



# POLICIES AND PROCEDURES ORGANIZATIONAL MANAGEMENT

BCSSA Policies and Procedures Manual #1 of 3

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

Organizational Policies and Procedures are approved by either the Board of Directors or the Membership.

## **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. Policies cannot contradict the laws of the province or country, or the Constitution and Bylaws of the organization.

### **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 Forms**

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

# The BCSSA POLICIES AND PROCEDURES

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# The BCSSA POLICIES AND PROCEDURES

## ORGANIZATIONAL MANAGEMENT

### SECTION A – GOVERNANCE

#### A-1 POLICY: The Authority Level of Governing Documents

1. The BC Speed Skating Association 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. The BC Speed Skating Association'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 the BCSSA cannot contravene the BC Societies Act, current provincial or national laws, or the BCSSA Constitution and By-Laws.
4. Clubs and individuals who take out membership with the BC Speed Skating Association are agreeing to abide by the Constitution and By-Laws, and all Policies, Procedures and Regulations of the BC Speed Skating Association, by virtue of their membership.

#### A-1-1 PROCEDURE: Governing Documents and BCSSA Members

1. BCSSA Membership registration documents and membership communication vehicles will note acceptance of, and compliance with the BCSSA 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 the BCSSA 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 the BCSSA 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 the BCSSA policies current, based on the needs of the BCSSA 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 BCSSA 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 the BCSSA website and distributed electronically to clubs, committees and Directors electronically.
6. The current BCSSA Constitution and Bylaws will be posted on the BCSSA website and be no more than two (2) clicks from the member login page.
7. The current BCSSA Policies, Procedures and Regulations Manuals will be posted on the BCSSA website and be no more than two (2) clicks from the member login page.
8. Individual or club members of the BCSSA 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 his/her position on the Board.
3. Each Director must agree to comply with the BCSSA 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 over-sight 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 the BCSSA 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 current Committees of the Board are:
  - a. Finance Committee;
  - b. Governance Committee;
  - c. Nominating Committee;
  - d. Technical Committee.
3. The President will chair the Governance Committee and the Technical Committee, or may appoint a designate as chair of the Technical Committee. The Treasurer will chair the Finance Committee. The chair of the Nominating committee will 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 the BCSSA 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 the BCSSA 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 may, at any time, in consultation with the committee, appoint committee members to fill the vacancy.
2. The Chairpersons of Standing and Operating Committees are appointed by the Board.
3. Standing and Operating Committee members serve for a two (2) year term.
4. Standing and Operating Committee members may be re-elected or re-appointed.

### **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 agree to comply with the BCSSA 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. Operating Committees will work with the Treasurer and staff to determine their programming and committee budgets for the year, and must work within the approved financial framework. Any budget changes or anticipated expense overages must be pre-approved by the Treasurer and the Executive Director.
7. Standing Committees will work with the Technical Committee and staff to determine their budgets on a project by project basis. Any budget changes or anticipated overages must be pre-approved by the Treasurer and the Executive Director.

### C-5 POLICY: Meetings of Standing and Operating Committees

1. Committee meetings are held at the call of the Chair 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 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 D – THE BCSSA CODE OF ETHICS AND CONFLICT OF INTEREST POLICY**

### **D-1 POLICY: Code of Ethics**

All persons elected to hold office on the Board of the BCSSA or named to a Standing or Operating Committee, and the Skater Representatives, are expected to act in a manner that not only is but is perceived to be ethical while conducting the business of the organization and shall abide by the following Code of Ethics.

#### **CODE OF ETHICS**

The Board, Committee members and Skater Representatives have an obligation to do more than meet the legal standard for committees. They are expected to meet moral standards of conduct as well.

As a member of the British Columbia Speed Skating Association, I will:

1. Represent the interests of all people served by the organization and not favour special interests inside or outside of this not-for-profit society.
2. Not use my service on the Board, Committee or as Skater Representative for my own personal advantage or for the advantage of my family, friends or supporters.
3. Keep confidential information confidential.
4. Discuss committee decisions only, not the process nor the position each member took.
5. Approach all issues with an open mind, prepared to make the best decisions for everyone involved.
6. Do nothing to violate the trust of those who elected or appointed me to the committee or those I serve.
7. Support all committee decisions with the knowledge that they were made through the democratic process, regardless of my personal opinions or position.
8. Focus my efforts on the mission of the BCSSA, not on my personal goals.
9. Never exercise authority as a committee member except when acting in a meeting with the full committee or when I am delegated by the BCSSA.

### **D-2 POLICY: Conflict of Interest**

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

#### **CONFLICT OF INTEREST POLICY**

##### **DUTY**

1. All persons and agents, Board of Directors, Committee Members, Staff, etc., appointed to act on the BCSSA'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 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. The BCSSA, 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 Speed Skating Canada (SSC) categories:

Categories	Criteria
Elite	A skater who competes in International and/or Domestic sanctioned competitions i.e. SSC National Championships (Age Class, Junior, Senior), Canada Cups, North Americans, Canada Winter Games and Selection events in Canada.
Competitive	A skater who competes in any other SSC or Branch sanctioned competition.
Participant	A skater who is a member of a Canadian speed skating club who does not compete in a sanctioned event.
Associate	A member of a Canadian speed skating club who contributes as a coach, official, volunteer or parent who does not participate as a skating member.
Introductory	A skater who participates in a Learn to Skate or Student program from 16-23 weeks conducted by clubs to provide the participant with an introduction to speed skating.
Special Event	A skater who participates in an individual sanctioned competition or special event.

