Organizational Management and Competitions and Events Policies, Procedures and Regulations
3. Clubs and individuals who take out membership with the BCSSA are agreeing to abide by the Constitution and Bylaws, and all Policies, Procedures and Regulations of the BCSSA by virtue of their membership.

A-2 POLICY: Approval and Distribution of Policies, Procedures and Regulations in the Sport Technical Manual

1. The BCSSA Competitions and Events Policies, Procedures and Regulations 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 the BCSSA website.

A-2 PROCEDURE: Approval and Distribution of Sport Technical Policies, Procedures and Regulations

1. Policies, Procedures and Regulations will be reviewed annually by the Board, applicable Committees and staff. Each member of the Board, Committees and staff is responsible for keeping BCSSA policies, procedures and regulations current, based on the needs of the BCSSA and requirements of SSC, external competitive practices and other identified needs.
2. Recommendations for creation, revision or deletion of Competitions and Events Policies, Procedures and Regulations may be submitted to the President by any BCSSA Director, Committee member, association member or staff.
3. Recommendations to change Policies should be submitted to the Board as a resolution at least 60 days prior to the Annual General Meeting and include:
 - a. Current policy (if applicable)
 - b. Rationale for development, revision or deletion of a Policy
 - c. Proposed new or revised Policy
 - d. Contact information (email and day phone) for the individual submitting the recommendation
4. Recommendations to change Procedures and Regulations can be made to the Board at any time.

SECTION B – LONG TERM PARTICIPATION AND ATHLETE DEVELOPMENT

B-1 POLICY: Long Term Participant and Athlete Development

1. The BCSSA endorses and has adopted Speed Skating Canada's (SSC) Long Term Participant and Athlete Development model (LTPAD), as published in the SSC Racing on Skates document.
2. SSC 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.

B-1 PROCEDURE: Long Term Participant and Athlete Development

1. The SSC LTPAD model has nine (9) stages of participation and development all of which can be found on the SSC website under "Skater Development".

B-2 POLICY: Long Term Participant and Athlete Development Ages

1. The BCSSA and SSC have adopted the framework from Canadian Sport for Life (CS4L) to define age categories for competition.
2. In BC, skaters compete within one of the three streams: Regional, Provincial or High Performance. Although streams are not strictly "closed", it is recommended that each skater consult with his/her coach to determine the primary stream in which the skater will compete in for the season. Details about competitions that are available within each stream are available on the BCSSA Events Calendar on the BCSSA website.

SECTION C – Athlete Development

C-1 POLICY: An Athlete-Centred Organization

1. The BCSSA believes the primary reason for the Association is the athletes and therefore maintains a philosophy of “athlete-centeredness” throughout its programming and management of the organization. An effective and efficient organization is needed to bring more athletes into the sport and provide them with the support to move through the system to achieve their personal goals.

C-2 POLICY: Participant/Athlete Recruitment

1. The sport of Speed Skating recruits athletes from a variety of entry points:
 - a. New participants are recruited through the Club System, where clubs promote Speed Skating in their areas.
 - b. Mass activities, such as school relays, marathons, triathlons, etc., are implemented to recruit athletes.
 - c. Many participants are recruited by word of mouth from the members of the Association.
 - d. Former athlete’s children are encouraged by their parents to take up the sport.
2. The BCSSA also focuses certain segments of the population with targeted programming.
 - a. Youth.
 - b. Families.
 - c. Masters.
 - d. People with disabilities.
 - e. First Nations.

C-2 PROCEDURE: Participant/Athlete Recruitment

1. The BCSSA offers a variety of programs to attract new participants into the sport:
 - a. On the Edge.
 - b. The Cutting Edge Pin Program.
 - c. Personal Best Program.
2. The BCSSA emphasizes the many benefits of skating in its recruitment programs, such as:
 - a. lifetime sport;
 - b. fitness;
 - c. self-esteem (ranking system);
 - d. social;
 - e. wellness / health;
 - f. refinement of skill or skill development;
3. Member Clubs are responsible for recruiting new participants to the sport and are supported by BCSSA’s Club and Membership Development Committee (CMDC).

C-3 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 the High Performance Program or the High Performance Development Program as well as representing the province at various national events.

C-3 PROCEDURE: Athlete Talent Identification

1. The BCSSA Talent Identification process is as follows:
 - a. A ranking system exists to compare athletes within their age class provincially. Through this system, individuals can be identified and assisted toward the appropriate developmental stream/program.
 - b. Several developmental camps are held that provide a means of identifying, observing and evaluating talented skaters. These camps are identified by the HPC and BCSSA Technical Director and posted to the website by the Competition Committee.
 - c. When a talented individual has been identified, he/she will be channeled toward the high performance camps for a higher level of development. These camps are identified by the HPC and the BCSSA Technical Director and posted to the website by the Competition Committee.
2. Responsibility for monitoring the athletes rests with High Performance Coaches and the High Performance Committee, in conjunction with the skater's own club coach. The BCSSA Technical Director will provide guidance to the athlete (in consultation with the club coach) as skaters are identified as being ready for more advanced development.

C-4 POLICY: Athlete Retention

BCSSA believes in the value of the athletes and strives to keep every athlete involved in the sport of speed skating.

