



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.

BCSSA POLICIES AND PROCEDURES

ORGANIZATIONAL MANAGEMENT

TABLE OF CONTENTS

SECTION A – GOVERNANCE	6
A-1 POLICY: The Authority Level of Governing Documents	6
A-1.1 PROCEDURE: Governing Documents and BCSSA Members	6
A-1.2 PROCEDURE: Revising the Constitution and Bylaws	6
A-2 POLICY: Approval and Distribution of Organizational Management Policies and Procedures	6
A-2 PROCEDURE: Approval and Distribution of Organizational Management Policies and Procedures	7
A-3 POLICY: Governance – Organizational Structure	7
SECTION B – BOARD OF DIRECTORS	8
B-1 POLICY: Board of Directors	9
B-1 PROCEDURE: Board of Directors	9
B-2 POLICY: Board of Directors – Positional Job Descriptions	9
B-2 PROCEDURE: Board of Directors – Positional Job Descriptions	10
B-3 POLICY: Committees of the Board	10
B-3 PROCEDURE: Committees of the Board	10
B-4 POLICY: Committees of the Board Accountability and Authority	10
B-5 POLICY: Meetings of the Board of Directors	10
B-5 PROCEDURE: Meetings of the Board of Directors	10
B-6 POLICY: Meetings of Committees of the Board	11
B-6 PROCEDURE: Meetings of Committees of the Board	11
SECTION C – COMMITTEES	12
C-1 POLICY: Standing Committees	12
C-2 POLICY: Operating Committees	12
C-3 POLICY: Standing and Operating Committee Terms of Office	12
C-3 PROCEDURE: Standing and Operating Committee Terms of Office	12
C-4 POLICY: Standing and Operating Committee Accountability and Authority	13
C-5 POLICY: Meetings of Standing and Operating Committees	13
C-5 PROCEDURE: Meetings of Standing and Operating Committees	13

SECTION D – THE BCSSA CODE OF ETHICS AND CONFLICT OF INTEREST POLICY	15
D-1 POLICY: Code of Ethics	15
D-2 POLICY: Conflict of Interest	15
D-2 PROCEDURE: Conflict of Interest	17
SECTION E – MEMBERSHIP	18
E-1 POLICY: Membership Classes and Categories	18
E-2 POLICY: Membership Fees	18
E-2 PROCEDURE: Current Membership Fees	19
E-3 POLICY: Membership for Officers, Directors, Coaches, Officials and Chaperones	19
E-4 POLICY: New Club Membership	19
E-5 POLICY: Honorary Membership	19
E-6 POLICY: Member Club Accountability	19
E-6 PROCEDURE: Member Club Accountability	20
E-7 POLICY: Club Dissolution	20
E-7 PROCEDURE: Club Dissolution	20
E-8 POLICY: Membership Development Grant	21
E-8 PROCEDURE: Membership Development Grant	21
E-9 POLICY: Membership Meetings	21
E-9 PROCEDURE: Membership Meetings	21
E-10 POLICY: Membership Code of Conduct	21
E-11 POLICY: Harassment Policy	22
E-11 PROCEDURE: Harassment Policy	24
E-12 POLICY: Discipline Policy	26
E-12 PROCEDURE: Discipline Policy	27
E-13 POLICY: Appeal Policy	31
E-13 PROCEDURE: Appeal Policy	32
E-14 POLICY: Arbitration Policy	34
E-15 POLICY: Insurance for BCSSA and Membership Activities	35
E-15 PROCEDURE: Insurance for BCSSA and Membership Activities	35
E-16 POLICY: Personal Information Protection Policy	36
SECTION F – EQUITY AND ACCESS	42
F-1 POLICY: Gender Equity	42