## E-2 POLICY: Membership Fees

1. The annual individual and club membership fees will be the BCSSA 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 BCSSA membership fees will be set by the membership at the BCSSA Annual General Meeting. SSC fees will be set by the SSC membership at the national Annual General Meeting.
3. The BCSSA has implemented a Provincial Levy for all membership categories except Special Event members, in lieu of fund raising projects.
4. Each club will be charged a club affiliation fee.
5. No skater can register to skate in any SSC or BCSSA 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

The BCSSA and Speed Skating Canada registration fees (including skater registration fees as set out below, club affiliation fees of \$100 per club per year and any additional provincial levy) will be collected by SSC for those who register electronically through the online Member Affiliation System or will be billed by invoice from BCSSA throughout the season. Payment of such fees must be received within 30 days of the BCSSA invoice being sent.

1. The cut-off date for skater registration for the 2019-2020 year will be March 1<sup>st</sup>, 2020.

Membership Category	BCSSA Fee	SSC Fee	Total
Elite	\$115.00	\$60.00	\$175.00
Competitive	\$95.00	\$40.00	\$135.00
Participant	\$75.00	\$20.00	\$95.00
Associate	\$19.00	\$6.00	\$25.00
Introductory	\$24.00	\$6.00	\$30.00
Special Event	\$2.00	N/A	\$2.00

- Note that effective May, 2019 the fundraising fee has been incorporated into the BCSSA fee.

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

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

### E-4 POLICY: New Club Membership

1. The BCSSA 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 the BCSSA.
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 the BCSSA.

### 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 BCSSA.
2. Clubs who do not meet the requirements of membership in the BCSSA are required to engage in an orderly cessation of membership in the BCSSA.
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 the BCSSA.

### E-7 PROCEDURE: Club Dissolution

1. Club Responsibility:

- a. The Club is to advise the BCSSA office in writing, signed by two (2) Officers of the Club, of its intention to cease operations.
- b. The Club is to provide the BCSSA a copy of the meeting wherein the minutes reflect the motion that was duly carried to cease operations.

#### **E-8 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-8 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. The BCSSA is the body which holds provincial meetings. The facilitation of the meeting may be delegated by the BCSSA to a member club.
3. If a club wishes to host the AGM of the association, applications should be made to the Board of the BCSSA at least one (1) year in advance.

#### **E-9 POLICY: Membership Code of Conduct**

1. The BCSSA is committed to providing an environment in which all individuals are treated with respect. Further, the BCSSA supports equal opportunity and prohibits discriminatory practices. Members are expected to conduct themselves at all times in a manner consistent with the values of the BCSSA which include fairness, integrity, open communication and mutual respect. Conduct which violates these values may be subject to sanctions pursuant to the BCSSA's Discipline Policy.

In addition to the above, the following specific conduct is required of all members:

- a. members will comply with all By-Laws, policies, procedures, rules and regulations that have been adopted by the association, including any additions or revisions as may be made from time to time
  - b. members will respect all other sport participants and will not verbally or physically abuse opponents, coaches, officials, spectators or sponsors
  - c. members will show respect to officials and will not use foul language or make obscene or offensive gestures
  - d. members will treat all skating facilities and/or equipment with respect and care
  - e. members must comply with the conditions of entry of a speed skating competition including any rules with regard to clothing or advertising
  - f. members must be available to meet reasonable requests for interviews by the media
  - g. members will not engage in any other unreasonable conduct which brings the sport of speed skating into disrepute including but not limited to the abusive use of alcohol, non-medical use of drugs or use of alcohol by minors.
3. Members who fail to comply will be subject to sanction pursuant to the BCSSA's Discipline Policy. The BCSSA Code of Conduct shall govern all disciplinary matters to the extent it conflicts with or augments the Code of Conduct of any provincial/territorial speed skating association.

## E-10 POLICY: Harassment Policy

NOTE: For convenience, this policy uses the term "Complainant" to refer to the person who experiences harassment even though not all persons who experience harassment will make a formal complaint. The term "Respondent" refers to the person against whom a complaint is made.

### POLICY STATEMENT

1. The BCSSA is committed to providing opportunities for every individual within the speed skating community to reach his or her potential in skill and excellence. In keeping with the spirit of this statement, the BCSSA is committed to providing a work and recreational environment in which all individuals are treated with respect and dignity, which promotes equal opportunities and prohibits discriminatory practices.
2. Harassment is a form of discrimination. Harassment is prohibited by human rights legislation in Canada.
3. Harassment is offensive, degrading and threatening. In most extreme forms, harassment can be an offence under Canada's Criminal Code.

### APPLICATION

4. This Policy applies to all categories of members in the BCSSA as well as to all individuals engaged in activities with or employed by the BCSSA, including but not limited to: officials, instructors, volunteers, directors, officers, athletes, coaches, administrators and employees (including contract personnel).



5. This Policy applies to harassment which may occur during the course of the BCSSA business, activities and events including, but not limited to: meetings, courses, competitions, training camps, exhibitions and travel associated with these activities. It also applies to harassment between individuals associated with the BCSSA but outside of the BCSSA's business and events when such harassment adversely affects relationships within the BCSSA's work and sport environment.
6. Harassment arising within the business, activities and events of member organizations of the BCSSA shall be dealt with using the policies and mechanisms of such organizations.