C-4 PROCEDURE: Athlete Retention

1. To keep athletes involved in the sport and in the Association, the following programs and initiatives have been implemented:
 - a. a ranking system that allows the athlete success at his/her own level;
 - b. participation at recreational or competitive levels;
 - c. competitive opportunities for recreational to high performance levels;
 - d. focus on achieving personal best times;
 - e. opportunities to be involved in coaching;
 - f. opportunities to be involved in official positions;
 - g. recognition programs;
 - h. promotion of strong role models with high performance athletes;
 - i. Personal Best Program;
 - j. strong support from the Association for the athletes to achieve their goals.
2. Member clubs are responsible for the overall focus and support to retain their athletes in the sport at the developmental level. Assistance may also come from the BCSSA's CMDC.
3. The BCSSA's HPC is responsible for the retention of athletes at the high performance level, supported by the High Performance Coaches and Member Clubs with their own athletes.

C-5 POLICY: Athlete Training and Development

1. The BCSSA, in partnership with its member clubs and SSC, provides an integrated system of training and competitive opportunities for the athlete.

C-5 PROCEUDRE: Athlete Training and Development

1. The integrated system of training and competitive opportunities includes:
 - a. organized and coached opportunities and camps with on-ice and dry-land training
 - b. appropriate Levels of Competitions consistent with the Regional, Provincial and High Performance streams such as:
 - i. Mini-meets;
 - ii. Inter-clubs;
 - iii. BC Winter Games;
 - iv. Regional Competitions;
 - v. Ranking Competitions;
 - vi. Provincial Championships;
 - vii. Western Regional;
 - viii. Canada Winter Games;
 - ix. National competitions.
2. Athletes are monitored through the use of training diaries and testing with the responsibility for ensuring the maintenance of these lying with the athletes.
3. Integrated Support Teams (IST) work with athletes and coaches to ensure that the training environment meets the needs of the athletes and the sport, while ensuring safety, appropriate training levels and recovery are incorporated. This includes:
 - a. on-site sport scientists and sport medicine practitioners as needed at camps and competitions,
 - b. education opportunities for coaches,
 - c. workshops for athletes at camps, symposia and AGM's (where deemed appropriate).

C-6 POLICY: Training and Competitive Schedules

1. The BCSSA recognizes and acknowledges the importance of planning appropriate training and competitive schedules and timelines in the development of its athletes.
2. The BCSSA endorses SSC's Racing on Skates recommendations for developmentally appropriate training and competitive programs and opportunities.

C-6 PROCEDURE: Training and Competitive Schedules

1. A Competitive Schedule framework will be proposed for each Stream, at or before the AGM each year.
 - a. The Competition Committee, HPC and Technical Director will develop the competitive schedule framework for each season, based on international, national and provincial events.
 - b. The Competition Committee will release bid applications for provincial and interprovincial events as early as possible, but not later than the AGM.
 - c. Scheduled events will be posted to the Calendar on the BCSSA website as soon as they are confirmed. Unconfirmed events may be posted as such. The Competitions' Committee will regularly update the calendar with date/event changes, event information and results.

SECTION D – HIGH PERFORMANCE ATHLETES

D-1 POLICY: Provincial Athlete Agreements

1. The online Athlete Agreement must be completed and returned to the office on an annual basis by the following athletes:
 - a. All athletes identified as being in the HP Program
 - b. All athletes identified as being in the HPD Program.
2. Athletes who do not complete and return the Athlete Agreement will not receive funding from the BCSSA.

D-1 PROCEDURE: Athlete Agreements

1. Athlete Agreements will be created by HPC in consultation with the BCSSA Technical Director and will be distributed electronically.
2. The Athlete Agreement is available on the BCSSA website.

D-2 POLICY: Athlete Recognition

1. The BCSSA believes recognition is an integral part of the Athlete Development program, and helps to motivate and drive athletes. Recognition of athletes and athlete performance is a priority in the high performance program.

D-2 PROCEDURE: Athlete Recognition

1. Personal Best - The Personal Best Initiative provides incentive and indicators of success. The initiative follows several steps:
 - a. The coach's focus is on the athlete's personal best.
 - i. During a competition, coaches constantly refer to a list of their athletes and their best times in the distance they are skating.
 - b. The SSC Cutting Edge program is a mechanism to give recognition for achievement of skills on an incremental basis.
2. Athlete Ranking - Athletes gain recognition through the various ranking systems within the Association which include:
 - a. Short Track Ranking.
 - b. Jr. Olympic Style (Long Track) Ranking.
 - c. Sr. Olympic Style (Long Track) Ranking.
 - d. Short Track Age Class Ranking.
 - e. Long Track Age Class Ranking.
 - f. Ability Ranking.
3. Competitions - Athletes gain recognition by attending competitions and by qualifying to compete in other competitions based on performance.
 - a. ribbons may be awarded at Developmental competitions to all participants
4. Funding for Athletes - Athletes are recognized when they meet pre-established and published criteria through funding (subject to availability of Association funds) to:
 - a. Provincial camps.
 - b. Provincial and regional competitions.
 - c. National competitions.
 - d. Provincial Athlete Assistance Program.