F-2 POLICY: Diversity in Sports	42
F-2 PROCEDURE: Diversity in Sports	42
F-3 POLICY: Access	42
F-3 PROCEDURE: Access	43
SECTION G – COMMUNICATIONS	44
G-1 POLICY: Communications	44
G-1 PROCEDURE: Communications	44
SECTION H – ADMINISTRATIVE AND FINANCIAL MANAGEMENT	45
H-1 POLICY: Books and Records	45
H-1 PROCEDURE: Books and Records	45
H-2 POLICY: Financial Management and Accountability	45
H-2 PROCEDURE: Financial Management	46
H-3 POLICY: Invoicing, Payment and Receipts	46
H-4 POLICY: Travel and Expenses	46
H-4 PROCEDURE: Travel and Expenses	47
H-5 POLICY: The BCSSA Delegates to the Speed Skating Canada Annual General Meeting	47
H-6 POLICY: Attending Delegate Responsibilities for the SSC Annual General Meeting	48
H-7 POLICY: Board Members and Staff Attending the BCSSA Annual General Meeting	48
H-8 POLICY: Club Delegates attending the BCSSA Annual General Meeting	48
H-8 PROCEDURE: Club Delegates attending the BCSSA Annual General Meeting	48
H-9 POLICY: Inventory of Goods and Supplies	49
H-9 PROCEDURE: Inventory of Goods and Supplies	49
H-10 POLICY: Self-Generated Funds	49
H-10 PROCEDURE: Self-Generated Funds	49
H-11 POLICY: BCSSA Signing Authority	49
H-12 POLICY: Provincial Competition Sanction Fees	50
H-13 POLICY: Employment Policy	50
H-14 Policy: Staff and Volunteer Screening Policy	55
SECTION I – PLANNING	57
I-1 POLICY: Planning	57
I-1 PROCEDURE: Planning	57
APPENDIX 1 – BOARD OF DIRECTOR POSITIONAL JOB DESCRIPTIONS	58

APPENDIX 2 – COMMITTEE TERMS OF REFERENCE	60
APPENDIX 3 – DISCIPLINARY INFORMATION AND FORMS	67

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 oversight and accountability of the activities of the association actively participating in the Board's planning, monitoring and evaluation responsibilities;
 - f. liaising with Speed Skating Canada;
 - g. liaising with sport delivery agencies, government and other supporters;

- h. submitting authorized expense claims plus required original receipts for approved expenses incurred on behalf of the Society in a timely manner;

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

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

Job descriptions for Directors can be found in Appendix 1 of 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.
3. 3333The President will chair the Governance Committee and 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;
 - d. Risk Management 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 selected from amongst committee members or may be 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. Standing and 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/or the Executive Director.
7. Designated staff members sit on BCSSA committees in an advisory capacity to provide their subject matter expertise. As part of their job responsibilities, staff members are also expected to ensure that the committee works within the parameters of the approved budget; BCSSA Policies, Procedures and Regulations; contractual requirements and that its work and decisions align with applicable SSC program parameters -NCCP, LTPAD, Officials, Coaching and Competitions development committees. If there is a situation whereby the staff member believes that a committee decision or direction contradicts any of the above factors, the Board and Committee are to be notified of the circumstance, details and reasoning within two (2) working days of the committee decision, by email.

C-5 POLICY: Meetings of Standing and Operating Committees

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

USING ASSOCIATION PROPERTY

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

USING ASSOCIATION INFORMATION

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

D-2 PROCEDURE: Conflict of Interest

RESPONSIBILITY

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

AUTHORIZED TO ACT

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

DISCLOSURE

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

SECTION E – MEMBERSHIP

E-1 POLICY: Membership Classes and Categories

1. 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 categories:

Categories	Criteria
Elite	A skater who competes in International and/or domestic National competitions including but not limited to those events identified on the Speed Skating Canada website.
Competitive	All L2T, T2T and Active for Life skaters who want to compete in any other SSC or Branch sanctioned competition.
Participant	Any skater who participates in practices but DOES NOT COMPETE at competitions
Associate	Administrators, Coaches, Officials, Chaperones and all parents and volunteers who help with ongoing club activities and who do not participate as a skating member
Introductory	A NEW speed skater taking part in a “learn to skate” program (maximum 10 sessions either weekly or consecutively). An introductory skater may compete in one home ice sanctioned event.
Special Event	Anyone who takes part in a “One Time” club activity excluding sanctioned competitions. A special event volunteer is anyone who helps “one time” only at any club 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 each Elite, Competitive and Participant member in lieu of fundraising projects.
4. Each club will be charged a club affiliation fee.
5. No skater can register to skate in any SSC or 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 provincial levy as set out below) will be billed to the clubs upon receipt of the club-by-club invoicing from Speed Skating Canada. Payment of such fees must be received within 30 days of the BCSSA invoice being sent to each club. Clubs will be invoiced for 50% of the previous season's fees by September 15th annually.