## DEFINITIONS

7. Harassment can generally be defined as comment or conduct directed toward an individual or group of individuals which is insulting, intimidating, humiliating, malicious, degrading or offensive.
8. For the purposes of this policy, *sexual harassment* is defined as unwelcome sexual advances, requests for sexual favours or other verbal or physical conduct of a sexual nature when:
  - a. submitting to or rejecting this conduct is used as the basis for making decisions which affect the individual; or
  - b. such conduct has the purpose or effect of interfering with an individual's performance; or
  - c. such conduct creates an intimidating, hostile or offensive environment.
9. Types of behaviour which constitute harassment include, but are not limited to:
  - a. written or verbal abuse or threats;
  - b. the display of visual material which is offensive or which one ought to know is offensive
  - c. unwelcome remarks, jokes, comments, innuendo or taunting about a person's looks, body, attire, age, race, religion, sex, or sexual orientation;
  - d. leering or other suggestive or obscene gestures;
  - e. condescending, paternalistic or patronizing behaviour intended to undermine self-esteem, diminish performance or adversely affect working conditions;
  - f. practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance;
  - g. unwanted physical contact including touching, petting, pinching, or kissing;
  - h. unwelcome sexual flirtations, advances, requests or invitations;
  - i. physical or sexual assault;

## CONFIDENTIALITY

10. The BCSSA recognizes that it can be extremely difficult to come forward with a complaint of harassment and that it can be devastating to be wrongly accused of harassment. The BCSSA recognizes the interests of both the Complainant and the Respondent in keeping the matter confidential, except where such disclosure is required by law. This shall not preclude publication of the final outcome of any matter.

## TIMELINES

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

## E-10 PROCEDURE: Harassment Policy

### COMPLAINT PROCEDURE

1. A person 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 request that the BCSSA appoint an accredited Harassment Advisor from within the association or outside of the association, or a meeting with an official of the BCSSA. For purpose of this procedure, an “official” may be a member of the BCSSA Board or the BCSSA Harassment Advisor as accredited within the BC sport system as a Provincial Harassment Advisor.
3. Nothing in this Policy precludes a representative of the BCSSA from bringing forward a complaint in accordance with the provisions of this Policy.
4. Once contacted by a Complainant the role of the official is to serve in a neutral, unbiased capacity in receiving the complaint and assisting in its informal resolution. If the official considers that he/she is unable to act in this capacity, the Complainant shall be referred to another BCSSA official.
5. There are three possible outcomes to this meeting of the Complainant and official:
  - a. it may be determined that the conduct does not constitute harassment as defined in this Policy, in which case the matter will be closed; or
  - b. the Complainant may decide to pursue an informal resolution of the complaint, in which case the official will assist the two (2) parties to negotiate an acceptable resolution of the complaint; or
  - c. the Complainant may decide to make a formal written complaint to the BCSSA in which case the official shall advise the President of the BCSSA, or delegate of the President, either of whom may appoint an independent individual to conduct an investigation of the complaint.
6. Ideally, the Investigator should be a person experienced in harassment matters and investigation techniques, and may be an outside professional. He/she shall carry out the investigation in a timely manner and at the conclusion of the investigation shall submit a written report to the President or the President’s delegate.
7. Where there is an investigation, within seven (7) days of receiving the written report of the Investigator, the President or delegate shall determine whether or not there are grounds for a hearing and shall appoint three (3) impartial individuals to serve as a Panel.

8. Where there is no investigation, within seven (7) days of receipt of the formal complaint the President shall appoint three (3) impartial individuals as a Panel.
9. Harassment complaints occurring within competitions may be dealt with immediately, if necessary, by a BCSSA representative in a position of authority, provided the individual being disciplined is told the nature of infraction and has opportunity to provide information concerning the incident. In such situations, sanctions shall be for the duration of the competition only. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out by this Policy. This review does not replace the appeal provisions of this Policy.
10. This Policy and Procedure shall not prevent a person in authority taking immediate, informal corrective disciplinary action in response to behaviour that, in his/her view, constitutes a minor incidence of harassment.

#### HEARING

11. A Hearing shall take place in accordance with the process set out in the BCSSA's Discipline Policy and in addition:
12. The Complainant and Respondent shall each receive a copy of the Investigator's report if such an investigation is carried out.
13. If there is an in-person hearing, the Complainant shall be present at the hearing to respond to the Investigator's report, give evidence and to answer questions of the Panel.
14. If there is an in-person hearing, the Investigator may attend the hearing at the request of the panel.
15. As soon as possible but in any event within seven (7) days of the Hearing, the Panel shall present its Decision to the President or designate and to the Executive Director, with a copy provided to both the Complainant and Respondent. This Decision shall contain:
  - a. a summary of the relevant facts;
  - b. a determination as to whether the acts complained of constitute harassment as defined in this Policy;
  - c. recommended disciplinary action against the Respondent, if the acts constitute harassment;  
and
  - d. measures to remedy or mitigate the harm or loss suffered by the Complainant, if the acts constitute harassment.
16. If the Panel determines that the allegations of harassment are false, vexatious, retaliatory or frivolous, its Decision may direct disciplinary action against the Complainant.

#### RELUCTANT COMPLAINANT

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

## SANCTION

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

## APPEAL PROCEDURE

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

## E-11 POLICY: Discipline Policy

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

## PREAMBLE

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

## APPLICATION

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

## TIMELINE

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

## E-11 PROCEDURE: Discipline Policy

### MINOR INFRACTIONS

1. Examples of minor infractions are shown in Appendix 3. All disciplinary situations involving minor infractions occurring within the jurisdiction of the BCSSA will be dealt with by the appropriate person having authority over the situation and the individuals involved. This person may include, but is not restricted to, a board member, committee member, competition chairperson, official, coach or head of delegation.
2. Procedures for dealing with minor infractions shall be informal as compared to those for major infractions and shall be determined at the discretion of the person responsible for discipline of such infractions, provided the individual being disciplined is told the nature of the infraction and has had an opportunity to provide information concerning the incident.

3. The following disciplinary sanctions may be applied, singly or in combination, for minor infractions:
  - a. verbal reprimand
  - b. written reprimand to be placed in individual's file;
  - c. verbal apology;
  - d. hand-delivered written apology;
  - e. team service or other voluntary contribution to the BCSSA;
  - f. suspension from the current competition;
  - g. other sanctions as may be considered appropriate for the offence.
4. Minor infractions which result in discipline shall be recorded using the Incident Report Form in Appendix 3. Repeat minor offences may result in a further such incident being considered as a major infraction.