5. Provision of Team Clothing:
 - a. BC Team racing suits are provided exclusively to the BC Team.
 - b. BCSSA skin suits are provided exclusively to HP Program skaters at a subsidized cost.
 - c. Teams representing BC at designated age-class national championships have access to BCSSA pool suits for those competitions.
6. Records - Athletes are recognized through the provision of Record Certificates when Provincial and National records are broken.
 - a. Recognition of Provincial Records is the responsibility of the BCSSA.
 - i. The certificate may be presented to the record-holding athlete in a venue where his/her peers are present.
 - b. National Record Certificates are the responsibility of SSC.
 - i. National record certificates are given to the BCSSA delegates at the SSC AGM. The BCSSA will make the presentation to the record-holding athlete at an appropriate time and venue.
7. Athlete Awards - Please refer to Appendix 2 in the Organizational Management Policies and Procedures Manual for details.

D-3 POLICY: Athlete Representatives

1. The BCSSA recognizes the importance of athlete representation within the decision-making process for the organization and will strive to have athlete representatives chosen and involved where appropriate within the BCSSA governance structure.

D-3 PROCEDURE: Athlete Representatives

1. A Provincial Athlete Representative will be elected or selected to represent the athletes when voting is taking place at HPC meetings, Board of Director meetings, the BCSSA AGM or other appropriate venues. If the Provincial Athlete Representative is unable to attend, then he/she may ask another athlete to attend in his/her place.
2. The Provincial Athlete Representative will be responsible for communicating any Association decisions to all of the athletes under his/her mandate, in a fair and equitable manner. In addition, he/she will:
 - a. attend Board of Directors' meeting when and where possible,
 - b. provide a written report for Board meetings as necessary,
 - c. attend the AGM;
 - i. The Provincial Athlete Representative will carry an Athlete's Representative vote.
 - ii. Other Athlete Representatives are welcome to attend and participate in the AGM, however the Athlete Representatives have a total of one (1) vote.
3. BCSSA Commitment to the Provincial Athlete Representative:
 - a. The Provincial Athlete Representative is permitted to submit his/her telephone expense for calls relating to the execution of his/her responsibilities in representing the needs of the athletes to the Association.
 - b. The BCSSA will fund the Provincial Athlete Representative or delegate to the Annual General Meeting. If the Provincial Athlete Representative is unable to attend, the closest athlete representative to the location of the meeting will be funded.

D-4 POLICY: Athlete Code of Conduct

1. In personal development, as well as athletic development, the athletes themselves play a critical role. They must understand and respect their relationship and the commitment that is required as a member of the BCSSA. The athletes must also recognize that to achieve complete success, they should understand the vision, values and goals of the Association.
2. Athletes must adhere to the Athletes' Code of Conduct as described in Appendix 1.

D-5 POLICY: Athlete Appeal Policy

1. The BCSSA believes that it is important in the democratic process to have a procedure in place that Athletes can use to appeal decisions that, in their mind, have not been fairly made.

D-6 PROCEDURE: Athlete Appeal Policy

1. Please refer to the Athlete Appeal Procedure as described in Appendix 2.

SECTION E – OFFICIALS

E-1 POLICY: Officials' Certification

1. The Officials' Program is a partnership between the BCSSA, SSC and the International Skating Union (ISU).
 - a. Levels 1 and 2 are BCSSA's responsibility;
 - b. Levels 3, 3A and B and INTERNATIONAL (INT) is an SSC responsibility, and
 - c. Level ISU is the responsibility of the ISU.
2. The Officials' Levels of Certification are as follows:
 - a. LEVEL 1 – able to officiate at Club competitions and Provincial competitions within the Mentorship program;
 - b. LEVEL 2 – able to officiate as a Chief official at Provincial sanctioned competition;
 - c. LEVEL 3B – able to officiate as a Chief official at SSC sanctioned competitions;
 - d. LEVEL 3 and 3A – able to officiate as a Chief official at SSC National competitions;
 - e. INT level – able to officiate as a Chief official at International sanctioned competitions;
 - f. ISU level – able to officiate as a Chief official at World Cups/Championships and Winter Olympic Games competitions.
3. Officials will also be certified and upgraded based on the LTPAD guidelines:
 - a. Officials will be assigned and mentored at the appropriate level of their knowledge;
 - b. Officials will be assigned to higher level events as they (the officials) progress with their training based on the LTPAD and the requirements of the officials program stated in 1 and 2 above.

E-1 PROCEDURE: Officials' Certification

The description of the Officials' Certification Program can be found on the SSC website under SSC's Officials' Development Committee Operating Procedures and Guidelines.

E-1.1 REGULATION: Officials' Certification Requirements

1. Certification shall be recognized for Referees, Starters, Meet Coordinators, Competitors Stewards, Recorders, Timers, Finish Line Judges, Lap Recorders, Heat Box Stewards, Track Stewards and Announcers.
2. The criteria for such certification shall follow the SSC Officials' Development Committee Operating Procedures, Section 0-2 as outlined by SSC on its website.

E-1.2 REGULATION: BC Certification Equivalencies

1. Provincial certification shall be provided for the Referee, Starter, Meet Coordinator, Recorder, Chief Timer, Chief Place Judge, Lap Recorder, Clerk of the Course and Patrol Judge.
2. BC Certification to SSC criteria:
 - a. Provincial certification as "Club Official" shall correspond to SSC Level 1 Certification for Referees, Starters and Meet Coordinators.
 - b. Provincial certification as "Provincial Official" shall correspond to SSC Level 2 Certification for Referees, Starters and Meet Coordinators.
 - c. Referees and Starters must also assist at one competition in the recording office.