1. The cut-off date for skater registration for the current year will be March 1st.

Membership Category	BCSSA Fee	SSC Fee	Total
Elite	\$115.00	\$63.00	\$178.00
Competitive	\$95.00	\$42.00	\$137.00
Participant	\$75.00	\$21.00	\$96.00
Associate	\$19.00	\$6.50	\$25.50
Introductory	\$19.00	\$6.50	\$25.50
Special Event	\$2.00	\$1.00	\$3.00

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

1. All provincial and club officers, including Presidents, Vice-Presidents, Secretaries, Treasurers, Directors, Coaches, Officials, Chaperones and staff, must be members in good standing, with fees paid in full, as associate members or competitive members of 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.
 - c. The Club is to provide the BCSSA, in writing, a list of all assets of the Club and their location. All such assets become the property of the BCSSA including the balance of any and all bank accounts as at the date of dissolution.
 - d. The Club is to provide the BCSSA, copies (and where no copies are available, a list) of any and all and contractual obligations it may have as at the date of dissolution including, but not limited to:
 - i. The ice contract with the relevant governing body;
 - ii. Insurance coverage beyond that provided by the BCSSA;
 - iii. Equipment and other purchase obligations outstanding at the date of dissolution;
 - iv. All other legal obligations the Club as at the date of dissolution;
 - e. The Club is to provide the BCSSA, in writing, a list of all the members of the Club (and their contact information) at the date of dissolution who are members in good standing with the BCSSA.
2. BCSSA Responsibility:
 - a. The BCSSA is responsible for relocating the assets of the former Club.
 - b. The BCSSA is responsible for contacting those parties identified in 1(c) above to ensure a satisfactory conclusion to such obligations.

- c. The BCSSA is responsible to contact those members identified in 1(d) above.
- d. The BCSSA will, at its discretion, re-allocate such assets from the dissolved club as it deems appropriate.

E-8 POLICY: Membership Development Grant

1. The BCSSA believes that “special event” programs such as school programs, marathons, triathlons, etc. are a key component of the membership development program. In recognition of the benefit that such programs bring to the Association as a whole and to perpetuate development at the grass roots level, a Membership Development Grant may be awarded to those clubs undertaking these programs.

E-8 PROCEDURE: Membership Development Grant

1. For each member registered as “special event” members through programs such as those mentioned above, the club will receive \$2.00. The total monies will be awarded to the club in the form of a cheque during activities connected with the Annual General Meeting subject to a minimum refund of \$10
2. In order to receive this grant, Special Event registration forms and fees must be submitted to the BCSSA before March 31st of the season during which the event was held.

E-9 POLICY: Membership Meetings

1. The Annual General Meeting is held each year in accordance with By-Law 3. Special Membership meetings, as set out in By-Law 3, may also be called during the year.

E-9 PROCEDURE: Membership Meetings

1. The Annual General Meeting usually occurs in late May or early June of each year. The date of the next general meeting, if possible, should be approved at the Annual General Meeting. If approval is not determined at the AGM, the Board of Directors will set the date and advise the membership through the established communication channels.
2. 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-10 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.

2. 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-11 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 staff (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-11 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-12 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-12 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 DISCIPLINE 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-13 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

1. 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.
2. 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.
3. 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.

GROUND FOR APPEAL

1. 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:
2.
 - 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-13 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

1. 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

1. 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.
2. The Panel may delegate to its Chairperson the authority to deal with these preliminary matters.

PROCEDURE FOR THE APPEAL HEARING

1. 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.
2. 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.
3. 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.
4. 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

1. 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.
2. A copy of this decision shall be provided to each of the Parties and to the President.

TIMELINES

1. 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

1. 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-14 POLICY: Arbitration Policy

1. All differences or disputes shall first be submitted to appeal pursuant to the appeal process set out in these Policies and Procedures. 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

1. 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.
2. This Policy shall be governed and construed in accordance with the laws of the Province of British Columbia.
3. 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-15 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 1st of each and every year. It is a broad policy covering all members in good standing including Athletes, Board, Directors, Executive, Managers, Coaches, Officials, employees and volunteers, while acting for 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. A Claim Form is inserted in all sanctioned packages when a sanction has been requested.
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 faxed or emailed to them.
4. The form must be completed within the statutory timeframe set out by the insurance company.
5. The insurance policy is currently with Sport BC Insurance.