#### MAJOR INFRACTIONS

5. Examples of major infractions are shown in Appendix 3. Any member or representative of the BCSSA may report to the President, or designate, a major infraction using the Incident Report Form in Appendix 3.
6. Upon receipt of an Incident Report, the President, or designate, shall determine if the incident is better dealt with as a minor infraction or if a hearing is required to address the incident as a major infraction.
7. If the incident is to be dealt with as a minor infraction, the President, or designate, will inform the appropriate person in authority, as described in Section 6, and the alleged offender, and the matter shall be dealt with according to Section 7 through 9 of this Policy.
8. If the incident is to be dealt with as a major infraction and a hearing is required, the alleged offender shall be notified as quickly as possible and, in any event, no later than seven (7) regular days from date of receipt of the Incident Report, and shall be advised of the procedures outlined in this Policy.
9. Major infractions occurring within competition may be dealt with immediately, if necessary, by a BCSSA representative in a position of authority, provided the individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident. In such situations, disciplinary sanctions shall be for the duration of the competition only. Further sanctions may be applied, but only after review of the matter in accordance with the procedures set out in this policy for major infractions. This review does not replace the appeal provisions of this Policy.

#### HEARING

10. Within seven (7) days of receiving the Incident Report, the President, or designate, shall determine whether the hearing will be held by way of written submission or oral presentation and shall appoint three (3) impartial individuals to serve as a Disciplinary Panel. Where possible, one (1) of the Panel members shall be from the peer group of the alleged offender.

11. The Discipline Panel shall hold the hearing as soon as possible, but not more than twenty-one (21) days after the incident report is first received by the President, or designate.
12. The Discipline Panel shall govern the Hearing as it sees fit, provided that:
  - a. the individual being disciplined has been given ten (10) days written notice (by courier, mail, fax or email) of the date, time and place of the hearing. Where a hearing is by way of oral presentation, the Panel may decide to conduct the hearing in person or by telephone or video conference;
  - b. the individual being disciplined has received a copy of the incident report and it will be included in the notice of the hearing as set out in E-11(12)(a);
  - c. members of the Panel shall select from amongst themselves a Chairperson;
  - d. quorum is all three (3) Panel members;
  - e. decisions are made by a majority vote, the Chair carries a vote;
  - f. the individual being disciplined may be accompanied by a representative;
  - g. the individual being disciplined has the right to present evidence and argument;
  - h. the hearing is held in private;
  - i. the Panel may request that witnesses to the incident be present or submit written evidence;
  - j. once appointed, the Panel has the authority to abridge or extend timelines associated with all aspects of the Hearing.

#### PRELIMINARY CONFERENCE

13. The Discipline Panel may determine that the circumstances of the dispute warrant a preliminary conference:
  - a. The matters which may be considered at a preliminary conference include date and location of hearing, timelines for exchange of documents, format for the hearing, clarification of issues in dispute, any procedural matter, order and procedure of the hearing, remedies being sought, identification of witnesses, and any other matter which may assist in expediting the hearing proceedings.
  - b. The panel may delegate to its Chairperson the authority to deal with these preliminary matters.
14. The Discipline Panel shall render its decision, with written reasons, within ten (10) days of the Hearing. A copy of this decision shall be provided to all of the Parties to the Hearing, the Executive Director and the President.
15. The preceding provisions may be modified, or added to, as required by the provisions of any other pertinent BCSSA policies, such as those dealing with doping, harassment, personnel or event-specific matters.
16. Where the individual acknowledges the facts of the incident, he/she may waive the hearing, in which case the Panel shall determine the appropriate disciplinary sanction. The Panel may hold a hearing for the purpose of determining an appropriate sanction and all parties may attend the hearing.
17. If the individual being disciplined chooses not to participate in the hearing, the hearing shall proceed in any event.

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

## SANCTIONS

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

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

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

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

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

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

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



## APPEALS OF THE DISCIPLING POLICY PROCEDURE

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

### E-12 POLICY: Appeal Policy

NOTE: In this policy “Member” refers to all categories of Members in the BCSSA, as well as to all individuals engaged in activities with or employed by the BCSSA, including, but not limited to, athletes, coaches, officials volunteers, directors, officers, medical and paramedical personnel, administrators and employees (including contract personnel); “Appellant” refers to the member appealing a decision; and “Respondent” refers to the body whose decision is being appealed.

#### SCOPE OF APPEAL

1. Any member of the BCSSA 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 6 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.
2. This Policy shall not apply to matters relating to the rules of speed skating, which may not be appealed.

#### TIMING OF APPEAL

3. Timelines in this Policy are in total days, irrespective of weekends or holidays. Where a deadline falls on a weekend or holiday, the next business day shall be the deadline for the purpose of procedures under this Policy.
4. Members who wish to appeal a decision shall have seven (7) days from the date on which they received notice of the decision, to submit written notice of their intention to appeal, along with detailed reasons for the appeal, to the President of the BCSSA or a designate.
5. Any party wishing to initiate an appeal beyond the seven (7) day period must provide a written request stating reasons for an exemption to this requirement. The decision to allow, or not allow, an appeal outside the seven (7) day period shall be at the sole discretion of the President of the BCSSA or a designate.

## GROUNDS FOR APPEAL

6. A decision cannot be appealed on its merits alone. An appeal may be heard only if there are sufficient grounds for the appeal. Sufficient grounds include 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 the BCSSA;
  - 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;
  - d. exercising its discretion for improper purposes;
  - e. making a decision based on a policy which is illegal or contrary to a statutory provision;
  - f. making a decision which is grossly unreasonable and in no way supportable by facts.