3. Criteria for Certification:
 - a. Club Official Level 1 – To obtain certification as "British Columbia Club Official" he/she shall be required to:
 - i. complete the user friendly Level One Officials information session(s) or attend a Level One Officials Clinic both of which would be conducted by a course conductor as designated by BCSSA ODC and satisfactorily demonstrate his/her knowledge of the general rules of the sport;
 - ii. perform the duties of his/her position at a club or inter-club meet at which a certified National or Provincial official is in position to assist and evaluate the performance of the candidate;
 - iii. candidates for "club" referee or starter would be required to act as assistant in one or more inter-club or local meets where supervision is provided by a qualified and certified Provincial or National official.
 - b. Provincial Official Level 2 - To obtain certification as a "British Columbia Provincial Official", the Meet Coordinator, Recorder, Chief Timer, Chief Place Judge, Lap Recorder, Clerk of the Course and Patrol Judge shall be required to:
 - i. attend a provincial clinic on officiating and demonstrate general knowledge of rules by successful completion of a short written test as determined by the course conductor;
 - ii. serve as assistant in that position for which accreditation is being sought at a BC Trials Competition (or similarly designated event), Short Track and/or Long Track Championships;
 - iii. serve as Chief Official in that position in a BC Trials Competition, (or similarly designated event) BC Short Track and/or Long Track Championship at which performance can be evaluated by a higher level fully qualified official.

The Referee and Starter shall be required to:

 - i. pass a provincial referee or starter examination;
 - ii. serve as referee or starter at two or more local, inter-club or Provincial (BCSSA sanctioned) Competitions;
 - iii. serve as assistant at one or more SSC sanctioned Competitions with qualified national or provincial official in charge. The On-Ice Official shall be of the same job classification as the individual being evaluated;
 - iv. obtain recommendation from local clubs and officials with whom he/she has worked;
 - v. assist at one competition in the recording office.

E-1.3 REGULATION: Course Conductor Fees

1. Officials Clinics:
 - a. Level 1 - \$100.00
 - b. Level 2 and above - \$150

E-4 POLICY: Officials' Code of Ethics

1. The BCSSA's Officials' Code of Ethics is published on the Association's website and encompasses those policies of SSC and Sport Officials of Canada.
2. The Officials' Code of Ethics is described in Appendix 3.

E-5 POLICY: Officials' Code of Conduct

1. The officials' program plays an integral role in the sport of speed skating and Officials must recognize their impact on the sport, its participants and fellow officials.
2. The Code of Conduct is based on sportsmanship and fair play in order to provide a positive experience in a safe and welcoming environment for all participants.
3. Please refer to the Officials' Code of Conduct as described in Appendix 4.

E-6: POLICY: The Recruitment and Retention of Officials

1. The recruitment of new officials and retention of current capable officials is a constant challenge and a priority for the growth of the sport.

E-6: PROCEDURE: The Recruitment and Retention of Officials

1. The Officials' Development Committee (ODC) will work with member clubs, within the context of the Strategic Plan, to recruit and retain more officials in the sport.
2. The BCSSA recruits its officials from a number of sources as follows:
 - a. Family members of the athletes;
 - b. Coaches considering an involvement in the sport in a different capacity;
 - c. Athletes ready to expand their involvement in the sport;
 - d. Individuals who are involved as officials in other sports;
 - e. Individuals connected through volunteer or community agencies, especially to augment needs for larger events.
3. The BCSSA has helped to support the retention of officials through a system that offers:
 - a. clear and well communicated expectations;
 - b. the availability of job descriptions;
 - c. the provision of feedback through a formalized performance review process;
 - d. the encouragement of officials to set goals and communicate those to decision-makers and mentors;
 - e. appeal/grievance procedures to the Executive Committee;
 - f. mentoring of officials;
 - g. insurance coverage while engaged in the sport of speed skating.
 - h. educational upgrading opportunities with qualified course conductors delivering targeted clinics/workshops/seminars;
 - i. a high standard of ethics expected and maintained;
 - j. strong support from the Board of Directors and staff;
 - k. financial support (as BCSSA budget permits) for upgrading opportunities;
 - l. an Official's Recognition program.
4. The BCSSA expects that officials will consider themselves as participating in an athletic endeavor. To be an effective official, individuals must maintain an appropriate and adequate level of fitness for the job.

E-7 POLICY: Officials' Communication

1. The BCSSA recognizes that communication between officials and all those with whom they come in contact is very important.