E-16 POLICY: Personal Information Protection Policy

1. OBJECTIVE

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

2. FIELD OF APPLICATION

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

3. DEFINITIONS

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

4. PRINCIPLES

- 4.1. The BCSSA PIPP is designed to comply with applicable privacy legislation in British Columbia (PIPA) and Canada (PIPEDA) It incorporates the following 10 principles:
 - 4.1.1.Accountability
 - 4.1.2.Identifying Purpose
 - 4.1.3.Consent
 - 4.1.4.Limiting Collection
 - 4.1.5.Limiting Use, Disclosure and Retention
 - 4.1.6.Accuracy of Personal Information
 - 4.1.7.Safeguarding Personal Information
 - 4.1.8.Openness
 - 4.1.9.Access to Personal Information
 - 4.1.10. Challenging Compliance

- 4.2. If changes to the Policy are required in the future, those changes will be provided in writing through updates to our official PIPP and communicated according to Section 8 of this Policy.
- 4.3. It is BCSSA's intent that individuals will always know their personal information that is collected, how it is used and how it is protected.
- 4.4. When personal information that has been collected is to be used for a purpose not previously identified, the new purpose will be identified to an affected individual prior to use.

5. POLICY STATEMENT

- 5.1. BCSSA is committed to protecting the privacy of individuals from whom it collects personal information for the conduct of BCSSA activities.

6. PROVISIONS

6.1. Accountability

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

6.2. Identifying Purpose

- 6.2.1. BCSSA will identify to an individual the purposes for which personal information is collected at, or before, the time the information is collected. Generally, BCSSA collects personal information for the following purpose:
 - 6.2.1.1. registration of Members as defined in the By-Laws and Policies and Procedures of BCSSA.
 - 6.2.1.2 to process registrations for competition, reporting to funders and running reports to capture member numbers;
 - 6.2.1.3 to manage and develop BCSSA's business and operations, including but not limited to personnel and employment matters and affairs with partners, funders and sponsors;
 - 6.2.1.4 to determine an individual's entitlement to BCSSA's services.
 - 6.2.1.5 to inform individuals about BCSSA programs and services that BCSSA believes may be of interest to them.
 - 6.2.1.6 to better understand an individual's interests in BCSSA's products and services.
 - 6.2.1.7 to develop, enhance or improve programs and services to better meet the needs of BCSSA members as defined with the By-Laws and Policies and Procedures of BCSSA..
 - 6.2.1.8 to meet legal and regulatory requirements; and
 - 6.2.1.9 to address specific circumstances that require such information to be collected and used.

- 6.2.2 BCSSA collects or may collect the following personal information from individuals during the course of normal activities and for membership management:
 - 6.2.2.2 BCSSA/SSC member number
 - 6.2.2.3 previous BCSSA/SSC member number
 - 6.2.2.4 first name
 - 6.2.2.5 last name
 - 6.2.2.6 title
 - 6.2.2.7 function
 - 6.2.2.8 gender
 - 6.2.2.9 language preference
 - 6.2.2.10 birth date
 - 6.2.2.11 address
 - 6.2.2.12 phone number(s)
 - 6.2.2.13 e-mail address
 - 6.2.2.14 Mother's name (if a Minor as defined by the Government of BC)
 - 6.2.2.15 Father's name (If a Minor as defined by the Government of BC)
 - 6.2.2.16 Mother's address (If a Minor as defined by the Government of BC)
 - 6.2.2.17 Father's address (If a Minor as defined by the Government of BC)
 - 6.2.2.18 Medical information
 - 6.2.2.19 Guardian
 - 6.2.2.20 Guardian's contact information
 - 6.2.2.21 uploaded documents including:
 - 6.2.2.21.1 Code of Conduct Agreement
 - 6.2.2.21.2 Waiver (e.g. Photo Release)
 - 6.2.2.21.3 Conflict of Interest
- 6.2.3 Additional information obtained may include levels of interest for our services and topics, and transaction activity with BCSSA.
- 6.2.4 Credit card information or banking information may be collected and utilized for payment transactions for registration only. This information will not be stored without your consent,
- 6.2.5 Additional information obtained may include levels of interest for our services and topics, and transaction activity with BCSSA.
- 6.2.6 Credit card information or banking information may be collected and utilized for payment transactions for registration only. This information will not be stored without your consent,

- 6.2.7 BCSSA/Speed Skating Canada uses cookies. A cookie is a small piece of information that is sent to your computer when you access a Web site. BCSSA/Speed Skating Canada utilizes a session cookie which is stored temporarily in your computer's memory and allows you to remain logged in while using the BCSSA/Speed Skating Canada websites/databases – i.e. a person is not required to continuously log in as he or she navigates the pages on the website because these cookies are used. A session cookie is destroyed as soon as the browser is closed.