## E-12 PROCEDURE: Appeal Policy

### SCREENING OF APPEAL

1. Within three (3) days of receiving the notice of appeal, the President of the BCSSA, 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 6. The President of the BCSSA shall not determine if the error has been made, only if the appeal is based on such allegation of error by the Respondent. In the absence of the President, a member of the Executive shall perform this function.
2. 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 the BCSSA, or a designate, and may not be appealed.

### APPEAL PANEL

3. If the President of the BCSSA, 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 the BCSSA, or a designate, shall establish an Appeal Panel (the "Panel") as follows:
  - a. 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;
  - b. at least one (1) of the Panel's members may be from among the Appellant's peers;
  - c. 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;
  - d. should the Appellant not recommend the Panel member as set out in (c) above within three (3) days, the President of the BCSSA, or a designate, shall appoint the peer member of the Panel.

#### PRELIMINARY CONFERENCE

4. The Panel may determine that the circumstances of the appeal warrant a preliminary conference:
  - a. the matters which may be considered at a preliminary conference include date and location of hearing, timelines for exchange of documents, format for the 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.
5. The Panel may delegate to its Chairperson the authority to deal with these preliminary matters.

#### PROCEDURE FOR THE APPEAL HEARING

6. 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. the Panel's members shall select from themselves a Chairperson;
  - d. a quorum shall be all three (3) Panel members;
  - e. decisions shall be by majority vote, where the Chairperson carries a vote;
  - f. 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;
  - g. any of the Parties may be accompanied by a representative or advisor, including legal counsel;
  - h. 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;
  - i. the Panel may direct that any other individual participate in the appeal.
7. 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.
8. Unless otherwise agreed by the Parties, there shall be no communication between Panel members and Parties except in the presence of, or by written copy to, the other Parties.
9. In order to keep costs to a reasonable level, the Panel may conduct the appeal by means of a conference call or video conference.

## APPEAL DECISION

10. Within seven (7) regular days of concluding 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.
11. A copy of this decision shall be provided to each of the Parties and to the President.

## TIMELINES

12. 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

13. 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.

## E-13 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. If any Party believes the Panel has made an error such as those described in E-14 POLICY: Appeals Policy, the matter shall be referred to arbitration, such arbitration to be administered under the Alternate Dispute (ADR) Program for Amateur Sport and its Rules of Arbitration, as amended from time to time.
2. Should a matter be referred to arbitration, all Parties to the original appeal shall be Parties to the arbitration.
3. The Parties to arbitration shall enter into a formal Arbitration Agreement and the decision of any arbitration shall be final and binding.

## LOCATION AND JURISDICTION

4. Any appeal shall take place in Metro Vancouver, unless the Panel agrees to an alternate location or held by way of telephone conference call or video conference call or held elsewhere as may be decided by the Panel as a preliminary matter.
5. This Policy shall be governed and construed in accordance with the laws of the Province of British Columbia.
6. No action or legal proceeding shall be commenced against the BCSSA in respect of a dispute, unless the BCSSA has refused or failed to abide by the provisions for appeal and/or arbitration of the dispute, as set out in this Policy.

## E-14 POLICY: Insurance for BCSSA and Membership Activities

### PREAMBLE

Insurance is maintained by the BCSSA 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. The BCSSA liability insurance will defend a member and pay for damages that may be awarded against them.

#### 1. Insurance Company

The BCSSA 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 1<sup>st</sup> of 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 BCSSA.

#### 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 BCSSA and Membership Activities

1. It is strongly recommended that where an injury has resulted during a recognized BCSSA event that a claim form be filed immediately, whether or not the severity of the injury has been determined.
2. Claim Forms can be found on the BCSSA website.
3. In the event that a claim form is needed for other Speed Skating activities, i.e.: practices, demonstration, mass start event, etc., forms are available from the BCSSA office and one will be emailed to them.
4. The form must be completed within the statutory timeframe set out by the insurance company.

## **SECTION F – EQUITY AND ACCESS**

### **F-1 POLICY: Gender Equity**

1. The BCSSA 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 BCSSA 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 BCSSA policies, programs, services, projects and funding that the concerns and needs, regardless of gender, will be identified, promoted and supported.
6. BCSSA will, without gender bias, create awareness and promote all aspects of our sport.

### **F-2 POLICY: Diversity in sports**

1. The BCSSA 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. The BCSSA advocates for the right of all to access and be part of sport.
2. A member of the Sport Development committee will monitor BCSSA 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. The BCSSA 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. The BCSSA 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: Access**

1. The BCSSA 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. Staff will monitor BCSSA programs to identify areas where access to the sport is not open to all and to advise the Board of same.

### **F-3 PROCEDURE: Access**

1. The BCSSA is committed to promoting inclusion of persons with 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. The BCSSA 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, persons with a disability are encouraged to participate in inter-club and other meets.
2. The BCSSA is committed to assisting via modifying equipment, or whatever is necessary, to safely integrate the individual athlete into the sport of Speed Skating.

## SECTION G – COMMUNICATIONS

### G-1 POLICY: Communications

The BCSSA 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 the BCSSA.

1. The BCSSA office will be responsible for maintaining current club contacts based on information submitted by member clubs.
2. Electronic communication outside of the BCSSA 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. The Sport Administrator be the conduit for the information flow between the Clubs and the Board, SSC, Provincial Branches and other organizations.
2. In order to ensure the timely exchange of information with the clubs, the Sport Administrator will not be able to take on a role of facilitating communications between clubs. That will remain a club responsibility.
3. Alternate avenues of communication are:
  - a. the SSC Newsletter
  - b. pre and periodic in-season Bulletins
  - c. the Leading Edge Newsletter
  - d. the BCSSA Website
  - e. the BCSSA Facebook page
  - f. the use of Twitter and other forms of social media
4. With mass digital electronic communication and risks protected by the BC Personal Information and Privacy Act, all mass e-mails to club contacts and email groups shall be blind copied with a description to which groups it was mailed to.
5. All province-wide mass emails to clubs including National Competition notices, information deemed to be of interest to the full membership, etc. shall be sent by blind copy through the BCSSA office to ensure timely, accurate and private distribution.