E-7 PROCEDURE: Officials' Communication

1. To this end a good official should:
 - a. be friendly at all times - but do not rely on friendship;
 - b. be courteous and polite;
 - c. be firm in every "during contest" situation;
 - d. address skaters by "Miss/Madam/Mr./Sir/etc." or by their racing number. Insist they in-turn address you in the same way;
 - e. explain calls to participants clearly and concisely if asked and in an off-ice location as required; Answer pertinent questions but avoid arguments and prolonged discussion;
 - f. communicate verbal messages in an orderly fashion, giving all pertinent facts;
 - g. avoid showmanship. The event belongs to the Participants;
 - h. display and maintain a positive attitude towards competitors and fellow officials alike. Remember, a competent official will keep the event under control without resorting to the influence of exercising undue authority;
 - i. be in the correct position to make the call and make it promptly;
 - j. NOT communicate displays of temper by actions;
 - k. display composure and courage under stress;
 - l. move, look and act as an official;
 - m. ensure that any signals between officials are clearly understood;
 - n. make any discussion re: the competition, individuals, etc., positive rather than negative. If approached with a negative statement, turn it around and make it a positive statement. A penalty is not to punish one competitor but to ensure the equality of opportunity for all competitors.
2. Official to Official Communication:
 - a. Assist new officials to become integrated with the group. Offer extra equipment you may have which would help them get started.
 - b. Discuss such things as mechanics, rules knowledge, judgment matters, with less experienced officials. Let others benefit from your experience.
 - c. Set a high standard of morals, ethics, dress, etc. for younger (newer) officials to emulate.
 - d. Never discuss a call within hearing of participants or others not directly connected with the officiating. If there is some conflict between two officials, make sure that it is resolved in a dressing room or at some point well away from participants, coaches and parents. Do not let a prolonged discussion over some point interfere with the conduct of the meet.

SECTION F – COACHING

F-1 POLICY: Coaching Certification

1. The BCSSA has adopted the National Coaching Certification Program (NCCP) administered by SSC. The program has undergone significant changes in the past few years as it integrates with the LTPAD Athlete Development framework with an aligned development pathway for coaches.

F-1 PROCEDURE: Coaching Certification

1. The coaching certification program, as outlined by SSC, can be found on the SSC website under Coaching Certification.
2. The BCSSA pays the registration fee for all fully certified Level 1 Coaches and/or FUNDamental Leaders and FUNDamental Coaches in the Coaches BC Association within viaSport.
3. The Coaching Certification program is contained in Appendix 5.

F-2 POLICY: Coaching Code of Conduct

1. The BCSSA has adopted the “Coaches BC Coaching Code of Conduct” for BCSSA Coaches.
2. The Code of Conduct is published in the BCSSA’s newsletter at the beginning of each season and on the BCSSA website under Coaching within the Members Only section.
3. The Coaches BC Coaching Code of Conduct is contained in Appendix 6.

F-3 POLICY: Coaches’ Security Clearance

1. It is understood that coaches are the direct link to the athletes which most often occurs at the club level.
2. With guidance following the BC Personal Information Protection Act (PIPA), it is a requirement that coaches consent to a Security Clearance document being obtained as required.

F-3 PROCEDURE: Coaches’ Security Clearance

Coaches register with their clubs, (and not directly with the Association), therefore it is the responsibility of all member clubs to:

1. Obtain security clearances (known as Criminal Record Checks) for all coaches registered with their club.
2. Set their own policies as to when and how often such clearances are obtained and updated and the manner by which such documents are secured within the club. BCSSA recommends that this be undertaken at least biennially (every two years).
3. Provide to the BCSSA, on or before November 15th annually, a list of their coaches confirming that security clearance documents have been obtained for such coaches.
3. Inform the Association of any additions and/or deletions to the aforementioned list as circumstances warrant.
4. Coaches not listed by their clubs confirming (3) above will not be permitted to coach at any event which has received a BCSSA sanction.

5. Coaches not listed by their clubs confirming (3) above will:
 - a) Not be considered by BCSSA to represent the Association at Inter-provincial, Regional (outside of BC), National and International competitions.
 - b) May not be eligible to receive, from the Association, any funding which would otherwise accrue.

F-4 POLICY: Coaching Assessments

A Coaching Assessment is required by each individual who has coaching responsibilities within BCSSA.

F-4 PROCEDURE: Coaching Assessments

1. Frequency - The Coaching Assessment is required to be completed and forwarded to the Coaching Development Committee on an annual basis on or before May 1st of each year.
2. Methodology - The Coach can choose which of the following methods he/she wishes to use in implementing the Assessment.
 - a. The coach can fill out the Assessment and have the President of his/her club sign it; or
 - b. The coach can have the Coach Coordinator/President of his/her club fill out the Assessment and have the Club President sign it.
3. Benefits - The benefits the coaches derive from completing the annual Assessment are:
 - a. Effective future planning to meet coaches' needs which are identified within the "Goals For Next Season and Comments" sections.
 - b. Verification of certification level.
 - c. Eligibility to be considered to be named as Provincial Coach for national and/or other identified competitions.
4. Assessment Form - The BCSSA Coaching Assessment form can be requested from the BCSSA Member Services and Administrative Coordinator.

F-5 POLICY: Designated Coach Selection

1. All fully certified NCCP coaches Level 2 and higher (or Introduction to Competition) are eligible to be named as a Designated Coach to targeted National and other identified competitions.
2. A Designated Coach will be named by the Coaching Committee in consultation with the High Performance Committee.
3. The role of the Designated Coach is to assist athletes representing BC at National and other identified competitions.