6.3 Consent

- 6.3.1 An individual's knowledge and consent are required before BCSSA is allowed to collect, use or disclose his or her personal information.
- 6.3.2 Where possible, BCSSA/SSC will obtain consent directly from the individual concerned at the time of collection of personal information.
- 6.3.3 An individual has the right to withdraw consent at any time by providing reasonable notice to the BCSSA Executive Director. If a request to withdraw consent requires that BCSSA delete an individual's registration information, BCSSA will no longer be able to provide the programs, services or products for which an individual has subscribed. Cancellation will be subject to the terms and conditions of the registration or services provided, as applicable.
- 6.3.4 By registering in BCSSA, or subscribing to any potential association reports or member services, or otherwise indicating approval, individuals consent to the collection and use of their personal information for the purposes identified in this Policy.
- 6.3.5 BCSSA will not require an individual to consent to the collection, use or disclosure of personal information beyond what is required to provide its products, programs or services.
- 6.3.6 In limited circumstances, BCSSA may use or disclose personal information without the knowledge or consent of the individual, for example, as required by governmental bodies acting with authority, or as authorized or required by applicable legislation.

6.4 Limiting Collection

- 6.4.1 BCSSA collects only the information that is necessary for the purposes outlined in this Policy.

6.5 Limiting Use, Disclosure and Retention

- 6.5.1 BCSSA does not use personal information for purposes other than those for which it was collected, except with an individual's consent or as required by law.
- 6.5.2 Once personal information is no longer required to fulfill the identified purposes or other legal requirements, it will be destroyed, deleted or made anonymous.
- 6.5.3 Personal information is shared with external service providers only to the extent required for the provision of such services. Furthermore, BCSSA does not sell personal information to a third-party organization. In certain circumstances, BCSSA allows basic contact information to be shared amongst Members. Examples of this include providing skater lists for competitions to other participants or sharing contact information

amongst members of the BCSSA administrative networks, or Boards of Directors and staff, to facilitate ongoing communication.

6.5.4 Personal information is retained only as long as necessary for the fulfillment of the purposes stated in this Policy.

6.5.5 Personal information collected through IceReg will be used by system administrators in member Clubs and at the BCSSA to process registrations for competition, to generate reports to funders, to promote sponsor products or services, to generate statistical reports and to capture member numbers.

6.6 Accuracy of Personal Information

6.6.1 Personal information is kept as accurate, complete and up to date as necessary for the purposes for which it is to be used. Individuals are encouraged to provide updates to their personal information as changes occur to enable continued service from BCSSA.

6.6.2 The personal information of individuals registered with BCSSA and Speed Skating Canada can be reviewed and modified, as required.

6.3. Safeguarding Personal Information

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

6.3.1.1. physical measures, for example, locking filing cabinets and restricted access to offices;

6.3.1.2. organizational measures, for example, limiting access to the personal information on a “need-to-know” basis;

6.3.1.3. technological measures, for example, the use of passwords and encryption; and

6.3.1.4. procedural measures, for example, the shredding of sensitive personal information when applicable.

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

6.3.2.1. All SSC information is stored in a dedicated SSC Database residing in the Interpodia Data Centre, under contract to Speed Skating Canada.

6.3.2.2. All BCSSA information is stored in a dedicated BCSSA database residing with Adroit Technologies (ATWS).

6.3.2.3. The SSC database is located in a High Security Zone that is only accessible by secure VPN connection, and to the web servers in the Demilitarized Zone.

6.3.2.4. This Data Centre location is physically secure and located in what was formerly a bank.

6.3.2.5. The Data Centre is 100% Canadian owned and operated.

6.3.2.6. Backups of the database are performed regularly but reside within the High Security Zone.

6.3.2.7. From time to time, or upon request, an offsite backup may be initiated for disaster recovery purposes.

6.3.2.8. When doing so all information is encrypted and the information will be stored in a location with comparable security.