## **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 the BCSSA office to the-Executive Director. The request must specify the documents to be viewed.
2. A response will be made within five (5) working days of the request.
3. Any scanning or copying costs incurred to provide a member with a copy of any records pertaining to the Association will be borne by the member making the request.

### **H-2 POLICY: Financial Management and Accountability**

1. The British Columbia Speed Skating Association 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.

3. The Association appointed Auditor will audit these records at the end of each fiscal year.
4. Budget
  - a. The Board of Directors shall ensure the appropriate guidelines are established for the preparation and submission of budgets by the Standing Committees (and Operating Committees as required) and BCSSA Staff, in a timely manner.
  - b. The Finance Committee, in conjunction with the Board and Executive Director, will develop the Association budget.
5. Financial Statements
  - a. Financial statements will be prepared monthly and will reflect the different program areas.
6. Expenditures
  - a. All expenses must be approved, prior to payment, by the standing committee chairpersons for charges to their program area, the President, Treasurer or Executive Director.
  - b. Authorized expenditures are limited to those contained in the policy manual or those made by the Executive Director for standing committee operations, the purchase of goods for resale, and for providing recoverable advances to host organizations on behalf of skaters or their agents.

## H-2 PROCEDURE: Financial Management

1. The monthly inputting of entries may be performed by staff or an independent bookkeeper.
2. The monthly financial statements shall be reviewed monthly by the Treasurer.
3. The Treasurer shall ensure that a complete back-up of the inputted data is done on a monthly basis and stored on the Association's server.
4. Supporting documentation shall be maintained on the Association's server and/or in a safe and secure site within the Sport Administrator's office and/or in an Association controlled secure storage location.
5. The budgeting process will occur as follows:
  - a. initial development for the upcoming season at March/April Board planning meeting;
  - b. presentation of the Board approved budget at the BCSSA Annual General Meeting

## 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-4 POLICY: Travel and Expenses

1. Expenses will be paid to those authorized to act on behalf of the association when attending functions and events, in accordance with approved plans and budgets.
2. Travel, including parking at the airport will be reimbursed at cost but individuals are expected to book the least expensive travel possible, within reason.

3. A Per Diem of \$45.00 may be provided for those authorized to act on behalf of the association when attending functions and events. Authorization may be given by Standing Committee chairs for expenses within their program area, the Executive Director or the President.  
The per diem is to be used for incidental expenses incurred to attend the function and event and for meals with the maximum claim for meals to be:
  - a. breakfast \$10.00
  - b. lunch \$14.00
  - c. dinner \$21.00
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 the BCSSA office within 30 days. In February and March each year, attempts are to be made to ensure the claims are submitted ASAP because of the fiscal year end.
3. All expense claims must have original supporting documentation.
4. All claims are to be approved by the applicable Standing Committee chair, Executive Director or the Treasurer.

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

1. The British Columbia Speed Skating Association will support delegates representing the BCSSA to the SSC Annual General Meeting.
2. The number of delegates to attend the SSC Annual General Meeting on behalf of the BCSSA is subject to funding availability.
3. The usual individuals who are sent as delegates to the SSC AGM are:
  - a. The President
  - b. The Executive Director
4. Other individuals that may also be considered as delegates to the SSC Annual General Meeting depending on the workshops and programs being offered at the SSC AGM are:
  - a. Members of the Board
  - b. Standing Committee Chairs
  - c. Individuals (staff, committee members) who would benefit the BCSSA by attending workshops and seminars, or special training that is being provided by the SSC at the Annual General Meeting
  - d. other members

5. Subject to funding availability, all the BCSSA delegates to the SSC Annual General Meeting may be fully funded except when funding is provided by SSC, subject to the BCSSA Travel Policy, Procedures and Regulation as follows:
  - a. transportation
  - b. reimbursement for accommodations will be based on two (2) sharing unless otherwise approved in advance by the Board
  - 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. The BCSSA Delegates attending the SSC AGM are expected to:
  - a. represent the British Columbia Speed Skating Association in the best interest of all
  - b. where funded, attend all the events and meetings
  - c. report back to the membership the decisions that occurred and information that was provided
  - d. be available throughout the season for consultation and advice based on the information attained at the national meeting
  - e. conduct workshops as required based on the information attained at the meeting.

#### **H-7 POLICY: Board Members and Staff Attending the BCSSA Annual General Meeting**

1. When funds permit, the BCSSA will support the attendance of Board Members and Staff to the BCSSA Annual General Meeting.
2. Board members and Staff attending the BCSSA Annual General Meeting will be funded, subject to the BCSSA Travel and Expenses Policies and Procedures and to available funding, as follows:
  - a. transportation
  - b. reimbursement for accommodations is based on two (2) sharing unless otherwise approved by the Board in advance
  - c. meals at the accepted per diem rate.

#### **H-8 POLICY: Club Delegates attending the BCSSA Annual General Meeting**

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

#### **H-8 PROCEDURE: Club Delegates attending the BCSSA Annual General Meeting**

1. Where there are funds available to assist clubs in sending delegates to the BCSSA AGM, the clubs will be advised not less than ninety (90) 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 BCSSA 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 the BCSSA has purchased for resale.
3. The Sport Administrator is responsible for conducting the inventory at the end of the fiscal year and submit it to the Treasurer and/or directly to the Auditor.

## H-10 POLICY: Self-Generated Funds

1. The BCSSA 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, the BCSSA'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: BCSSA Signing Authority

1. Cheques
  - a. The cheque signing authorities shall be the President, Treasurer, and others as indicated in By-Law 10.4.
  - b. Each cheque requires the signatures of any two (2) of the authorized cheque signing officers.
  - c. In the event that a cheque is made payable to an authorized cheque signing officer, the third cheque signing officer must approve the issuance of the cheque. Approval must be in writing, by fax or email.
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, Treasurer, Executive Director or one other Director.

## H-12 POLICY: BCSSA Sanction Fees

1. The Sanction Fee schedule will be posted on the BCSSA website before the start of each season.
2. Sanction Fees must be received by the BCSSA fourteen (14) days in advance of the event.

3. If the Sanction Fee is not received by the deadline, an additional fee of \$75.00 will be charged for late payment.

## **SECTION I – PLANNING**

### **I-1 POLICY: Planning**

1. The British Columbia Speed Skating Association 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. The BCSSA has two (2) planning meetings a year. One is held in the fall and a second one in the spring.
2. Long Term Planning
  - a. The BCSSA uses a four (4) year Strategic Plan as the main planning and evaluation tool.
  - b. At the Spring Planning Meeting, Staff and Directors provide review the Strategic Plan and all other governance documents.
  - c. At the Fall Planning Meeting Staff and Directors discuss and consider priority areas for future seasons.

## 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 B.C Societies Act.
  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.



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 the BCSSA 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 (SDC) shall consist of:
  - a. The Chair or person acting as Chair
  - b. Three (3) other members of the BCSSA
  - c. Other representatives may be appointed by the Board as ex-officio members in an advisory capacity
  
2. The committee shall be responsible for:
  - a. ensuring the expansion of long blade skating in all areas of the province
  - b. promoting the sport as a lifetime fitness sport
  - c. using SSC and BCSSA promotional material to introduce the sport to the community
  - d. assisting clubs to promote, market and advertise the sport in their area
  - e. bringing an awareness to the sport through the website and social media
  - f. presenting plans and a proposed budget for the upcoming season to the Technical Committee as required
  - g. submitting a report for the Annual General Meeting

### **B. COACHING DEVELOPMENT COMMITTEE**

1. The Coach Development Committee (CDC) shall consist of:
  - a. The Chair or person acting as Chair
  - b. Three (3) other members of the BCSSA
  - c. Other representatives may be appointed by the Board as ex-officio members in an advisory capacity
  
2. The committee shall be responsible for:
  - a. ensuring the implementation of Coaching Association of Canada Community and Competitive Coach materials within the province;
  - b. coordinating and administering the implementation of the Coaching Association of Canada Community and Competitive Coach courses within the province;
  - c. providing information on theory courses held throughout the Province;
  - d. initiating additional coaching education activities within the province thereby providing for the ongoing development of coaching;
  - e. providing opportunities for designated and qualified coaches to attend national competitions;
  - f. identifying the Coach of the Year award recipient in consultation with the Awards Committee;
  - g. presenting plans and a proposed budget for the upcoming season to the Technical Committee as required;
  - h. submitting a report for the Annual General Meeting;

## C. ATHLETE DEVELOPMENT COMMITTEE

1. The Athlete Development Committee (ADC) shall consist of:
  - a. The Chair or person acting as Chair
  - b. Three (3) other members of the BCSSA
  - c. One (1) skater representative who shall be a member of BCSSA and have a vote.
  - d. Other representatives may be appointed by the Board as ex-officio members in an advisory capacity
2. No two (2) members of the committee shall be from the same club (excluding the skater rep).
3. The committee shall be responsible for:
  - a. ensuring the implementation of developmentally appropriate curriculum materials for skaters in clubs throughout the province;
  - b. advising on the development of Performance Level skaters;
  - c. recommending skaters to attend designated events;
  - d. establishing and publishing annually a ranking system for Performance Long and Short Track skaters;
  - e. preparing and publishing an annual Athlete Development Committee bulletin;
  - f. recommending and publishing the format and procedures for ranking competitions within the province;
  - g. consulting with the Awards Committee, to identify the Skaters of the Year award recipients;
  - h. presenting plans and a proposed budget for the upcoming season to the Technical Committee as required;
  - i. submitting a report for the Annual General Meeting;

## D. OFFICIALS' DEVELOPMENT COMMITTEE

1. The Officials' Development Committee (ODC) shall consist of:
  - a. The Chair or person acting as Chair
  - b. Three (3) other officials who are members of the BCSSA and, where possible, representatives from levels one (1), two (2) and three (3)
  - c. Other representatives may be appointed by the Board as ex-officio members in an advisory capacity
2. The committee shall be responsible for:
  - a. providing a Provincial certification program consistent with the SSC Officials' Development Committee certification program;
  - b. ensuring the availability of qualified officials throughout all regions of the province through education and accreditation;
  - c. identifying officials who are qualified to officiate at competitions and clinics outside of the province;
  - d. providing officials clinics within the province;
  - e. recommending qualified course conductors to clinics, as required;
  - f. identifying the Ritha Johnson Official of the Year award recipient in consultation with the Awards Committee;

- g. preparing and publishing an annual Officials' Development Committee bulletin(s)/newsletter;
  - h. presenting plans and a proposed budget for the upcoming season to the Technical Committee as required;
  - i. submitting a report for the Annual General Meeting.
3. The Officials' Development Committee will receive, on or before September 1st of the upcoming season, a bid from all Senior Referees, Recorders and Starters who wish to work the following competitions:
    - a. BC Long Track Championships (BCLT)
    - b. BC Short Track Championships (BCST)
    - c. BC Cups
    - d. Other events on the BCSSA competitive calendar
  4. From bids submitted, the Committee will recommend officials for BCLT, BCST and BC Cups in consultation with the host club and Technical Committee
  5. From the bids submitted, the Committee will recommend officials for all other competitions in consultation with the host club(s).

## 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 BCSSA committees and as directed by the Board of Directors;
  - e. the acceptance of nominations and determination of recipients for recognition annually at the BCSSA AGM in the categories listed in E2 through E9.
  - f. 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 the BCSSA 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 the BCSSA 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 BCSSA 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 BCSSA 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 the BCSSA website.

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

The award winner will receive, at the annual "Awards Celebration" held in conjunction with the BCSSA 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 the BCSSA 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 the BCSSA 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 the BCSSA 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 the BCSSA AGM.

#### 9. Skater Bursaries

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

There are conditions attached to the awarding the BCSSA Skater Bursaries:

- a. BCSSA 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 the BCSSA by September 1<sup>st</sup> following the award being announced and include an explanation, as long as the skater continues to pursue a career in Speed Skating.
- b. BCSSA Bursaries will be made available to the successful applicants after proof has been received at the BCSSA 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 the BCSSA AGM.

## F. COMPETITIONS' COMMITTEE

1. The Competitions' Committee shall consist of:

- a. The Chair or person acting as Chair.
2. Representatives of the Athlete Development Committee; the Coaching Development Committee; the Officials Development Committee; the Sport Development Committee and up to a maximum of two other persons.
  - a. Sport Administrator will sit on the committee in an advisory capacity.
  - b. If a BCSSA member is appointed to Speed Skating Canada’s Competitions Committee then that member where possible, will be an ex-officio member of this committee in an advisory capacity.
3. The Competitions’ Committee will be responsible for:
  - a. overseeing all BCSSA provincial competitions by liaising with the host clubs and committees;
  - b. ensuring that the host clubs and committees adhere to the Competitions and Events Policies, Procedures and Regulations;
  - c. presenting plans for the upcoming season to the BCSSA Board of Directors by the Spring planning meeting.

## 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

1. The Nominating Committee is a Committee of the Board and will be assigned responsibilities by the Board.
2. The Chair of the Nominating Committee chair is appointed by the Board.

## J. RECORDS COMMITTEE

1. The Records Committee is a Committee of the Board and will be assigned responsibilities by the Board.
2. Recognition of records set by BC Skaters will be part of the work plan for the BCSSA Awards Committee.

## K. RISK MANAGEMENT COMMITTEE

The Risk Management Committee will provide guidance to the Board in identifying risks, including but not limited to financial, administrative and safety within the organization.

1. The Risk Management Committee is a committee of the Board, chosen by the Board and shall consist of those members deemed necessary to meet the tasks assigned to it by the Board:

- a. The Chair will be appointed by the Board.
  - b. The BCSSA Board of Directors and staff may be assigned to the committee.
  - c. An external advisor to the Committee may be appointed (i.e.: risk management professional) if warranted.
2. The Risk Management Committee shall be responsible for:
- a. assessing risks and establishing risk control measures as may be necessary to ensure that a safe environment is offered to all participants in BCSSA activities;
  - b. working with other committees and competition and event hosts to advise on appropriate risk management procedures;
  - c. work with the Board to establish appropriate risk management practices to properly protect the association, members and others, including but not limited to the following:
    - i. ensuring that Directors, Committee members, staff and others in positions of some authority adhere to the various governance documents in place for the BCSSA;
    - ii. ensuring that decision-making processes are appropriate and fair;
    - iii. ensuring that financial practices and decisions are appropriate and transparent;
    - iv. ensuring that all selection processes, including athletes, coaches and officials, are fair and transparent, and follow the procedures and rules for selection that may be set from time to time;
    - v. ensuring that disciplinary policies and procedures provide appropriate protection, as well as appropriate transparency;
    - vi. ensuring that members have opportunities for input and that the Board is accountable to the members.

## L. TECHNICAL COMMITTEE

1. The Technical Committee is a committee of the Board and will be assigned responsibilities by the Board:
- a. The Chair will be the BCSSA President of their designate;
  - b. The remaining Committee members shall be appointed by the BCSSA Board of Directors and would typically consist of the following:
    - i. 1-2 additional members of the Board of Directors
    - ii. BCSSA Executive Director
    - iii. BCSSA Technical Director
    - iv. BCSSA Sport Administrator
    - v. Chair of the Athlete Development Committee
    - vi. Chair of the Coach Development Committee
    - vii. Chair of the Officials' Development Committee
    - viii. Chair of the Sport Development Committee
2. The Technical Committee shall be responsible for:
- a. Preparing and submitting an annual Technical Budget to the Board of Directors
  - b. Reviewing initiatives submitted by the ADC, CDC, ODC and SDC for funding consideration
  - c. Identifying opportunities for new BCSSA programs and services
  - d. Reviewing recommendations submitted by the ADC, CDC, ODC and SDC



## 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 BCSSA 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 BCSSA 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 BCSSA 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 BCSSA 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.



**C - BCSSA INCIDENT REPORT**

*Print and complete the form, and submit to the BCSSA Office*

Date and time of incident: \_\_\_\_\_

Name of writer: \_\_\_\_\_ Position: \_\_\_\_\_

Contact Information: Phone \_\_\_\_\_ Email: \_\_\_\_\_

Location of incident: \_\_\_\_\_

Based on Appendix 3 – Parts 1 and 2, this incident is a (check one):

\_\_\_\_ Minor Infraction

\_\_\_\_ Major Infraction

Individual(s) involved in the incident: \_\_\_\_\_

Please provide an objective description of the incident (be concise, accurate and non-judgmental):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Names of individuals who observed the incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Disciplinary action which was taken at the time of the Incident (if applicable):

\_\_\_\_\_  
\_\_\_\_\_

Signature of writer: \_\_\_\_\_ Date: \_\_\_\_\_