F-5 PROCEDURE: Designated Coach Selection

1. Selection Process - The Coaching Development Committee, in conjunction with the High Performance Committee and in consultation with the Technical Director, will release a notice in the fall of each season identifying the eligible competitions and requesting that all interested coaches submit their names for the competitions they wish to be considered for as a Provincial Coach.
2. Screening and Selection Process - The High Performance Committee will review and recommend a candidate or candidates to the Coaching Committee based on the following criteria:
 - a. NCCP Certification Level.
 - b. Completion of annual Coaching Assessment.
 - c. Experience.
 - d. Rapport with skaters.
 - e. Gender balance re: coach/chaperone.
 - f. Gender appropriateness re: athletes.
3. Coach Chaperone - Coaches who are not at least fully certified at NCCP Level 2 or Introduction to Competition may be considered as a coach chaperone to provide opportunities for mentoring with higher level coaches at high performance competitions. The Coaching Chair will circulate the submitted names to the Coaching Development Committee who will select a coach chaperone (as required) based on the following criteria:
 - a. NCCP Certification Level.
 - b. Completion of annual Coaching Assessment.
 - c. Goals in coaching.
 - d. Commitment.
 - e. Gender balance re: coach/chaperone.
 - f. Rapport with skaters.
 - g. Gender Appropriateness re: athletes.

F-6 POLICY: Coaches Attending High Performance and Developmental Camps

1. The BCSSA supports development opportunities for coaches at high performance, dry-land, and developmental camps.

F-6 PROCEDURE: Coaches Attending High Performance and Developmental Camps

1. Provincial Performance camps for the following season will be identified by the High Performance and Coaching Committees in consultation with the Technical Director..
 - a. The BCSSA will, through the Coaching and High Performance Committees, identify – at targeted camps – the lead Camp coach and will fund that person to the camp.
 - b. The host club must invite, by way of an announcement at the AGM and a memo/invitation at least a month in advance, all provincial coaches to be involved in the camp. This will be an opportunity for provincial coaches to further develop skills and mentor developing coaches.

2. High Performance Camps - Through the Coaching and High Performance Committees and in consultation with the Technical Director, High Performance camps may be identified from time to time. Such camps and their location(s) will be announced at the Annual General Meeting where possible and prior to the camp(s).
 - a. The BCSSA will provide the opportunity for a High Performance coach to be invited to enhance the camp. The identified coach may be funded by the Association.
 - b. The host club must invite, by an announcement at the AGM and a memo at least one month in advance, the participation of all coaches to the camp. This is an opportunity for coaching education, development and mentorship of developing coaches.

F-7 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 Level 2 or Introduction to Competition.
3. The Canada Games Council requires that coaches must be fully certified Level 3 in order to participate in the Canada Winter Games.

F-8: POLICY: The Recruitment and Retention of Coaches

1. The BCSSA recognizes that the recruitment of new coaches and retention of current, capable coaches present an ongoing challenge and are priorities with all clubs and the BCSSA.

F-8: PROCEDURE: The Recruitment and Retention of Coaches

1. The Coaching Development Committee (CDC) will work with member clubs, within the context of the Strategic Plan, to recruit and retain more coaches in the sport.
2. The BCSSA recruits coaches from a number of sources including the following:
 - a. family members of the athletes;
 - b. current or former athletes ready to expand their involvement in the sport;
 - c. individuals who are involved as coaches in other sports.
3. The BCSSA has helped to support the retention of coaches through a system that offers:
 - a. clear and well communicated expectations;
 - b. the availability of job descriptions;
 - c. annual assessment process;
 - d. mentoring programs;
 - f. insurance;
 - g. encouragement to coaches to set annual goals and objectives and communicate them to decision makers and provide a system that works to support these goals;
 - h. appeal / grievance procedure to the Executive Committee. Educational upgrading available through qualified course conductors and sport deliverers;
 - i. high standard of ethics expected and maintained;
 - j. strong support from Board of Directors and staff;
 - k. financial support (as BCSSA budget permits) available for upgrading / mentoring opportunities.
 - l. junior coaching program; and
 - m. coaches' recognition program.

APPENDIX 1 – ATHLETE CODE OF CONDUCT

The following has been developed to assist the athlete in achieving a level of behaviour that will allow the athlete to become well-rounded, confident and productive.

Athletes have a responsibility to:

1. Treat everyone fairly within the context of their activity regardless of gender, race, place of origin, religion, economic status or political belief.
2. Consistently display high personal standards and project a favourable image of the sport of speed skating:
 - a. Treat fellow athletes, coaches, officials and volunteers with respect.
 - b. Abstain from drug, alcohol and tobacco abuse.
 - c. Refrain from the use of profane, insulting, harassing or otherwise offensive language
3. Follow the annual training and competitive programs and rules of conduct as agreed to by the coaches and Association staff (where applicable and appropriate).
4. Participate in all testing and satisfy all testing and high performance program objectives.
5. Provide, as requested, an athlete diary data including but not limited to strength and dry-land activities and results.
6. Communicate and cooperate with medical practitioners in the diagnoses, treatment and management of medical problems.
7. Regularly participate in ways to increase and improve their athletic and self-awareness development.
8. Uphold the rules and regulations that govern the sport and the spirit of such rules and regulations.

Athletes must:

1. Participate in a manner that ensures the safety of fellow athletes, coaches, officials and volunteers;
2. Not enter into verbal or physical abuse that constitutes harassment;
3. Not allow individuals who, in the opinion of the athlete, are guilty of sexual harassment to go unreported;
4. Not condone or advocate the use of drugs or other banned performance-enhancing substances.