6.4. Openness

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

6.4.2. This Policy is available on the BCSSA Website.

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

6.5. Access to Personal Information

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

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

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

6.6. Challenging Compliance

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

7. REVIEW AND APPROVAL

7.1. The BCSSA Board of Directors and the Executive Director shall review this policy biennially.

7.2. This Policy and any amendments to it require approval by the Board of Directors prior to its coming into force.

8. COMMUNICATION OF THE POLICY

8.1. This Policy will be posted in the Policies and Procedures Governance section of the BCSSA Website.

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 British Columbia Speed Skating Association while engaged in the activities of the Association.
3. *Equity is an organizational value strived for in all aspects of the Association.*
4. *It is understood as the belief and the practice of treating persons in ways that are fair, equal and just regardless of their gender.*
5. *It is understood, when developing, updating or delivering 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.*

The Executive Director will monitor BCSSA programs to identify areas where the above policy needs further review and will so advise the Board of same.

F-2 POLICY: Diversity in Sports

1. 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. The Executive Director working with the Sport Administrator will monitor BCSSA programs to identify areas where access to the sport is not open to all and advise the Board of same.

F-3 PROCEDURE: Access

1. The BCSSA is committed to promoting inclusion of persons with a disability as athletes; coaches; officials and volunteers and recognizes the importance of measuring all of its activities against the values of equity and fairness
 - a. 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, athletes 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 will 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 BCSSA Website
 - d. the BCSSA Facebook page
 - e. 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 at the Association's office.
4. Supporting documentation shall be maintained in a safe and secure site within the Association's office. This documentation can only be moved off site for the purpose of a review by the Treasurer or Auditor or for the monthly inputting by the bookkeeper.
5. The budgeting process will occur as follows:
 - a. 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 Executive Director 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: Provincial Competition Sanction Fees

1. The Sanction Fee is \$75.00 if it is received in the BCSSA offices fourteen (14) days in advance of the event.
2. If the Sanction Fee is not received by the deadline, an additional fee of \$75.00 will be charged for late payment.

H-13 POLICY: Employment Policy

1. OBJECTIVE

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

2. FIELD OF APPLICATION

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

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

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

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

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

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

3. DEFINITIONS

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

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

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

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

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

4. PRINCIPLES

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

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

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

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

5. POLICY STATEMENT

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

6. PROVISIONS

6.1. Hiring Practices

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

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

6.1.3. All candidates shall be screened against predetermined required minimum criteria. Accepted candidates shall be granted an interview before a hiring committee of not less than three (3) people. The Executive Director (E.D.) shall be a member of the hiring committee for all other office staff and branch staff. The other hiring committee members shall be chosen by the Executive Director, from among but not limited to, the Board, Committee chairs and staff, as appropriate to the position being filled. The Board of Directors shall hire the Executive Director.

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

6.2. Terms of Employment

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

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

6.3. Compensation

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

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

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

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

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

6.4. Time In Lieu

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

6.4.2. The BCSSA office may be closed at the discretion of the Executive Director before or after holiday periods, such as Christmas and New Years, for the purpose of reducing employees' accumulated TIL.

6.4.3. Employees shall be reimbursed for up to a maximum of 15 days of TIL credits outstanding when employment is terminated.

6.5. Performance Review

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

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

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

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

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

6.6. Termination

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

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

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

6.7. Statutory Holidays

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

6.8. Vacation Leave

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

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

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

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

6.9. Sick Leave

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

6.10. Other Leave With Pay

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

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

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

6.11. Leave Without Pay

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

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

6.12. Professional Development

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

7. REVIEW AND APPROVAL

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

H-14 Policy: Staff and Volunteer Screening Policy

1. OBJECTIVE

1.1 The British Columbia Speed Skating Association (BCSSA) recognizes a responsibility to children, young adults, parent volunteers, staff and contractors involved in its programs and is committed to ensuring adherence to the screening policy to support the provision of sound, safe and healthy sport experiences in our community.

1.2 Due to the positions of trust that are inherent in the provision of active, high quality sport activities, employees, contractors and volunteers shall be required to undergo a screening process based on the duties assigned by BCSSA.