APPENDIX 2 – ATHLETE APPEAL POLICY

1. These appeal provisions are meant for and are available to persons who are identified as members of the HP and/or HPD programs. These provisions only apply to matters not dealt with under Section E.13 of the BCSSA Policies and Procedures for Organizational Management.
2. The Process:
 - a. All recommendations for suspension shall be made to the High Performance Committee.
 - b. The athlete in question will be advised by the High Performance Committee by phone or personal interview, followed by a letter, of the loss of High Performance or High Performance Development Team status and the reasons thereof.
 - c. Should the skater choose to appeal the decision of the High Performance Committee, he/she must do so within fourteen (14) days from the date on which he/she received notification of the decision.
 - d. The decision of the High Performance Committee will be final and binding if the appeal is not submitted within the fourteen (14) day period and no further appeal will be accepted.
 - e. The appeal letter should be directed to the President of the BCSSA.
 - f. The Executive Committee acts as the Appeal Panel.
 - g. The Appeal Panel may refuse to hear any appeal or to continue any hearing, where, in its opinion, the matter is trivial, frivolous, and vexatious or had not been initiated in good faith.
 - h. The Appeal Panel shall hold its hearing session as soon as possible but not more than twenty-one (21) days after the President has received from the skater concerned a written request for an appeal.
 - i. Both the athlete and the High Performance Committee have the right to submit written briefs as well as make a personal appearance before the Appeal Panel. The athlete may choose to be represented by a third party.
 - j. The Appeal Panel shall review the circumstance at the hearing and shall have the power, by a two-third majority of the Panel, to confirm or otherwise reject the decision of the High Performance Committee.
 - k. The Appeal Panel's decision shall be transmitted to the skater by email if an email address has been provided for the delivery of documents and by registered mail within three (3) working days of it being made.
 - l. The decision of the Appeal Panel shall be binding on both parties.
3. Conflict of Interest - If any party to the original action taken or appeal process is a member of the High Performance Committee or the Executive Committee, they may not have a vote in either hearing.

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.

APPENDIX 4 – OFFICIALS CODE OF CONDUCT

Officials' have a responsibility to:

1. Treat everyone fairly within the context of their activity regardless of gender, race, and place of origin, religion, economic status or political belief.
2. Consistently display high personal standards and project a favourable image of the sport:
 - a. treat with respect fellow officials, coaches, athletes and volunteers;
 - b. abstain from consuming alcoholic beverages when officiating and working with other officials;
 - c. abstain from the use of tobacco products when in the presence of athletes;
 - d. refrain from the use of profane, insulting, harassing or otherwise offensive language and gestures.
3. Ensure acceptable standards of risk management and safety are maintained.
4. Regularly seek ways to increase professional development.
5. Be aware of the many pressures athletes, coaches, other officials and volunteers that are placed on each of them as they strive to balance the physical, mental, emotional and other aspects of their personal lives while engaging in the sport.

Officials must:

1. Conduct themselves in accordance with the highest ethical standards and be positive role models in behaviour and appearance.
2. Ensure all who are engaged in the sport do so in a safe and welcoming environment in accordance with the rules, policies and procedures that governs the event.
3. Emphasize the spirit of the competition rather than its outcome.
4. Know the rules of the event and be impartial, consistent, objective and unbiased when applying them consistent with their spirit and intent.
5. Accept responsibility for their actions and decisions.
6. Avoid any situation that may be construed as a conflict of interest.
7. Not enter into verbal or physical abuse that may constitute harassment.
8. Not allow fellow officials who, in your opinion, engage in behaviour that could be construed as sexual harassment, go unreported.
9. Not condone or advocate the use of drugs or other banned performance-enhancing substances.

APPENDIX 5 – COACHING CERTIFICATION

1. FUNdamentals Leader

The FUNdamentals Leader Training is a one day workshop ideal for teenage skaters looking to get into coaching, as well as parents who are new to the sport and interested in helping out or simply wanting to learn a little bit more about speed skating. This workshop prepares coaches to work as instructors or assistant coach with skaters in the Active Start, FUNdamentals & Learning to Train stages of development with skaters in Learn to Skate and Learn to Speed Skate programs. Candidates must be a minimum of sixteen (16) years old.

2. FUNdamentals Coach

The FUNdamentals Coach training comprises of two, two day workshops which prepares coaches to assume the responsibilities of a head coach or lead instructor with skaters in the Active Start, FUNdamentals and Learning to Train stages of development with skaters in Learn to Skate and Learn to Speed Skate programs, as well as entry level competitions. Topics covered within these workshops include Practice planning, Teaching and Learning, Speed Skating Technique, Error Detection and Correct, Making Ethical Decisions and Equipment. This training includes two hours of on-ice applied training. Candidates must be a minimum of sixteen (16) years old

3. Introduction to Competition

The Introduction to Competition training comprises of two, two day workshops which prepare coaches to assume the responsibilities of a head coach with skaters in the Learning to Train and Training to Train stages of development who are regularly participating in competitions. In this training, coaches cover topics ranging from an introduction to biomechanics and performance analysis to sport nutrition and the developmental of basic mental skills, as well as further exploring practice planning, equipment. The training culminates with a full day focused on how to design and implement a seasonal training plan. Candidates must be a minimum of 16 years old.

4. Introduction to Competition - Level 3 Technical

Speed Skating Canada's Level 3 course is presently in the process of being reviewed and updated to align with the Competition-Development context in the new NCCP. Speed Skating Canada will only organise Level 3 Technical courses should demand for such training exist. Multi-sport theory must be done in the Competition-Development context. Candidates must be a minimum of sixteen (16) years of age.

5. Competition-Development

The information covered in the 6 multi-sport modules will be required knowledge for sport specific modules. Coaches interested in pursuing certification in the Competition-Development should pursue training for these six (6) modules or ensure that the learning outcomes have been addressed through a University degree or other forms of formal training. Candidates must be a minimum of sixteen (16) years old.

6. National Coaching Institute (NCI) & Level 4/5 Certification

The National Coaching Institute Advanced Coaching Diploma is the pinnacle of a coach's education in the National Coaching Certification Program. NCI coaches are recognized as being among the most qualified coaches and leaders of athletes and sport programs provincially, nationally and internationally. The Diploma consists of four (4) core themes; Coaching Leadership, Coaching Effectiveness, Performance Planning, and Training and Competition Readiness. SSC will complement this training with sport specific technical and tactical training and by providing opportunities for applied coaching and mentorship. SSC is finalizing its own program offering and curriculum. Candidates must be a minimum of sixteen (16) years old.

7. Certification Contexts

To become certified in a coaching context, coaches must be evaluated on their demonstrated ability to perform within that context in areas such as program design, practice planning, performance analysis, program management, ethical coaching, support to participants during training, and support to participants in competition. Contexts are defined by the nature of sport participation of participants; the following certifications are available from Speed Skating Canada:

- FUNDamentals Coach
- Introduction to Competition
- Level 3 (will be transitioning to Competition Development)
- Levels 4 & 5

8. Transfer of Qualifications

As part of the transition from NCCP levels to the new NCCP, coaches have been given the opportunity to have their Levels Qualifications recognized in the new NCCP. The guidelines for the transfer of qualifications are determined by the CAC Transfer of Qualifications Policy. For Speed Skating Coaches to have qualifications recognized in the new NCCP, ALL coaches are required to complete the Introduction to Competition on-line evaluation for Making Ethical Decisions.

APPENDIX 6 – COACHING CODE OF CONDUCT

The athlete/coach relationship is a privileged one. Coaches play a critical role in the personal as well as athletic development of their athletes. They must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. Coaches must also recognize that they are conduits through which the values and goals for a sport organization are channeled. Thus, how an athlete regards his/her sport is often dependent on the behavior of the coach. The following Code of Conduct has been developed to aid coaches in achieving a level of behavior which will allow them to assist their athletes in becoming well-rounded, self-confident and productive human beings.

Coaches have a responsibility to:

1. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status.
2. Direct comments or criticism at the performance rather than the athlete.
3. Consistently display high personal standards and project a favorable image of the sport and of coaching.
 - a. Refrain from public criticism of fellow coaches especially when speaking to the media or recruiting athletes.
 - b. Abstain from the use of tobacco products while in the presence of athletes and discourage its use by athletes.
 - c. Abstain from drinking alcoholic beverages when working with athletes.
 - d. Discourage the use of alcohol in conjunction with athletic events or victory celebrations at the playing site.
 - e. Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of their duties.
4. Communicate and cooperate with registered medical practitioners in the diagnosis, treatment and management of their athlete's medical and psychological problems. Consider the athlete's future health and well-being as foremost when making decisions regarding an injured athletes' ability to continue playing, training or competing.
5. Recognize and accept when to refer athletes to other coaches or sport specialists. Allow athletes' goals to take precedence over their own.
6. Regularly seek ways of increasing professional development and self-awareness.
7. Treat other coaches and officials with due respect, both in victory and defeat, and encourage athletes to act accordingly.
8. Actively encourage athletes to uphold the rules of the sport and the spirit of the rules.
9. In the case of minors, communicate and cooperate with the athlete's parents or legal guardians, involving them in management decisions pertaining to their child's development.
10. In an educational environment and when considering the educational impact on the athlete, be aware of the academic pressures placed on student-athletes and conduct games, practices and competitions in a manner so as to allow academic success.

Coaches must:

1. Ensure the safety of the athletes with whom they work.
2. At no time become intimately and/or sexually involved with their athletes. This includes requests for sexual favours or threat of reprisal for the rejection of such requests.
3. Respect athletes' dignity. Any verbal or physical behaviors that, in the opinion of the athlete may constitute harassment or abuse, are unacceptable (definition of harassment follows).
4. Never advocate or condone the use of drugs or other banned performance enhancing substances.
5. Never provide under age athletes with alcohol.

DEFINITION OF HARASSMENT

Harassment may take many forms but can generally be defined as behavior including comments and/or conduct which is insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or groups or individuals or which creates an uncomfortable environment.

Harassment may include but is not limited to:

1. written or verbal abuse or threats;
2. sexually oriented comments;
3. racial or ethnic slurs;
4. unwelcome remarks, jokes, innuendoes, or taunting about a person's body, attire, age, marital status, ethnic or racial origin, religion, etc.;
5. displaying of sexually explicit, racist or other offensive or derogatory material;
6. sexual, racial, ethnic or religious graffiti;
7. practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance;
8. unwelcome sexual remarks, invitations or requests whether indirect or explicit, or intimidation;
9. leering (suggestive staring), or other obscene or offensive gesture;
10. condescension, paternalism or patronizing behavior which undermines self-respect or adversely affects performance or working conditions;
11. physical conduct such as touching, kissing, patting, pinching, etc.;
12. vandalism;
13. physical assault.