1.3 This screening process will be comprised of a variety of measures and will include a police record check.

1.4. BCSSA strongly encourages all our clubs and membership to make the same commitment.

2. PROCEDURE

2.1 All staff, volunteers and contractors who work directly with athletes including but not limited to designated coaches and team managers.

2.2 All BCSSA coaching staff must provide a Criminal Police Records check that encompasses working with the vulnerable population of those under 18 years old

2.3 In addition to the screening, clear job descriptions and training must accompany the staff or volunteer role

2.4 Prior to the hiring or engagement of the volunteer reference checks must be completed and documented

3. RECOMMENDATIONS TO BCSSA MEMBER CLUBS

3.1. Coach Screening Policy

The coaching staff engaged by the clubs are the key personnel involved in the delivery of our programs across the province. The roles of the coaching staff generally requires them to develop close and supportive relationships with the athletes, which may require driving with the athletes as passengers. As a result, a high level of due diligence is crucial when interviewing and screening potential candidates for a coaching position. The essential steps to be taken by an employer when completing the hiring process must include the following:

3.1.1. A written resume with appropriate references included as requested. References should include a variety of sources including past employers, volunteer work, school and/or personal references. The employment history should be checked and the verification documented to ensure accuracy.

3.1.2. One or more interviews that provide an opportunity to talk to the potential coach about their background, skills, interests, and availability. This interview should also be an opportunity to explore any concerns about the suitability of the candidate.

3.1.3. Follow up on references. A minimum of two (2) references is recommended. By identifying the level of trust and the responsibilities of the position and by asking specific questions the applicant's suitability may be easier to determine.

3.1.4 Criminal Record Check – A Criminal Record Check is a very basic and public way that you can communicate that your organization is concerned about the safety of its participants and can reveal a criminal record that may disqualify an applicant.

3.1.5. Driver's Abstract – This will deliver the safety record of the individual and is likely to be required by your insurers.

4. Volunteer Screening Policy

The volunteers involved in our sport are integral to the operation of the Association, clubs and the events. There are a large variety of volunteer roles with various levels of risk and contact with athletes which would require different levels of screening. The guidelines for the various types of volunteers are as follows:

4.1. Volunteers, staff and contractors involved in coaching or supervision of athletes: Clubs working with the above described individuals, involved in these positions, should follow the Coach Screening Policy outlined above. A job description must be developed.

4.2. Volunteers involved in positions of financial integrity: Clubs working with volunteers involved in these positions should follow the Coach Screening Policy. A job description is recommended.

4.3. Volunteers involved with events and committees: Clubs working with volunteers involved in positions of this type should ensure the volunteers have the appropriate training and familiarity with the task.

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. The first is usually held in early March/April to complete the Strategic Plan and other documents required by funding agents. The second meeting is held after the Annual General Meeting. This meeting is used to orientate new Board members, modify plans based on AGM discussions and decisions, update information in manuals, and complete additional reporting and accountability requirements of funding agents.
2. Short Term Planning
 - a. The BCSSA has two (2) short-term planning tools that are used to ensure that the association is staying on track.
 - i. Sport Strategic Work/Action Plan Summary - areas identified as being in need of “upgrade” or a “special initiative” in the next season on the Action Item Plan, are listed on the summary with who is responsible and a timeline.
 - ii. This document is used throughout the year to ensure the Board has appropriate oversight of the plans.
 - b. Performance Measures or Indicators have been developed for athlete, coaching, officials, and administrative areas to provide incremental targets and monitor program progress or lack thereof. These also ensure that the Association has identified essential needs and is accountable to complete them.
3. 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, each Committee and Director provides input into the Strategic Plan component applicable to their portfolio. Through discussion and consideration, areas and priorities are identified for the next four (4) years.
 - c. At the first planning meeting following the AGM, the Strategic Plan will be reviewed with the new Board Members and changes may be made to reflect the direction that the membership has given through the Annual General Meeting.

APPENDIX 1 – BOARD OF DIRECTOR POSITIONAL JOB DESCRIPTIONS

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

6. Shall be the signing officer of the Association including being one (1) of the required signatures on all banking documents, including all cheques.
7. Responsible for the submission of all grant applications to ViaSport, Community Gaming Grants and other funding agencies as required.
8. Attends all Board and Annual General Meetings and provides a written report.
9. Assists the Vice-President as required in all matters pertaining to 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 shall consist of:
 - a. The Chair or person acting as Chair
 - b. Three other members of the BCSSA
 - c. A BCSSA Staff member may sit on this committee in an advisory capacity.
 - d. If a BCSSA member is appointed to Speed Skating Canada's Sport Development Committee then that member will be an ex-officio member of this committee 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 for the upcoming season to the BCSSA Board of Directors as required
 - g. submitting a report to the Annual General Meeting
 - h. preparing and submitting the annual Sport Development Committee budget to the Executive Director when requested.

B. COACHING DEVELOPMENT COMMITTEE

1. The Coaching Development Committee (CDC) shall consist of:
 - a. The Chair or person acting as Chair
 - b. Three other BCSSA coaches
 - c. The Technical Director will sit on the committee in an advisory capacity.
 - d. If a BCSSA member is appointed to Speed Skating Canada's Coaching Development Committee then that member, where possible, will be an ex-officio member of this committee in an advisory capacity.
2. The Coaching Development Committee shall be responsible for:
 - a. ensuring the development and implementation of NCCP material within the province;
 - b. coordinating and administering the implementation of NCCP technical 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. submitting a report for the Annual General Meeting;
 - h. preparing and submitting the annual Coaching Committee budget to the Executive Director when requested;

C. ATHLETE DEVELOPMENT COMMITTEE

1. The Athlete Development Committee shall consist of:
 - a. The Chair and/or person acting as Chair
 - b. Three (3) other BCSSA members
 - c. The BCSSA Technical Director will sit on the committee in an advisory capacity.
 - d. One (1) skater representative who shall be a member of BCSSA and have a vote.
2. No two (2) members of the committee shall be from the same club (excluding the skater rep.).
3. The Athlete Committee, shall be responsible for:
 - a. supervising the development of Performance Level skaters;
 - b. selecting skaters to attend various inter-provincial, national and international training camps;
 - c. selecting skaters to attend various inter-provincial, national and international competitions;
 - 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. determining 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. submitting a report to the Annual General Meeting;
 - i. preparing and submitting an annual Athlete Development Committee budget to the Executive Director as requested;

D. OFFICIALS' DEVELOPMENT COMMITTEE

1. The Officials' Development Committee shall consist of:
 - a. The Chair or person acting as Chair.
 - b. Three (3) officials if and where possible, from levels one, two and three.
 - c. If a BCSSA member is appointed to Speed Skating Canada's Officials Development Committee then that member, where possible, will be an ex-officio member of the committee in an advisory capacity.
 - d. BCSSA staff may be assigned to the committee in an advisory capacity.
2. The Officials' Development 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 through education and accreditation;
 - c. appointing qualified officials to designated provincial competitions;
 - d. supporting identified and qualified officials to competitions and clinics outside of the province;
 - e. providing, as required, officials clinics within the province;
 - f. appointing and supporting qualified course conductors to clinics, as required;
 - g. identifying the Ritha Johnson Official of the Year award recipient in consultation with the Awards Committee;
 - h. preparing and publishing an annual Officials' Development Committee bulletin(s)/newsletter;
 - i. preparing a report for the Annual General Meeting;
 - j. preparing and submitting the annual Officials' Development Committee budget to the Executive Director when requested;

3. The Officials' Development Committee will receive, on or before September 1st of the upcoming season, a bid from all Senior Referees and Starters who wish to work the following competitions:
 - a. BC Long Track Championships
 - b. BC Short Track Championships
 - c. Other events as identified by the Officials' Development Committee in consultation with the competitions
4. From bids submitted, the Committee will appoint, in consultation with the host club, Chief officials. If no bid is submitted, the Committee will appoint the officials as required.
5. The Officials' Development Committee will present plans for the upcoming season to the BCSSA Board of Directors by the Spring planning meeting.

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.

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 1st 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.
 - b. 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.
 - c. The Technical Director or Sport Administrator will sit on the committee in an advisory capacity.
 - d. 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.
2. 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 shall consist of two (2) members.
- 2. The Records Committee shall be responsible for:
 - a. accepting applications for BC records; and
 - b. maintaining records in the categories laid down in the Competitions and Events Policies, Procedures and Regulations Manual.
- 3. Recognition of records set by BC Skaters will be part of the work plan for 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.

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: