



Fort St. John Recreational & Speedskating Club SAFE SPORT POLICY MANUAL

INTRODUCTION

All participants in the activities of Fort St. John Recreational & Speedskating Club (will be referred to as “FSJ SSC”) have the right to a safe and inclusive training and competitive environment free of Prohibited Behaviour and Maltreatment, abuse, Harassment and Discrimination.

In order to protect these rights, FSJ SSC adopts and adheres to Speed Skating British Columbia (SSBC)’s [Commitment to Safe Sport](#).

In addition, FSJ SSC has a fundamental obligation and responsibility to protect the health, safety and physical and mental well-being of every Individual that falls within its membership.

FSJ SSC takes any situation involving misconduct, Maltreatment and Prohibited Behaviour very seriously; for this reason, FSJ SSC is committed to enacting and enforcing strong, clear, and effective policies and processes for preventing and addressing all forms of misconduct, Maltreatment and Prohibited Behaviour.

This Safe Sport Policy Manual contains policies that apply to all Individuals that fall within FSJ SSC’s membership and who participate in FSJ SSC’s business, activities and Events. The policies are intended to promote a safe sport environment in a manner that allows for consistent, immediate, appropriate and meaningful action should any issues arise, but also to prevent issues from arising by communicating expected standards of behaviour to all participants.

FSJ SSC adopted the British Columbia Universal Code of Conduct (BC UCC) on **November 6th, 2024**. The BC UCC shall therefore be considered as incorporated by reference in this Safe Sport Policy Manual and will apply, as amended from time to time by the relevant functions of viaSport, to all Individuals as a condition of their membership with FSJ SSC.

Where applicable, any allegations involving Maltreatment and/or Prohibited Behaviour, as those terms are defined in the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS), as amended from time to time by the Sport Dispute Resolution Centre of Canada (SDRCC), that involves an Individual who is also an Abuse-Free Sport Participant (e.g., an athlete or coach of a Speed Skating Canada (SSC) National or NextGen Team), must be Reported directly to the Office of the Sport Integrity Commissioner (OSIC)¹, which will manage the matter in accordance with the Canadian Sport Dispute Resolution Code, and any other relevant and applicable policies.

Any allegations of an alleged breach of any of the policies included or referred to in this Safe Sport Policy Manual, including those involving Maltreatment and/or Prohibited Behaviour that do not fall within the authority of OSIC,

¹ The Office of the Sport Integrity Commissioner is also referred to as Abuse-Free Sport.

as described above, must be Reported to Speed Skating Canada’s Safe Sport Speak Up Line, and shall be managed in accordance with this Safe Sport Policy Manual (and any other applicable policies), as delegated by Speed Skating Canada’s Independent Third Party (the “Independent Third Party”). If the Independent Third Party receives a Report involving allegations of Maltreatment and/or Prohibited Behaviour that should have been Reported to OSIC as described above, they shall refer the matter to the OSIC and notify the Individual(s) that made the complaint of such action.

It should also be noted that certain policies found in this Safe Sport Policy Manual also apply to matters beyond safe sport (i.e., the *Appeal Policy*). As such, these policies will also be published on FSJ SSC’s website so that they are accessible and applicable in all relevant areas.

Lastly, FSJ SSC notes and wishes to advise its membership that, if any Policy, in whole or in part, is excerpted from this Safe Sport Policy Manual, any such action must be taken with the knowledge, and disclosure to any receiving party, that the Policy is part of the Safe Sport Policy Manual, which may impact its application or understanding.²

² Circumstances may arise where one of the policies – or certain sections of a policy – in this Safe Sport Policy Manual are referenced in a document or communication outside of this Safe Sport Policy Manual. In such circumstances, it is important for the reader to understand that the policy or section(s) of the policy that are referenced in this manner may be required to be read in conjunction with other policies or the rest of the policy (where only certain sections are referenced) in order to have a full comprehension of how the policies must be applied.

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DEFINITIONS

The terms defined below shall apply to all policies included in this Safe Sport Policy Manual. Defined terms are capitalized in the policies included herein.

1. *“Abuse-Free Sport Participant”* – an Individual affiliated with =Speed Skating Canada, and who has signed the required Abuse-Free Sport Participant consent form.
2. *“Affected Party”* – any individual or entity, as determined by the Appeal Manager, who may be affected by a decision rendered under the *Appeal Policy* and who may have recourse to an appeal in their own right under the *Appeal Policy*.
3. *“Appellant”* – the Party appealing a decision pursuant to the *Appeal Policy*.
4. *“Appeal Manager”* – an individual appointed to oversee the administration of the *Appeal Policy*. The Appeal Manager’s responsibilities shall include those as described in the *Appeal Policy*. The Appeal Manager must have no direct relationship with any of the Parties to the appeal, and must not have a conflict of interest in relation to the appeal.
5. *“Athlete”* – includes any Individual who is registered with FSJ SSC for either recreational or competitive purposes.
6. *“BC UCC”* – the British Columbia Universal Code of Conduct, as amended from time to time by the relevant functions of viaSport.
7. *“Board”* – the Board of Directors of FSJ SSC.
8. *“Case Manager”* – an individual appointed by FSJ SSC to fulfill the responsibilities described in the *Complaints and Discipline Policy*. In order to be appointed as a Case Manager, the individual must have relevant experience and skills to manage complaints and perform their duties.
9. *“Complainant”* – the Party making a complaint pursuant to the *Complaints and Discipline Policy* and as referred to in the *Investigations Policy*.
10. *“Days”* – calendar days.³
11. *“Director of Sanctions and Outcomes”* – function of Abuse-Free Sport, including the DSO, Deputy Director of Sanctions and Outcomes (DDSO), and their delegates, reporting to the Maltreatment in Sport Sanctions Council (MSSC), that is responsible for making decisions regarding provisional measures and violations of the UCCMS, imposing sanctions where relevant, appearing before the Safeguarding Tribunal and the Appeal Tribunal when decisions are challenged, and reviewing and approving mediated outcomes to ensure that they align with the objectives of the Abuse-Free Sport program.
12. *“Discrimination”* – as defined in the BC UCC and as amended from time to time by the relevant functions of viaSport.
13. *“Event”* – an event sanctioned by FSJ SSC, and which may include a social Event.
14. *“Harassment”* – a vexatious comment (or comments) or conduct against an Individual or group, irrespective of whether the comment or conduct occurs in person or via any other media, including social

³ For the purpose of calculating deadlines, the following shall apply: the day of the act is not included in the calculation (i.e., the date of receipt of a decision is not Day 1); instead, the deadline would start on the day following receipt of the decision and would expire at midnight (in the location of the individual seeking to file an appeal) on the last day of the period. If the end date is a Saturday, a Sunday or a legal holiday, the period runs until the next day that is not a Saturday, a Sunday or a legal holiday. For example, if an Individual receives a decision on Thursday December 17, 2020, the 14-day deadline to appeal this decision starts on Friday December 18, 2020 and would expire on Friday January 1, 2021. However, since January 1, 2021 is a legal holiday, January 2, 2021 is a Saturday, and January 3, 2021 is a Sunday, the deadline to appeal would expire at midnight (in the location of the individual seeking to file an appeal) on January 4, 2021.

media, which is known or ought to reasonably be known to be unwelcome. Types of behaviour that constitute Harassment include, but are not limited to:

- a) Written or verbal abuse, threats, or outbursts;
 - b) Persistent unwelcome remarks, jokes, comments, innuendo, or taunts;
 - c) Racial harassment, which is racial slurs, jokes, name calling, or insulting behaviour or terminology that reinforces stereotypes or discounts abilities because of racial or ethnic origin;
 - d) Leering or other suggestive or obscene gestures;
 - e) Condescending or patronizing behaviour, which is intended to undermine self-esteem, diminish performance or adversely affect working conditions;
 - f) Practical jokes which endanger a person's safety, or which may negatively affect performance;
 - g) Hazing, which is any form of conduct which exhibits any potentially humiliating, degrading, abusive, or dangerous activity, which does not contribute to any Individual's positive development, but is required to be accepted as part of a team or group, regardless of the individual's willingness to participate. This includes, but is not limited to, any activity, no matter how traditional or seemingly benign, that sets apart or alienates any teammate or group member based on class, number of years on the team or with the group, or ability;
 - h) Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing;
 - i) Deliberately excluding or socially isolating a person from a group or team;
 - j) Persistent sexual flirtations, advances, requests, or invitations;
 - k) Physical or sexual assault;
 - l) Behaviours such as those described above that are not directed towards a specific person or group but have the same effect of creating a negative or hostile environment; and
 - m) Retaliation or threats of retaliation against a person who Reports Harassment to the Independent Third Party.
15. "*Independent Third Party*" – the independent organization retained by Speed Skating Canada to receive complaints and to fulfill the responsibilities outlined in the *Complaints and Discipline Policy* and *Investigations Policy*.
 16. "*Individuals*" – refers to all categories of members and/or registered participants defined in the bylaws of FSJ SSC, as well as all people employed by, contracted by, or engaged in activities with FSJ SSC including, but not limited to, employees, contractors, Athletes, coaches, officials, volunteers, managers, administrators, parents or guardians, spectators, committee members, directors or officers.
 17. "*Internal Discipline Chair*" – an individual appointed by FSJ SSC to handle the duties of the Internal Discipline Chair as described in the *Complaints and Discipline Policy*.
 18. "*Maltreatment*" – as defined in the BC UCC, and as amended from time to time by the relevant functions of viaSport
 19. "*Minor*" – any Individual who is under the age of 19. Adult Individuals are responsible for knowing the age of a Minor.
 20. "*OSIC*" – functionally independent division of the SDRCC, or its designate, responsible for administering the UCCMS for purposes of the Abuse-Free Sport program, which specific responsibilities include (i) administering the Complaint Management and the Sport Environment Assessment processes; (ii) maintaining the Registry; (iii) monitoring organizational compliance by Abuse-Free Sport Signatories and issuing reports as required, and (iv) acting as the central hub for Abuse-Free Sport. This definition shall

take into account the transfer of OSIC outside the structure of the SDRCC, once the transfer becomes effective.

21. *"Parties"* – in the context of a complaint under the *Complaints and Discipline Policy*, the Complainant and Respondent; in the context of an appeal under the *Appeal Policy*, the Appellant, Respondent and Affected Party (or Parties).
22. *"Person in Authority"* – any Individual who holds a position of authority within FSJ SSC, including, but not limited to, coaches, officials, managers, support personnel, chaperones, committee members, directors or officers. In addition to the responsibilities described for Individuals in the *Code of Conduct*, a Person in Authority shall be responsible for knowing what constitutes Maltreatment and Prohibited Behaviour.
23. *"Provisional Suspension"* – means that the Individual is barred temporarily from participating in any capacity in any Event or activity of FSJ SSC (and, as applicable, Speed Skating British Columbia and Speed Skating Canada), or as otherwise decided pursuant to the *Complaints and Discipline Policy*, prior to the decision rendered in a hearing conducted pursuant to the *Complaints and Discipline Policy*.
24. *"Power Imbalance"* – as defined in the BC UCC and as amended from time to time by the relevant functions of viaSport
25. *"Prohibited Behaviour"* – as defined in the BC UCC and as amended from time to time by the relevant functions of viaSport.
26. *"Prohibited Method"* – as defined in the Canadian Anti-Doping Program, as amended from time to time by the Canadian Centre for Ethics in Sport.
27. *"Prohibited Substance"* – as defined in the Canadian Anti-Doping Program, as amended from time to time by the Canadian Centre for Ethics in Sport.
28. *"Reporting (or Report)"* – as defined in the BC UCC and as amended from time to time by the relevant functions of viaSport.
29. *"Respondent"* – the Party responding to a complaint or investigation; or, in the case of an appeal, the body or organization whose decision is being appealed, or the Individual who was the subject of a decision that is being appealed.
30. *"Sexual Harassment"* – as defined in the BC UCC and as amended from time to time by the relevant functions of viaSport.
31. *"Social media"* – the catch-all term that is applied broadly to computer-mediated communication media such as blogs, YouTube, Facebook, Instagram, Tumblr, Snapchat, TikTok, and Twitter.
32. *"SDRCC"* – the Sport Dispute Resolution Centre of Canada.
33. *"Tampering"* – as defined in the Canadian Anti-Doping Program, as amended from time to time by the Canadian Centre for Ethics in Sport.
34. *"UCCMS"* – the Universal Code of Conduct to Prevent and Address Maltreatment in Sport, as amended from time to time by the relevant functions of Abuse-Free Sport.
35. *"viaSport"* – viaSport British Columbia, an agency responsible for stewarding the growth and development of amateur sport in British Columbia.
36. *"Vulnerable Participant"* – as defined in the BC UCC and as amended from time to time by the relevant functions of viaSport.
37. *"Vulnerable Sector Check (VSC)"* – a detailed check in line with the British Columbia Guideline for Police Information Checks, as amended from time to time, which may include a search of the RCMP Canadian Police Information Centre (CPIC) system, local police information, and the Pardoned Sex Offender database.
38. *"Workplace"* – any place where events, business or work-related activities are conducted, including a virtual Workplace. Workplaces include but are not limited to, the office or facilities of FSJ SSC, work-related social functions, work assignments outside offices, work-related travel, the training, and competition environment (wherever located), and work-related conferences or training sessions.

39. *“Workplace Harassment”* – vexatious comment(s) or conduct against a worker in a Workplace that is known or ought reasonably to be known to be unwelcome. Workplace Harassment should not be confused with legitimate, reasonable management actions that are part of the normal work/training function, including measures to correct performance deficiencies, such as placing someone on a performance improvement plan, or imposing discipline for workplace infractions. Types of behaviour that constitute Workplace Harassment include, but are not limited to:
- a) Bullying;
 - b) Workplace pranks, vandalism, bullying or hazing;
 - c) Repeated offensive or intimidating phone calls, text messages or emails;
 - d) Inappropriate sexual touching, advances, suggestions or requests;
 - e) Displaying or circulating offensive pictures, photographs or materials in printed or electronic form;
 - f) Psychological abuse;
 - g) Excluding or ignoring someone, including persistent exclusion of a person from work-related social gatherings;
 - h) Deliberately withholding information that would enable a person to do his or her job, perform or train;
 - i) Sabotaging someone else’s work or performance;
 - j) Gossiping or spreading malicious rumours;
 - k) Intimidating words or conduct (offensive jokes or innuendos); and
 - l) Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, or demeaning.
40. *“Workplace Violence”* – the use of or threat of physical force by a person against a worker in a Workplace that causes or could cause physical injury to the worker; an attempt to exercise physical force against a worker in a Workplace that could cause physical injury to the worker; or a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker in a Workplace that could cause physical injury to the worker. Types of behaviour that constitute Workplace Violence include, but are not limited to:
- a) Verbal or written threats to attack;
 - b) Sending or leaving threatening notes, text messages or emails;
 - c) Physically threatening behaviour such as shaking a fist at someone, finger pointing, destroying property, or throwing objects;
 - d) Wielding a weapon in a Workplace;
 - e) Hitting, pinching or unwanted touching which is not accidental;
 - f) Dangerous or threatening horseplay;
 - g) Physical restraint or confinement;
 - h) Blatant or intentional disregard for the safety or wellbeing of others;
 - i) Blocking normal movement or physical interference, with or without the use of equipment;
 - j) Sexual violence; and
 - k) Any attempt to engage in the type of conduct outlined above.



FSJ SSC

INDIVIDUAL PROTECTION POLICY

Effective date	November 6, 2024
Archived date	-
Date last reviewed	November 6, 2024
Scheduled review date	November 6, 2026
Replaces and/or amends	Not Applicable
Approved by and date	FSJ SSC Board of Directors, November 6, 2024

Purpose

1. This *Individual Protection Policy* describes how Persons in Authority shall maintain a safe sport environment for all Individuals.

Interactions between Persons in Authority and Athletes – the ‘Rule of Two’

2. Except as described in Section 3, below, FSJ SSC adheres to the ‘Rule of Two’, as defined by the [Coaching Association of Canada](#), for all Persons in Authority who interact with Athletes, whether in person or remotely (i.e., in virtual settings).
3. FSJ SSC recognizes that fully implementing the ‘Rule of Two’, as described above (and modified accordingly for Persons in Authority), in all circumstances, may not always be possible. Consequently, at a minimum, interactions between Persons in Authority and Athletes must respect the following:
 - a) Unless prohibited by a public health order, the training and competition environments should be open to observation so that all interactions between Persons in Authority and Athletes are observable.
 - b) Private or one-on-one situations must be avoided unless they are open and observable by another adult or Athlete.
 - c) Persons in Authority shall not invite or have a Vulnerable Participant (or Vulnerable Participants) into their home without the written permission and contemporaneous knowledge of the Vulnerable Participant's parent or guardian.
 - d) Vulnerable Participants must not be in any situation where they are alone with a Person in Authority without another screened adult or Athlete present unless prior written permission is obtained from the Vulnerable Participant’s parent or guardian.

Practices and Events

4. As it relates to practices and/or competitions, the following shall be respected:
 - a) A Person in Authority should never be alone with a Vulnerable Participant prior to or following a competition or practice unless the Person in Authority is the Vulnerable Participant’s parent or guardian.

- b) If the Vulnerable Participant is the first Athlete to arrive, the Vulnerable Participant's parent should remain until another Athlete or Person in Authority arrives.
- c) If a Vulnerable Participant would potentially be alone with a Person in Authority following a competition or practice, the Person in Authority should ask another Person in Authority (or a parent or guardian of another Athlete) to stay until all the Vulnerable Participants have been picked up. If an adult is unavailable, another Athlete, who is preferably not a Vulnerable Participant, should be present to avoid the Person in Authority being alone with a Vulnerable Participant.
- d) Persons in Authority giving instructions, demonstrating skills, or facilitating drills or lessons to an individual Athlete should always do so within earshot and eyesight of another Person in Authority.
- e) If there is a concern with observing the Rule of Two, Persons in Authority and Athletes should take additional steps to achieve transparency and accountability in their interactions.

Communications

- 5. Communications between Persons in Authority and Athletes shall respect the following:
 - a) Group messages, group emails or team pages are to be used as the regular method of communication between Persons in Authority and Athletes.
 - b) Persons in Authority may only send personal texts, direct messages on social media or emails to individual Athletes when necessary and only for communicating information related to team issues and activities (e.g., non-personal information). Any such texts, messages or emails shall be professional in tone and must be copied to another adult when the Athlete is a Vulnerable Participant. Texts, messages or emails shall not be deleted by any Person in Authority for the purpose of destroying evidence that may establish a breach of any of FSJ SSC's policies, rules or regulations.
 - c) No personal texts between Vulnerable Participants and Persons in Authority may be sent; however, if this is necessary under Section 5(b), it shall include one other adult person on the message (preferably the Vulnerable Person's parent(s)/guardian(s)).
 - d) Parents and guardians may request that their child not be contacted by a Person in Authority using any form of electronic communication and/or to request that certain information about their child may not be distributed in any form of electronic communications.
 - e) All communication between a Person in Authority and Athletes must be between the hours of 6:00am and 11:00pm unless extenuating circumstances justify otherwise (e.g., cancelling an early morning practice).
 - f) Communication concerning drugs or alcohol use (unless regarding its prohibition) is not permitted.
 - g) No sexually explicit language or imagery or sexually oriented conversation may be communicated by any medium.
 - h) Persons in Authority and Athletes are not permitted to offer or ask one another to keep a secret for them for any unethical, inappropriate, prohibited or improper purpose.

Virtual settings

- 6. The Rule of Two shall apply to all Minors in a virtual environment. Specifically:
 - a) For Athletes under the age of 16, where possible, a parent/guardian should be present during any virtual session.
 - b) Two adult coaches should be present or one coach and one adult (parent, guardian, volunteer, club administrator). One-on-one virtual sessions are prohibited.
 - c) Coaches shall be informed by FSJ SSC of the expected standards of conduct during virtual sessions through the publication of this Policy.

- d) Parents/guardians of Minors shall be informed by FSJ SSC of the activities that will take place during the virtual session, as well as the process of the virtual session.
- e) Parents/guardians of Minors shall provide consent (verbal or written) to the Minor participating in the virtual session, if irregularly scheduled, or prior to the first session if the sessions will take place on a regular basis.
- f) Communications during virtual sessions shall take place in an open and observable, and appropriate environment.
- g) Virtual sessions should be recorded whenever allowed by the technology being used.
- h) Parents/guardians should debrief with Minors on a weekly basis regarding virtual sessions.

Travel

- 7. In addition to any applicable guidelines set out in FSJ SSC's Youth Travel Policy and Procedures, any travel involving Persons in Authority and Athletes shall respect the following:
 - a) Teams or groups of Athletes shall always have at least two Persons in Authority attending the trip.
 - b) For mixed gender teams or groups of Athletes, there will be one Person in Authority from each gender.
 - c) Screened parents or other volunteers will be available in situations when two Persons in Authority cannot be present.
 - d) Unless otherwise required by the circumstances, no Person in Authority may drive a vehicle with an Athlete alone unless the Person in Authority is the Athlete's parent or guardian.
 - e) A Person in Authority may not share a room or be alone in a hotel room with an Athlete unless the Person in Authority is the Athlete's parent or guardian or there is an emergency that requires the Person in Authority to enter the room.
 - f) Room or bed checks during overnight stays must be done by two Persons in Authority.
 - g) For overnight travel when Athletes must share a hotel room, roommates will be age-appropriate and, for Minors, shall be within two years of age of one another and of the same gender identity.
 - h) Athletes under the age of 13 should stay in hotel rooms with their parents/guardians.
 - i. If a child's parent/guardian is not present, arrangements should be made (signed permission form) for a child to share a room with another athlete and a screened Person in Authority.
 - ii. In situations where athletes under the age of 13 do not have a parent/guardian available for travel, such athletes may be grouped together with older athletes.

Locker Room / Changing Areas

- 8. The following shall apply to locker rooms, changing areas, and meeting rooms:
 - a) Interactions (i.e., conversation) between Persons in Authority and Athletes should not occur in any room where there is a reasonable expectation of privacy such as a locker room, restroom or changing area unless there is an emergency. A second adult should be present for any necessary interaction between an adult and an Athlete in any such room. The Rule of Two must be respected.
 - b) If Persons in Authority are not present in the locker room or changing area, or if they are not permitted to be present, they should still be available outside the locker room or changing area and be able to enter the room or area if required, including but not limited to team communications and/or emergency.

Photography / Video

- 9. Any photograph or video involving Athletes shall respect the following:
 - a) Photographs and video may only be taken in public view, must observe generally accepted standards of

decency, and be both appropriate for and in the best interest of the Athlete.

- b) The use of recording devices of any kind in rooms where there is a reasonable expectation of privacy such as a locker room, restroom, changing area or hotel room is strictly prohibited.
- c) If any photographs or videos will be used on any form of public media, an Image Consent Form must be completed before any images are taken and used.

Physical Contact

10. It is recognized that some physical contact between Persons in Authority and Athletes may be necessary for various reasons including, but not limited to, teaching a skill or tending to an injury. Any physical contact shall respect the following:
- a) Unless it is otherwise impossible because of serious injury or other justifiable circumstance, a Person in Authority must always clarify with an Athlete where and why any physical contact will occur prior to the contact occurring. The Person in Authority must make clear that they are requesting to touch the Athlete and not requiring physical contact.
 - b) Infrequent, non-intentional physical contact during a training session is permitted.
 - c) Hugs lasting longer than five seconds, cuddling, physical horseplay, and physical contact initiated by the Person in Authority is not permitted. It is recognized that some Athletes may initiate hugging or other physical contact with a Person in Authority for various reasons (e.g., such as crying or celebrating after a performance), but this physical contact may only occur in an open and observable environment.

Enforcement

11. Any alleged violations of this *Individual Protection Policy* shall be addressed pursuant to FSJ SSC's *Complaints and Discipline Policy*.

Privacy

12. The collection, use and disclosure of any personal information pursuant to this Policy is subject to FSJ SSC's Personal Information Protection Policy.



FSJ SSC

CODE OF CONDUCT

Effective date	November 6, 2024
Archived date	-
Date last reviewed	November 6, 2024
Scheduled review date	November 6, 2026
Replaces and/or amends	Not Applicable
Approved by and date	FSJ SSC Board of Directors, November 6, 2024
Appendix(-ces) to this Policy	-

Purpose

1. The purpose of this *Code of Conduct* is to ensure a safe and positive environment within the FSJ SSC's programs, activities, and Events) by making Individuals aware that there is an expectation, at all times, of appropriate behaviour consistent with the FSJ SSC and Speed Skating BC's core values and the BC UCC. FSJ SSC accepts all language contained in the BC UCC, a copy of which can be obtained [here](#).

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

Application of this Code

2. This Code applies to Individuals' conduct during FSJ SSC's business, activities, and Events including, but not limited to, competitions, practices, training camps, travel associated with FSJ SSC's activities, office environment, and any meetings.
3. An Individual who violates this Code may be subject to disciplinary action pursuant to the *Complaints and Discipline Policy*.
4. This Code also applies to Individuals' conduct outside of FSJ SSC's business, activities, and Events when such conduct adversely affects relationships within the organization (and its work and sport environment) and is detrimental to the image and reputation of FSJ SSC. Such applicability will be determined by FSJ SSC at its sole discretion.

Responsibilities

5. Individuals have a responsibility to:
 - a. Maintain and enhance the dignity and self-esteem of FSJ SSC members and other individuals by:
 - i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, age, ancestry, colour, race, citizenship, ethnic

- origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, sex, and sexual orientation.
- ii. Focusing comments or criticism appropriately and avoiding public criticism of Athletes, coaches, officials, organizers, volunteers, employees, or members
 - iii. Consistently demonstrating the spirit of sport and the values of Speed Skating BC, leadership, and ethical conduct
 - iv. Acting, when appropriate, to correct or prevent practices that are discriminatory
 - v. Consistently treating individuals fairly and reasonably
 - vi. Ensuring adherence to the rules of the sport and the spirit of those rules
- b. Refrain from any behaviour that constitutes Harassment, Workplace Harassment or Workplace Violence.⁴
 - c. Abstain from any behaviour that constitutes Physical Maltreatment, as defined in the BC UCC.
 - d. Abstain from any behaviour that constitutes Sexual Maltreatment, as defined in the BC UCC.
 - e. Abide with the BC UCC.
 - f. Abstain from the use of non-medical use of drugs or the use or possession of Prohibited Substances or Prohibited Methods. Any infraction under of the Canadian Anti-Doping Program shall be considered an infraction of this Code and may be subject to further disciplinary action, and possible sanction, pursuant to the *Complaints and Discipline Policy*. FSJ SSC will respect and implement any consequences imposed under the Canadian Anti-Doping Program or imposed by any other anti-doping organization with authority over the Individual in question.
 - g. Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision, who has been found to have committed an anti-doping rule violation and is serving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program or any other applicable anti-doping rules.
 - h. Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.
 - i. Refrain from consuming alcohol, tobacco products, or recreational drugs while participating in FSJ SSC or Speed Skating BC's programs, activities, competitions, or Events with the exception of activities outlined Section 6(i).
 - j. In the case of adults, avoid consuming alcohol in situations where Minors are present and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations associated with FSJ SSC's Events.
 - k. Respect the property of others and not wilfully cause damage.
 - l. Promote the sport in the most constructive and positive manner possible.
 - m. Adhere to all federal, provincial, municipal and host country laws.
 - n. Comply, at all times, with FSJ SSC's bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time.

Board/Committee Members and Staff

⁴An Individual who experiences harassment is encouraged to make it known to the harasser that the behaviour is unwelcome, offensive and contrary to this *Code of Conduct*. If confronting the harasser is not possible or if after confronting the harasser the harassment continues, the Individual may contact Speed Skating Canada's Speak Up Line.

6. In addition to Section 5 (above), FSJ SSC's directors, committee members, and staff will have additional responsibilities to:
 - a. Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of FSJ SSC's business and the maintenance of Individuals' confidence.
 - b. Ensure that FSJ SSC's financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities.
 - c. Conduct themselves openly, professionally, lawfully and in good faith in the best interests of FSJ SSC.
 - d. Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism.
 - e. Behave with decorum appropriate to both circumstance and position and be fair, equitable, considerate, and honest in all dealings with others.
 - f. Keep informed about FSJ SSC's activities, the provincial sport community, and general trends in the sectors in which they operate.
 - g. Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which FSJ SSC is incorporated.
 - h. Respect the confidentiality appropriate to issues of a sensitive nature.
 - i. Ensure that all Individuals are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight.
 - j. Respect the decisions of the majority and resign if unable to do so.
 - k. Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings.
 - l. Have a thorough knowledge and understanding of all FSJ SSC governance documents.
 - m. Conform to the bylaws and policies approved by FSJ SSC, in particular this *Code of Conduct* as well as the *Conflict of Interest Policy*

Coaches

7. In addition to Section 5 (above), coaches have many additional responsibilities. The coach-athlete relationship is a privileged one and plays a critical role in the personal, sport, and athletic development of the athlete. Coaches must understand and respect the inherent Power Imbalance that exists in this relationship and must be extremely careful not to abuse it, consciously or unconsciously. Coaches will:
 - a. Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the involved Athletes.
 - b. Prepare Athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm Athletes.
 - c. Avoid compromising the present and future health of athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment, and management of Athletes' medical and psychological treatments.
 - d. Support the coaching staff of a training camp, provincial team, or national team, should an Athlete qualify for participation with one of these programs.
 - e. Provide Athletes (and the parents/guardians of Minor Athletes) with the information necessary to be involved in the decisions that affect the Athlete.
 - f. Act in the best interest of the Athlete's development as a whole person.
 - g. Be respectful of other coaches.

- h. Meet the highest standards of credentials, integrity and suitability, including but not limited to such considerations established by SSBC's Safe Sport Policy Manual and the Responsible Coaching Movement.
- i. Report any ongoing criminal investigation, conviction, or existing bail conditions, including those for violence, child pornography, or possession, use, or sale of any illegal substance.
- j. Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or Prohibited Substances or Prohibited Methods and, in the case of Minors, alcohol and/or tobacco.
- k. Respect Athletes skating with other clubs and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless after first receiving approval from the coaches who are responsible for the Athletes.
- l. Not engage in a sexual relationship with an athlete where a Power Imbalance exists. Refer to the BC UCC for more information.
- m. Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation, and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights.
- n. Dress professionally, neatly, and inoffensively.
- o. Use inoffensive language, taking into account the audience being addressed.

Athletes

- 8. In addition to section 5 (above), Athletes will have additional responsibilities to:
 - a. Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete.
 - b. Participate and appear on-time, well-nourished, and prepared to participate to their best abilities when participating in all competitions, practices, training sessions, testing sessions, and Events.
 - c. Participate in a manner that ensures the safety of fellow Athletes, coaches, officials and volunteers.
 - d. Properly represent themselves and not attempt to participate in a competition for which they are not eligible by reason of age, classification, or other reason.
 - e. Adhere to Speed Skating BC's rules and requirements regarding clothing and equipment.
 - f. Never ridicule a participant for a poor performance or practice.
 - g. Act in a sporting manner and not display appearances of violence, foul language, or gestures to other Athletes, officials, coaches, or spectators.
 - h. Dress in a manner representative of FSJ SSC, focusing on neatness, cleanliness.
 - i. Act in accordance with FSJ SSC's policies and procedures and, when applicable, additional rules as outlined by coaches or managers.

Officials

- 9. In addition to section 5 (above), officials will have additional responsibilities to:
 - a. Maintain and update their knowledge of the rules and rule changes.
 - b. Work within the boundaries of their position's description while supporting the work of other officials.
 - c. Enforce and abide by international, national and provincial rules and regulations.

- d. Strive to render decisions firmly but without arrogance; fairly but without officiousness and to render all decisions according to the rules of our sport regardless of the situation and the individuals concerned.
- e. Respect the rights, dignity, and worth of all individuals and to conduct themselves so as to instill in all competitors and other competition officials a respect for each other.
- f. Not publicly criticize other officials or any club or association.
- g. Assist with the development of less experienced officials.
- h. Conduct themselves openly, impartially, professionally, lawfully, and in good faith in the best interests of Athletes, coaches, other officials, and parents.
- i. Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others.
- j. Respect the confidentiality required by issues of a sensitive nature, which may include ejections, defaults, forfeits, discipline processes, appeals, and specific information or data about Individuals.
- k. Honour all assignments unless unable to do so by virtue of illness or personal emergency, and in these cases inform the assignor or association at the earliest possible time.
- l. When writing reports, set out the facts and not attempt to justify any decisions.
- m. Dress in proper attire for officiating.
- n. Seek to improve, learn and develop their skills and standards of officiating through workshops, clinics and other learning opportunities.

Volunteers

- 10. In addition to section 5 (above), volunteers will have additional responsibilities to:
 - a. Conduct themselves in a responsible manner consistent with the values of FSJ SSC and Speed Skating BC including fair play, integrity, dignity, open communication and mutual respect.
 - b. Treat all individuals and property with dignity, courtesy, and respect, including but not limited to other Athletes, coaches, officials, volunteers, other parents or guardians and all other individuals that are part of the organization.
 - c. Work within the boundaries of their position's description while supporting the work of other volunteers.
 - d. Conduct themselves openly, impartially, professionally, lawfully, and in good faith in the best interests of FSJ SSC, Athletes, coaches, officials, and parents and guardians.
 - e. Honour all commitments unless unable to do so by virtue of illness or personal emergency, and in these cases inform the organizer or association at the earliest possible time.
 - f. Dress in proper attire for the position you are volunteering for.
 - g. Respect the confidentiality required by issues of a sensitive nature, which may include specific information or data about Individuals, in accordance with FSJ SSC's *Personal Information Protection Policy*.

Parents and Guardians

- 11. In addition to section 5 (above), parents and guardians will have additional responsibilities to:
 - a. Conduct yourself in a responsible manner consistent with the values of FSJ SSC and Speed Skating BC including fair play, integrity, dignity, open communication and mutual respect.
 - b. Model positive and responsible behaviour, and communicate with their child that they expect them to do the same.

- c. Treat all individuals and property with dignity, courtesy, and respect, including but not limited to other Athletes, coaches, officials, volunteers, other parents and all other individuals that are part of the organization.
- d. Refrain from any behaviour, or comments, which are profane, insulting, harassing, sexist, racist, abusive, disrespectful or otherwise offensive without hostility or violence.
- e. Emphasize the importance of values like fair play, respect, cooperation, competition and teamwork to their child offering praise for fair play, participation, and skill development.
- f. Instill confidence in their child's ability and skill development, always avoiding comparisons with other skaters and celebrating the acquisition of skills and goals achieved by their child.
- g. Respect the coach and understand the coach is responsible for the skill development of the Athlete. A parent's role shall be to take a healthy interest in their child's progress and development and be responsible for the child's nutrition, rest, overall health, and moral and emotional support.
- h. Understand and follow the steps in the return to sport protocol should their child suffer a concussion or other injury.

Retaliation, Retribution or Reprisal

12. It is a breach of this *Code of Conduct* for any Individual to engage in any act that threatens or seeks to intimidate another individual with the intent of discouraging that Individual from filing, in good faith, a Report pursuant to FSJ SSC policy, as applicable. It is also a breach of this *Code* for an Individual to file a Report for the purpose of retaliation, retribution or reprisal against any other Individual. Any Individual found to be in breach of this section shall be liable for the costs related to the disciplinary process required to establish such a breach.



FSJ SSC

CONFLICT OF INTEREST POLICY

Effective date	November 6, 2024
Archived date	-
Date last reviewed	November 6, 2024
Scheduled review date	November 6, 2026
Replaces and/or amends	Not Applicable
Approved by and date	FSJ SSC Board of Directors, November 6, 2024
Appendix(-ces) to this Policy	-

PURPOSE

1. This policy applies to the Board of Directors, standing and operating committee members and staff of FSJ SSC. FSJ SSC is committed to provide for an environment for decision-making which supports the unadulterated interest of the organization.

DUTY

2. All persons and agents, Board of Directors, committee members, employees or volunteers appointed to act on FSJ SSC's behalf are under an obligation and a duty to act:
 - a. in the organization's best interests; and
 - b. fairly, impartially and without bias.

DEFINITION

3. 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 FSJ SSC's best interest; and
 - b. on behalf of FSJ SSC fairly, impartially and without bias.

BENEFIT

3. An Individual must not personally benefit from any transaction involving FSJ SSC except in unique situations authorized in accordance with this Policy.
4. An Individual must not directly or indirectly benefit from any transaction involving FSJ SSC except in unique situations, authorized in accordance with this Policy.
5. An Individual must not use his/her relationship with FSJ SSC 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 FSJ SSC over which he/she is in a position to influence decisions made on behalf of FSJ SSC.

USING CLUB PROPERTY

9. An Individual must have authorization to:
 - a. use property owned by FSJ SSC for personal purposes; or
 - b. purchase FSJ SSC property unless it is through usual channels of disposition.
10. An Individual may not take personal advantage of an opportunity available to FSJ SSC unless:
 - a. it is clear FSJ SSC has irrevocably decided against pursuing the opportunity; and
 - b. the opportunity is equally available to all members of FSJ SSC.
11. An Individual may not use his/her position with FSJ SSC 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 CLUB INFORMATION

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

DISCLOSURE

18. 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.
19. 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.
20. Unless otherwise directed, an Individual must immediately take steps to resolve the conflict of interest or remove the suspicion that exists.



FSJ SSC

SOCIAL MEDIA POLICY

Effective date	November 6, 2024
Archived date	-
Date last reviewed	November 6, 2024
Scheduled review date	November 6, 2026
Replaces and/or amends	Not Applicable
Approved by and date	FSJ SSC Board of Directors, November 6, 2024
Appendix(-ces) to this Policy	-

Preamble

1. FSJ SSC is aware that Individual interaction and communication occurs frequently on social media. FSJ SSC cautions Individuals that any conduct falling short of the standard of behaviour required by this Policy and the *Code of Conduct* may be subject to the disciplinary sanctions identified within the *Complaints and Discipline Policy*.

Application of this Policy

2. This Policy applies to all Individuals and to FSJ SSC.

Conduct and Behaviour

3. For the avoidance of doubt, the following social media conduct may be subject to disciplinary action in accordance with the *Complaints and Discipline Policy*:
 - a) Posting a disrespectful, hateful, harmful, disparaging, insulting, or otherwise negative comment on a social medium that is directed at an Individual, FSJ SSC, SSBC, SSC or any other National Sport Organization, or at other individuals connected with FSJ SSC, SSBC or SSC.
 - b) Posting a picture, altered picture, or video on a social medium that is harmful, disrespectful, insulting, or otherwise offensive, and that is directed at an Individual, FSJ SSC, SSBC, SSC or any other National Sport Organization, or at other individuals connected with FSJ SSC, SSBC, or SSC.
 - c) Creating or contributing to a Facebook group, webpage, Instagram account, Twitter feed, blog, or any other app or online forum devoted solely or in part to promote negative or disparaging remarks or commentary about FSJ SSC, SSBC, SSC or any other National Sport Organization.
 - d) Inappropriate personal or sexual relationships over a social medium between Individuals who have a Power Imbalance in their interactions, such as between Athletes and coaches, directors, officers, committee members and staff, officials and Athletes, etc.
 - e) Any instance of cyber-bullying or cyber-harassment by an Individual, where incidents of cyber-bullying and cyber-harassment can include but are not limited to the following conduct on any social medium, via text-message, or via email: regular insults, negative comments, vexatious or unwelcome behaviour, pranks or jokes, threats, posing as another person, spreading rumours or lies, or other harmful behaviour.

4. All conduct and behaviour occurring on social media may be Reported pursuant to the *Complaints and Discipline Policy*.

Individuals' Responsibilities

5. Individuals acknowledge that their social media activity may be viewable and viewed by anyone, including FSJ SSC, SSBC, SSC or other Members or Individuals.
6. If FSJ SSC unofficially engages with an Individual in social media (such as by retweeting a tweet or sharing a photo on Facebook) the Individual may, at any time, ask FSJ SSC to cease this engagement.
7. When using social media, an Individual must model appropriate behaviour befitting the Individual's role and status in connection with FSJ SSC.
8. Removing content from social media after it has been posted (either publicly or privately) does not excuse the Individual from being subject to the *Complaints and Discipline Policy*.
9. An Individual who believes that another Individual's social media activity is inappropriate or may violate the policies and procedures of FSJ SSC should Report the matter in the manner outlined by the *Complaints and Discipline Policy*.

Privacy

10. The collection, use and disclosure of any personal information pursuant to this Policy is subject to FSJ SSC's *Personal Information Protection Policy*.



FSJ SSC

COMPLAINTS AND DISCIPLINE POLICY

Effective date	November 6, 2024
Archived date	-
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Approved by and date	FSJ SSC Board of Directors, November 6, 2024
Appendix(-ces) to this Policy	-

Purpose

1. Individuals are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with all codes, policies, bylaws, rules and regulations of FSJ SSC, as updated and amended from time to time.
2. Non-compliance with any of FSJ SSC's codes, policies, bylaws, rules, or regulations may result in the imposition of sanctions pursuant to this Policy.
3. This Policy describes how Individuals can Report instances of alleged misconduct, Maltreatment or Prohibited Behaviour, and how such complaints will be investigated and acted upon.

Application of this Policy

4. This Policy applies to all Individuals and to any alleged breaches of FSJ SSC codes, policies, bylaws, rules or regulations.
5. Unless otherwise excluded pursuant to the terms hereof, this Policy applies to any Individual's conduct during the business, activities, and Events of FSJ SSC including social Events and, without limitation, competitions, practices, training camps, travel associated with organizational business and activities, including any meetings and communications.
6. This Policy also applies to any Individual's conduct outside of the business, activities, and Events of FSJ SSC when such conduct adversely affects the organization's relationships (and the work and sport environment) or is detrimental to the image and reputation of FSJ SSC. Applicability will be determined by FSJ SSC in its sole discretion, pursuant to the terms of this Policy and other applicable policies of FSJ SSC.

7. This Policy does not prevent immediate discipline from being applied during the course of an Event, as reasonably required, pursuant to the Event Discipline Procedure specified in this Policy. In such situations, disciplinary action will be for the duration of the Event only. Further sanctions may be applied according to this Policy.
8. In addition to being subject to disciplinary action pursuant to this Policy, an employee of FSJ SSC who is a Respondent to a complaint may also be subject to consequences in accordance with the applicable human resources policy as well as the employee's employment agreement and any applicable legislation.
9. This Policy does not apply to objections or other allegations relating to or arising out of:
 - a. FSJ SSC team or program selection or coaching assignment decisions; or
 - b. The adoption or application of high performance bulletins and similar documents.

Alignment

10. FSJ SSC recognizes that Individuals are also registered with Speed Skating Canada (SSC) and SSBC.
11. Given the above, the jurisdiction of a complaint received by the Independent Third Party will be assigned to the appropriate organization based on the affiliation or identity of the Respondent and the Respondent's role at the time of the conduct. Other factors (e.g., location of an incident, identity of Complainant, involvement of other Parties or complaint processes) may be taken into consideration when deciding jurisdiction.
12. In exceptional circumstances, such as where a conflict of interest exists within FSJ SSC, a complaint may be managed by SSBC or SSC. SSBC or SSC, as applicable, may also, with written notice or by agreement with FSJ SSC, take over jurisdiction where FSJ SSC is unable to or fails to conduct the appropriate processes in a reasonable time frame. In all such circumstances, SSBC shall have the right to the reimbursement of its costs to conduct the proceedings from FSJ SSC.
13. In circumstances where the complaint involves allegations of complex jurisdiction, the Independent Third Party may forego the standard application of jurisdiction and direct a complaint to be managed by SSC. In such circumstances, all Parties must agree in writing to SSC assuming jurisdiction over the complaint and the Independent Third Party shall notify SSBC of the decision to direct a complaint to SSC. The organization taking jurisdiction shall have the right to collect reimbursement for costs to conduct the proceedings from the other jurisdiction.
14. Pursuant to SSC's Reciprocation Policy, FSJ SSC must declare disciplinary decisions involving any Individual to SSBC for disclosure to SSC and for viaSport reporting. SSBC must therefore be notified by FSJ SSC when any of the following sanctions are imposed against an Individual:

- a. Temporary or permanent removal of certain privileges
- b. Suspension
- c. Eligibility restrictions
- d. Permanent ineligibility or expulsion from the organization
- e. Any other sanction impacting the Respondent's ability to be an active participant in the speed skating community

15. SSBC, in alignment with SSC, will maintain records of all disciplinary decisions and may communicate any imposed sanction(s) in accordance with provisions outlined in Sections 73 and 74 of this Policy.

Filing a Complaint

16. Individuals may file a Report using one of two mechanisms described below.

17. Unless the Individual is a Minor, any Individual must Report actual or suspected Maltreatment, abuse, exploitation or neglect of any kind involving a Minor Individual to the Independent Third Party through the Canadian speed skating community's Safe Sport Speak Up Line.⁵ Any failure to do so may result in disciplinary action being taken under this Policy or the BC UCC, as applicable.

UCCMS Participants

18. SSC has designated specific Individuals as Abuse-Free Sport Participants. This includes National and NextGen team athletes and training partners; National Program coaches; and Speed Skating Canada staff and board members, as defined in SSC's [Complaints and Discipline Policy](#), and as amended from time to time.

19. Incidents involving alleged Maltreatment or Prohibited Behaviour (as defined in the UCCMS) by an Abuse-Free Sport Participant must be reported to Abuse-Free Sport and will be addressed pursuant to the OSIC's policies and procedures. The OSIC shall determine the admissibility of all such complaints.

20. Where the Respondent has not been designated by SSC as an Abuse-Free Sport Participant, the matter may only proceed pursuant to the OSIC's policies and procedures with the express consent of the Parties involved. Otherwise, the complaint will be redirected to the Independent Third Party.

21. If the Independent Third Party receives a complaint that they consider falls within the jurisdiction of the OSIC, the Independent Third Party shall refer the matter to the OSIC and notify the Complainant(s) of such action.

⁵ The Independent Third Party shall determine whether it is necessary to report the matter to law enforcement and/or child protection agencies.

All Other Complaints

22. Any complaints involving alleged breaches of FSJ SSC policies where the Respondent is not an identified Abuse-Free Sport Participant will be Reported by any individual to the Independent Third Party through the Canadian speed skating community's Safe Sport Speak Up Line.
23. The Independent Third Party is to review and triage all complaints submitted via the Safe Sport Speak Up Line.
24. Complaints submitted to the Independent Third Party must be Reported within one year of the occurrence of the incident.
25. For the avoidance of doubt, this includes complaints referred back to the Independent Third Party by the OSIC following a determination made by the OSIC that a complaint initially reported to it does not fall within its jurisdiction.
26. Matters involving complaints related to the BC UCC may be accepted beyond this time frame as evaluated and decided upon by the Independent Third Party.
27. Notwithstanding any provision in this Policy, FSJ SSC may, at its discretion or upon request of the Independent Third Party, act as the Complainant and initiate the complaint process under the terms of this Policy. In such cases, FSJ SSC will identify an individual to represent the organization.
28. A Complainant who fears retribution or reprisal, or who otherwise considers that their identity must remain confidential, may file a complaint with the Independent Third Party and request that their identity be kept confidential. In such instances, the Independent Third Party may ask that FSJ SSC take carriage of the complaint and act as the Complainant.⁶

Adult Representative

29. Complaints may be brought by, for or against an Individual who is a Minor. Minors must have a parent/guardian or other adult serve as their representative during this process, until such time as they reach the age of majority. If the Minor's representative is not their parent/guardian, the representative must have written permission to act in such a capacity from the Minor's parent/guardian.
30. Communication from the Independent Third Party, Internal Discipline Chair and/or External Discipline Panel, as applicable, must be directed to the Minor's representative.
31. At any interview of a Minor during an investigation, the Minor is entitled to have an adult representative present.

⁶ In such circumstances, the Complainant(s) may be required to provide evidence during the disciplinary process, as determined by the Internal Discipline Chair or External Discipline Panel (as applicable) in their sole discretion.

Reprisal and Retaliation

32. An Individual who submits a Complaint or who gives evidence in an investigation may not be subject to reprisal or retaliation from any individual or group. Any such conduct may constitute Prohibited Behaviour and be subject to disciplinary proceedings pursuant to this Policy or, as applicable, the policies and procedures of the OSIC.

Evaluating a Complaint

33. The Independent Third Party shall consider the complaint and, at their discretion and to the extent they believe is necessary, may take further information from the Complainant or any other person, including the Respondent.

34. Upon considering the complaint, the Independent Third Party has a responsibility to:

- a. Determine whether the complaint falls within the jurisdiction of this Policy and whether it has been submitted in accordance with the timelines indicated herein.
- b. Determine whether the complaint falls within the jurisdiction of OSIC, SSC or SSBC and, if so, redirect the complaint accordingly.
- c. Determine the appropriate jurisdiction to manage the complaint by considering the following:
 - i. Whether the incident occurred within the business, activities, or Events of SSBC or FSJ SSC or involves outside conduct adversely affecting the organization's relationships, image and/or reputation.
 - ii. The primary affiliation or identity of the Respondent and their role at the time of the conduct
 - iii. If FSJ SSC is able to manage the complaint process⁷
- d. Determine whether the complaint is frivolous, vexatious or if it has been made in bad faith, in consideration of the Sport Dispute Resolution Centre of Canada's Investigation Guidelines.
- e. Identify whether the complaint deals with matters of a Respondent's employment and/or conduct as an employee with FSJ SSC, SSBC or another organization, and, where applicable, refer the complaint to SSBC or the appropriate organization for handling as a matter of its human resource functions and policies.

⁷ In making this assessment, the Independent Third Party may determine that the Member Club lacks the capacity to manage the complaint (which may include financial and human resource capacity), that the Club is not the appropriate organization to manage the complaint due to its complex jurisdiction, or that a real or perceived conflict of interest exists within the club.

If the Independent Third Party determines that the complaint should be handled by a club, that organization may use its own policies to address the complaint or may adopt this Policy and appoint its own Independent Third Party to fulfil the responsibilities listed herein. Where this Policy is adopted by a club, any reference to the Independent Third Party shall be understood as a reference to the Independent Third Party of the club.

- f. Determine if the alleged incident should be investigated pursuant to the *Investigations Policy*.
- g. Identify which process (Minor Infraction or Major Infraction, as outlined below) should be followed to hear and adjudicate the matter.
 - i. Determine whether the complaint is connected to or associated with any other complaint and whether two or more complaints ought to be addressed together, with the consent of the Parties.
 - ii. Notify the Respondent of the complaint with a summary of the substance of the complaint.

35. All such decisions and determinations made by the Independent Third Party may not be appealed.

Process

36. There are two different processes that may be used to hear and adjudicate complaints. The Independent Third Party decides which process will be followed at their discretion.

Process 1: Minor Infraction

37. This process will be used in instances where the complaint contains allegations involving the following behaviours, which serve as examples only and are not a definitive list of behaviours that may be addressed through the process for a potential Minor Infraction:

- a. Disrespectful conduct or comments
- b. Minor acts of physical violence (e.g., tripping, pushing, elbowing), unless the physical violence is between a Person in Authority and a Vulnerable Participant, in which case the matter will be addressed under Process 2
- c. An isolated instance of conduct contrary to the values of FSJ SSC.
- d. Noncompliance with the policies or bylaws of FSJ SSC.

Process 2: Major Infraction

38. This process will be used in instances where the complaint contains allegations involving the following behaviours, which serve as examples only and are not a definitive list of behaviours that may be addressed through the process for a potential Major Infraction:

- a. Repeated incidents described under the process for Minor Infractions
- b. Hazing
- c. Abusive, racist or sexist comments, conduct or behaviour
- d. Incidents that constitute Prohibited Behaviour under the BC UCC
- e. Major incidents of violence (e.g., fighting, attacking)
- f. Pranks, jokes, or other activities that endanger the safety of others.
- g. Conduct that intentionally interferes with a competition or with any Athlete's preparation for a competition
- h. Conduct that intentionally damages the image, credibility or reputation of FSJ SSC
- i. Consistent disregard for the bylaws, policies, rules, or regulations of FSJ SSC

- j. Major or repeated violations of the *Code of Conduct* or any other policies, bylaws, rules or regulations that designate this Policy as applicable to address such breaches
- k. Intentionally damaging the property of FSJ SSC, or improperly handling club money
- l. Abusive use of alcohol, any use or possession of alcohol by Minors, or use or possession of illicit drugs and narcotics
- m. A conviction for any *Criminal Code* offence
- n. Any possession or use of Prohibited Substances or Prohibited Methods

Confidentiality of the Complaint

- 39. The complaint management process is confidential and involves only SSBC, the FSJ SSC, the Parties, the Independent Third Party, the Internal Discipline Chair or the External Discipline Panel (as appropriate), and any independent advisors to the External Discipline Panel.
- 40. Any information obtained through participation in this process about an incident or complaint (including identifying information about any individuals involved) will remain confidential, unless and only to the extent disclosure is necessary for the purpose of investigation, complaint management, taking corrective action, monitoring of a sanction, or is otherwise required by law or by this Policy.
- 41. Any failure to respect the confidentiality requirement may be considered in decisions regarding sanctions or discipline by the Internal Discipline Chair or External Discipline Panel (as applicable).
- 42. SSBC and FSJ SSC will adhere to all disclosure and reporting responsibilities required by any government entity, local police force, or child protection agency.

Provisional Suspension

- 43. If it is considered appropriate or necessary on the basis of the alleged behaviour and other relevant circumstances, immediate discipline, a Provisional Suspension or other interim measures may be imposed against the Respondent by FSJ SSC's President or their designate, for the duration of the complaint management process, after which further discipline or sanctions may be applied according to this Policy.
- 44. If an infraction occurs at an Event, it will be dealt with by the Event Discipline Procedure. Provisional Suspensions or interim measures may be imposed for the duration of the Event only⁸.
- 45. Any Respondent against whom a Provisional Suspension or interim measure is imposed may make a request to the Internal Discipline Chair or External Discipline Panel (if appointed) to have the Provisional Suspension or interim measure lifted or varied. In such circumstances, FSJ SSC shall be provided with an opportunity to make submissions, orally or in writing, regarding the Respondent's request. Provisional Suspensions or interim measures shall only be lifted in circumstances where the

⁸ Event-related discipline or penalties imposed as per the Event Discipline Procedure does not prevent an Individual from being subject to additional disciplinary proceedings under this Policy.

Respondent establishes that it would be manifestly unfair to maintain the Provisional Suspension or interim measures against them.

46. Any decision by the Internal Discipline Chair or External Discipline Panel (as applicable) not to lift a Provisional Suspension or interim measure shall not be subject to appeal.
47. Except in cases where a sanction is imposed against a Vulnerable Participant, FSJ SSC shall publish the outcome of the matter in accordance with Section 73.

Process 1 - Minor Infraction: Internal Discipline Chair

48. Following the determination that the complaint should be handled under Process 1, the Independent Third Party will refer the matter to FSJ SSC's Internal Discipline Chair.
49. The Internal Discipline Chair may:
 - a. Consider alternative dispute resolution techniques, if appropriate, and ask the Parties to participate in alternative dispute resolution; and/or
 - b. Ask the Complainant and the Respondent for either written or oral submissions regarding the complaint. Both Parties shall also have the right to submit to the Internal Discipline Chair any relevant evidence, including but not limited to, witness statements, documentary evidence or evidence from other media (i.e., photos, screenshots, videos or other recordings). Each Party shall have the right to receive the other Party's submissions and evidence, including the complaint; and/or
 - c. If appropriate, convene the Parties to a meeting, either in person or by way of video or teleconference, to ask the Parties questions and/or to allow the Parties to ask questions of one another.
50. Following their review of the submissions and evidence related to the complaint, the Internal Discipline Chair shall determine whether the evidence supports a finding that an infraction has occurred and, if so, the sanctions to be imposed, if any. If the Internal Discipline Chair considers that no infraction has occurred, they shall dismiss the complaint.
 - a. When the Internal Discipline Chair imposes a sanction, their written decision shall include, at a minimum, the following details:
 - i. Jurisdiction
 - ii. Summary of the Parties' submissions and of other facts and relevant evidence
 - iii. Where applicable, the specific provision(s) of the code, policy, by-law, rule or regulation of FSJ SSC that have been breached
 - iv. What sanction(s), if any, will be imposed
 - v. Which Party or organization is responsible for the costs of implementing any sanction

- vi. Which organization is responsible for monitoring that the Respondent respects the terms of the sanction
- vii. Any reinstatement conditions that the Respondent must satisfy (if any), and which organization is responsible for ensuring that the conditions have been satisfied
- viii. Any other guidance that will assist the Parties to implement the Internal Discipline Chair's decision

51. The Internal Discipline Chair will inform the Parties of their decision, which shall take effect immediately, unless specified otherwise. Should the circumstances require a decision to be rendered immediately or within a short timeline, the Internal Discipline Chair may issue a short decision, either orally or in writing, followed by a written decision including all elements indicated in Section 50.

52. Any decision rendered by the Internal Discipline Chair shall be provided to and maintained in the records of SSBC and FSJ SSC. Decisions will be kept confidential by the Parties and the aforementioned organizations and shall be retained and discarded in accordance with the relevant policy and applicable privacy legislation.

Process 2 - Major Infraction: External Discipline Panel

53. Following the determination that the complaint should be handled under the process for a potential Major Infraction, FSJ SSC shall appoint a Case Manager to discharge the responsibilities found under this process. The Case Manager may propose the use of alternative dispute resolution methods, if appropriate. If the dispute is not resolved in this manner, the Case Manager will appoint an External Discipline Panel of one (1) arbitrator to hear the complaint.

54. If warranted based on the nature of the complaint, the Case Manager may, at their sole discretion, appoint an External Discipline Panel of three (3) people. When a three-person External Discipline Panel is appointed, the Case Manager will appoint one of the members to serve as the Chair.

55. All members of the External Discipline Panel shall be free of any conflict of interest and shall not have any direct relationship with any of the Parties.

- a. Following the appointment of the External Discipline Panel, the Case Manager shall have the following responsibilities:
 - i. Ensure that the External Discipline Panel establishes and adheres to timelines that ensure procedural fairness and that the matter is heard in a timely manner
 - ii. Provide administrative assistance and logistical support to the External Discipline Panel as required, including providing any information related to previously imposed and/or existing disciplinary sanctions against the Respondent(s)
 - iii. Provide any other support that may be necessary to ensure a fair and timely proceeding

- iv. Remove or replace members of the External Discipline Panel who fail to adhere to the procedures outlined in this Policy or who no longer satisfy the conditions for appointment as indicated herein

56. Where the Independent Third Party has determined the alleged incident should be investigated, the External Discipline Panel will review the investigation report and provide the Respondent with the investigation report, in whole or in part, including necessary redactions made at the sole discretion of the Independent Third Party, and provide a reasonable opportunity to make a brief written submission on whether a breach of any FSJ SSC code, policy, bylaw, rule, or regulation has occurred and, if so, the appropriate sanction, if any, that should be imposed.

Hearing

57. The External Discipline Panel will then decide the format under which the complaint will be heard. The format of the hearing may be an oral in-person hearing, an oral hearing by telephone or video conference, a hearing based on a review of documentary evidence, or a combination of these methods. This decision may not be appealed.

58. The hearing will be governed by the procedures that the External Discipline Panel deems appropriate for the circumstances. The following procedural directions will apply:

- a. The determination of procedures and timelines, as well as the hearing duration, shall be as expedient and cost-efficient as possible in order to ensure that costs to the Parties and FSJ SSC are reasonable.
- b. The Parties will be given appropriate notice of the day, time, and place of the hearing.
- c. Copies of any written documents which any of the Parties wish to have the External Discipline Panel consider will be provided to all Parties, through the Case Manager, in advance of the hearing.
- d. The Parties may engage a representative, advisor, translator, transcription services or legal counsel at their own expense.
- e. The External Discipline Panel may request that any other individual or organization representative participate and give evidence at the hearing.
- f. If not a Party, FSJ SSC shall be allowed to attend the hearing as an observer and will be provided with access to any documents submitted. With the permission of the External Discipline Panel, FSJ SSC may make submissions at the hearing or may provide the External Discipline Panel with clarifying information that may be required for the External Discipline Panel to render its decision
- g. The External Discipline Panel shall allow any evidence at the hearing filed by the Parties and may exclude any evidence is unduly repetitious or otherwise an abuse of process.
- h. The External Discipline Panel shall apply its discretion in relation to the admissibility and weight given to evidence filed by the Parties.
- i. Nothing is admissible in evidence at a hearing that:

- i. Would be inadmissible in a court by reason of any privilege under the law of evidence; or
 - ii. Is inadmissible by any statute.
 - j. If the External Discipline Panel is made up of more than one individual, the decision will be by a majority vote.
59. If the Respondent acknowledges the facts of the complaint and that the conduct is deserving of sanction, the Respondent may waive the hearing, in which case the External Discipline Panel will determine the appropriate sanction. The External Discipline Panel may still hold a hearing for the purpose of determining an appropriate sanction if the Respondent only acknowledges the facts of the complaint.
60. The hearing will proceed even if a Party chooses not to participate in the hearing.
61. If a decision may involve another Individual to the extent that the other Individual would have recourse to a complaint or an appeal in their own right, that Individual will become a Party to the complaint, shall be permitted to participate in the proceedings as determined by the External Discipline Panel, and will be bound by the decision.
62. In fulfilling its duties, the External Discipline Panel may obtain independent advice.

Sanctioning

63. When determining an appropriate sanction, the Internal Discipline Chair or External Discipline Panel, as applicable, will consider the following factors (where applicable):
- i. The nature and duration of the Respondent's relationship with the Complainant, including whether the relationship involves a Power Imbalance and/or involves a Vulnerable Participant.
 - ii. The Respondent's prior history and any pattern of misconduct, Prohibited Behaviour or Maltreatment.
 - iii. The respective ages of the individuals involved.
 - iv. Whether the Respondent poses an ongoing and/or potential threat to the safety of others.
 - v. Whether the Respondent has made a voluntary admission of the offense(s), accepted responsibility for the misconduct, Prohibited Behaviour or Maltreatment, and/or cooperated in the investigative and/or disciplinary process of FSJ SSC.
 - vi. Real or perceived impact of the incident on the Complainant, sport organization and/or the sporting community.

- vii. Circumstances specific to the Respondent being sanctioned (e.g., lack of appropriate knowledge or training regarding the requirements in the *Code of Conduct*, addiction, abuse of alcohol or drugs, disability, illness).
- viii. Whether, given the facts and circumstances that have been established, continued participation in the sport community is appropriate, or under what terms it may be appropriate.
- ix. A Respondent who is in a position of trust, intimate contact or high-impact decision-making may face more serious sanctions.
- x. Other mitigating or aggravating circumstances.

64. Any sanction imposed must be proportionate and reasonable. However, progressive discipline is not required, and a single incident of Prohibited Behaviour, Maltreatment or other misconduct may justify elevated or combined sanctions.

65. The Internal Discipline Chair or External Discipline Panel, as applicable, may apply the following disciplinary sanctions, singularly or in combination:

- a. Verbal or written reprimand – A verbal reprimand or an official, written notice that the Respondent has violated a club code, by-law, rule or regulation or the BC UCC and that more severe sanctions will result should the Respondent be involved in other violations.
- b. Verbal or written apology
- c. Education – The requirement that the Respondent undertake specified educational or similar remedial measures to address the violation(s).
- d. Any financial, volunteer or other contribution to FSJ SSC
- e. Probation – Should any further violations any FSJ SSC code, bylaw, rule or regulation, policy or the BC UCC occur during the probationary period, this may result in additional disciplinary measures, including, without limitation, a period of suspension or permanent ineligibility.
- f. Temporary or permanent removal of certain privileges
- g. Suspension – Either for a set time or until further notice, from participation, in any capacity, in any program, activity, Event, or competition sanctioned by, organized by, or under the auspices of FSJ SSC. A suspended Respondent may be eligible to return to participation, but reinstatement may be subject to certain restrictions or contingent upon the Respondent satisfying specific conditions noted at the time of suspension.
- h. Eligibility restrictions
- i. Payment of cost of repairs for property damage
- j. Suspension of funding from the organization or from other sources
- k. Permanent ineligibility or expulsion from the organization
- l. Any other sanction considered appropriate for the offense

66. The Internal Discipline Chair or External Discipline Panel, as applicable, may apply the following presumptive sanctions which are presumed to be fair and appropriate for the listed Maltreatment:

- a. Sexual Maltreatment involving a Minor Complainant, or a Complainant who was a Minor at the time of the incidents complained of, shall carry a presumptive sanction of permanent ineligibility.
- b. Sexual Maltreatment, Physical Maltreatment with contact, and Maltreatment related to interference or manipulation of process, shall carry a presumptive sanction of either a period of suspension or eligibility restrictions.
- c. While a Respondent has pending allegations of a crime against a person, if justified by the seriousness of the offence, the presumptive sanction shall be a period of suspension until a final determination is made by the applicable process.

67. An Individual's conviction for certain *Criminal Code* offences may be deemed an infraction for the purposes of this Policy by the External Discipline Panel and result in expulsion from FSJ SSC. Such *Criminal Code* offences may include, but are not limited to:

- i. Any child pornography offences
- ii. Any sexual offences
- iii. Any offence of physical violence
- iv. Any offence of assault
- v. Any offence involving trafficking of illegal drugs
- vi. Any offence involving gaming related to sport

68. Failure to comply with a sanction as determined by the Internal Discipline Chair or External Discipline Panel, as applicable, will result in an automatic suspension until such time as compliance occurs.

Decision

69. After hearing the matter, the External Discipline Panel will determine whether an infraction has occurred and, if so, the sanctions to be imposed. If the External Discipline Panel considers that an infraction has not occurred, the complaint will be dismissed.

70. Within fourteen (14) days of the hearing's conclusion, the External Discipline Panel's written decision, with reasons, will be distributed to all Parties, including to the Independent Third Party, SSBC, SSC and FSJ SSC. If necessary, the External Discipline Panel may first issue a verbal or summary decision soon after the conclusion of the hearing, with the full written decision to be issued before the end of the fourteen (14) day period.

71. When the External Discipline Panel imposes a sanction, the decision shall include, at a minimum, the following details:

- a. Jurisdiction
- b. Summary of the Parties' submissions and of other facts and relevant evidence
- c. Where applicable, the specific provision(s) of the code, policy, by-law, rule or regulation of FSJ SSC that have been breached

- d. What sanction(s), if any, will be imposed
 - e. Which Party or organization is responsible for the costs of implementing any sanction
 - f. Which organization is responsible for monitoring that the Respondent respects the terms of the sanction.
 - g. Any reinstatement conditions that the Respondent must satisfy (if any), and which organization is responsible for ensuring that the conditions have been satisfied
 - h. Any other guidance that will assist the Parties to implement the External Discipline Panel's decision
72. The decision will come into effect as of the date that it is rendered, unless decided otherwise by the External Discipline Panel. The External Discipline Panel's decision will apply automatically to the activities of SSC, SSBC and FSJ SSC, in accordance with the terms of the SCC Reciprocity Policy.
73. Except in cases where a sanction is imposed against a Vulnerable Participant, once the appeal deadline in the Appeal Policy has expired, FSJ SSC shall publish on its website the name(s) of the Respondent(s), the provision(s) of the relevant policies that have been violated, and the sanction(s) imposed. If the matter is appealed, the publication provisions in the *Appeal Policy* shall apply. Identifying information regarding Minors or Vulnerable Participants will never be published by SSC, SSBC or FSJ SSC. Additionally, where FSJ SSC acts as the Complainant under Section 28 above, only FSJ SSC, and not the original Complainant, shall be identified as an involved Individual.
74. If the External Discipline Panel dismisses the complaint, the information referred to in Section 73 above may only be published with the Respondent's consent. If the Respondent does not provide such consent, the decision will be kept confidential by the Parties, the Independent Third Party, SSBC, SSC and FSJ SSC and shall be retained and discarded in accordance with the relevant and applicable privacy legislation. Failure to respect this provision may result in disciplinary action being taken pursuant to this Policy.
75. If necessary, a Party – or the organization(s) responsible for implementing or monitoring a sanction – may seek clarifications from the External Discipline Panel regarding the decision so that the sanction can be implemented or monitored appropriately.

Appeals

76. The decision of the Internal Discipline Chair or External Discipline Panel, as applicable, may be appealed in accordance with the *Appeal Policy*.

Timelines

77. If the circumstances of the complaint are such that adhering to any timelines outlined by this Policy is not feasible, the Internal Discipline Chair or External Discipline Panel (as applicable) may revise these timelines at their discretion.

Records and Distribution of Decisions

78. Records of all decisions will be maintained by FSJ SSC in accordance with the *Personal Information Protection Policy*.
79. Other individuals or organizations, including but not limited to Speed Skating Canada, other National Sport Organizations, other Provincial/Territorial Sport Organizations, Member Clubs and affiliated organizations may be advised by FSJ SSC of any decisions and/or sanctions rendered in accordance with this Policy, including those imposed against a Vulnerable Participant, in such detail and with such information as FSJ SSC is required to provide or may be necessary to give effect to a sanction.

Statistical Reporting

80. FSJ SSC shall, at least annually, create and share with the Board and SSBC a general statistical report of the activity that has been conducted pursuant to this Policy. This report shall not include any information that is confidential under this Policy but may include the number of complaints Reported to the Independent Third Party (for SSC and its Members), and statistics regarding the number of cases that were resolved through alternative dispute resolution, the Internal Discipline Chair process, the External Discipline Panel process, and the number of appeals filed pursuant to the *Appeal Policy* and the result of such appeals.

OSIC Sanctions

81. As a Program Signatory to the OSIC, SSC will ensure that any sanctions or measures imposed by the OSIC's Director of Sanctions and Outcomes ("DSO") will be implemented and respected within SSC's jurisdiction (including at the provincial, territorial and club level) once SSC receives appropriate notice of any sanction or measure from the OSIC. FSJ SSC will cooperate with SSC in the implementation of any sanction applied by the OSIC and respect those sanctions for so long as they are in place.

Dispute Resolution Procedure

Purpose

- a. FSJ SSC supports the principles of alternative dispute resolution (ADR) and is committed to the techniques of negotiation and mediation as effective ways to resolve Complaints. ADR also avoids the uncertainty, costs and other negative effects associated with lengthy investigations, hearings, or appeals.
- b. FSJ SSC encourages all Individuals to communicate openly, collaborate, and use problem-solving and negotiation techniques to resolve their differences. FSJ SSC believes that negotiated resolutions are usually preferable to outcomes resolved through other dispute resolution techniques.

Application of this Procedure

- c. Opportunities for ADR may be pursued at any point in a Complaint when all Parties agree that such a course of action would be mutually beneficial.

Facilitation and Mediation

- d. If all Parties to a Complaint agree to ADR or mediation, the matter may be referred to a resolution facilitator from viaSport or appoint any other agreed-upon mediator.
- e. The mediator or facilitator shall decide the format under which the Complaint shall be mediated or facilitated and shall specify a deadline before which the Parties must reach a negotiated decision.
- f. Should a mediated outcome be reached, that outcome shall be reported to FSJ SSC. Where FSJ SSC may be required to implement any part of a negotiated settlement, it shall become a Party to the mediation or it shall be given the opportunity to approve the negotiated settlement, but only with respect to aspects of the settlement that it may be required to implement.
- g. Any actions that are to take place as a result of the outcome shall constitute a decision and be carried out on the timelines specified by the mediated agreement.
- h. Should a negotiated decision not be reached by the deadline specified by the mediator or facilitator at the start of the process, or if the Parties to the dispute do not agree to ADR, the Complaint shall proceed under the appropriate section of the *Complaints and Discipline Policy* or the *Appeal Policy*, as applicable.
- i. Any negotiated settlement will be binding upon the Parties and may not be appealed and shall remain confidential, unless otherwise agreed to by the Parties, and will be protected by

FSJ SSC's *Personal Information Protection Policy* (or otherwise applicable privacy legislation), as applicable. Notwithstanding the aforementioned, the outcome and terms of the settlement that are relevant to SSBC shall be shared with SSBC, who shall maintain the confidentiality of the settlement.

- j. No action or legal proceeding will be commenced against FSJ SSC in respect of a dispute, unless FSJ SSC has refused or failed to provide or abide by the dispute resolution processes set out in its governing documents.

Event Discipline Procedure

Purpose

1. FSJ SSC is committed to providing a competition environment in which all Individuals are treated with respect. This procedure outlines how alleged misconduct during an Event will be handled.

Application of this Procedure

2. This procedure will apply during all FSJ SSC sanctioned Events. Any requested changes to this procedure must be outlined in the Event host's sanctioning request and communicated during Event registration, when applicable.
3. If the Event is sanctioned by a national or regional games federation, or an international federation, the Event Discipline Procedure of that sanctioning organization will supersede this procedure to the extent of any conflict or inconsistency. Incidents involving any Individuals connected with FSJ SSC must still be reported to FSJ SSC to be addressed under this Policy, if necessary.
4. This Event Discipline Procedure does not replace or supersede other provisions in this Policy. Instead, this procedure works in concert with the Policy by outlining the process for taking immediate, informal, or corrective action following a possible violation of FSJ SSC's *Code of Conduct* during an Event.

Misconduct During Events

5. Incidents that violate or potentially violate FSJ SSC's *Code of Conduct* which occur during a competition, away from the area of competition, or between Individuals connected to the Event, shall be reported to a designated person (usually the FSJ SSC Representative, Chief Referee or Meet Coordinator) responsible at the Event.
6. The designated person at the Event shall address the incident as follows:
 - a. Notify the involved Individuals that there has been an incident that violated or potentially violated FSJ SSC's *Code of Conduct*.
 - b. If the meet coordinator and/or FSJ SSC President have not established a standing panel prior to the Event, the designated person shall convene a panel of either one person or three people (one of whom shall be designated the Chair), who shall not be in a conflict of interest or involved in the original incident, to determine whether FSJ SSC's *Code of Conduct* has been violated. The designated person at the Event may serve on the panel.
 - c. The panel will interview and secure statements from any witnesses to the incident. If the incident occurred during a competition, interviews will be held with the officials who officiated or observed the competition and with the coaches of each team when necessary and appropriate.
 - d. The panel will secure a statement from the Individual(s) accused of the violation.
 - e. The panel will render a decision and determine a possible penalty.

- f. The Chair of the panel will inform all Parties of the panel's decision.
7. The penalty determined by the panel may include any of the following, singularly or in combination:
 - i. Oral or written warning
 - ii. Oral or written reprimand
 - iii. Suspension from future competitions at the Event
 - iv. Ejection from the Event
 - v. Other appropriate penalty as determined by the panel
8. The panel does not have the authority to determine a penalty that exceeds the duration of the Event. A full written report of the incident and the panel's decision shall be submitted to FSJ SSC following the conclusion of the Event. Further discipline may then be applied in accordance with this Policy if necessary.
9. Decisions made in the scope of this procedure may not be appealed.
10. This procedure does not prohibit Individuals or the designated person from reporting the same incident to FSJ SSC to be addressed as a formal complaint under this Policy.
11. FSJ SSC shall record and track all reported incidents of misconduct during Events and the outcome of those reports.

Privacy

12. The collection, use and disclosure of any personal information pursuant to the Policy and this procedure is subject to FSJ SSC's *Personal Information Protection Policy*.
13. FSJ SSC and any of their delegates pursuant to the Policy and this procedure (i.e., Independent Third Party, Internal Discipline Chair, External Discipline Panel), shall comply with the FSJ SSC's *Personal Information Protection Policy* in the performance of their services under the Policy.



FSJ SSC

INVESTIGATIONS POLICY – DISCRIMINATION, HARASSMENT, MALTREATMENT AND PROHIBITED BEHAVIOUR

Effective date	November 6, 2024
Archived date	-
Date last reviewed	November 6, 2024
Scheduled review date	November 6, 2026
Replaces and/or amends	Not Applicable
Approved by and date	FSJ SSC Board of Directors, November 6, 2024
Appendix(-ces) to this Policy	-

Purpose

1. The purpose of this Policy is to address how investigations will be conducted when necessary and as determined pursuant to the *Complaints and Discipline Policy*.
2. Investigations shall only be conducted when deemed appropriate by the Independent Third Party under the *Complaints and Discipline Policy*.

Investigation

3. The Independent Third Party shall, in consultation with FSJ SSC, appoint the investigator, taking into consideration the financial resources of FSJ SSC.
4. The investigator must be an independent third-party with training or investigation experience. The investigator must not be in a conflict of interest situation and should have no connection to either Party.
5. Federal and/or Provincial legislation related to Workplace Harassment or Workplace Violence may apply to the investigation if Harassment/Violence was directed toward a worker in a Workplace. The investigator should review workplace safety legislation, the organization's policies for human resources, and/or consult independent experts to determine whether legislation applies to the Reported complaint.
6. The investigation may take any form as decided by the investigator, guided by any applicable Federal and/or Provincial legislation. The investigation may include:
 - a) Interviews with the Complainant(s);
 - b) Witness interviews; and
 - c) Interviews with the Respondent(s).

Investigator's Report

7. Upon completion of their investigation, the investigator shall prepare a report that includes a summary of evidence from the Parties and any witnesses interviewed. The report shall include an executive summary, which FSJ SSC may share separately from the full report with the Parties.
8. The investigator's report shall contain a non-binding opinion regarding whether an allegation (or, where there are several allegations, which allegations) should be heard by a discipline panel pursuant to the *Complaints and Discipline Policy* because they constitute a likely breach of the *Code of Conduct*, the *Social Media Policy*, the *Individual Protection Policy*, or any other relevant and applicable FSJ SSC policy, or whether the allegation(s) are frivolous, vexatious or made in bad faith.⁹ The investigator may also make non-binding recommendations regarding the appropriate next steps (i.e., mediation, disciplinary procedures, further review or investigation).
9. Where necessary to protect the identity of any person that participated in the investigation, the investigator may redact names and anonymize any witness testimony that may result in the identification of the individual.
10. The investigator's report will be provided to the Independent Third Party who will disclose it to FSJ SSC, which may disclose, at its discretion, either the full report or only the executive summary to the Parties. If necessary, and at the discretion of the Independent Third Party, other relevant Parties may be provided with an executive summary of the investigator's findings. As required, SSC and/or SSBC shall be provided with a copy of the investigator's full report if the investigation has been conducted under the authority of FSJ SSC; however, SSC and/or SSBC, as applicable, shall not disclose the report to any third party without FSJ SSC's express written consent.
11. The investigator's report shall be used for the purposes described in this Policy.
12. The investigation report and any executive summary shall remain confidential once disclosed to FSJ SSC, SSC and/or SSBC, the Complainant and Respondent or any other relevant party. Any failure to respect this provision may be subject to a complaint and disciplinary measures being taken pursuant to the *Complaints and Discipline Policy*.
13. Should the investigator find that there are possible instances of offence under the *Criminal Code*, particularly related to criminal harassment (or stalking), uttering threats, assault, sexual interference, or sexual exploitation, the investigator shall advise the Complainant and FSJ SSC to refer the matter to police.
14. The investigator must also inform FSJ SSC of any findings of criminal activity. FSJ SSC may decide whether to report such findings to police but are required to inform the police if there are findings related to the trafficking of Prohibited Substances or Methods (as indicated in the version of the World Anti-Doping Agency's Prohibited List currently in force), any sexual crime involving Minors, or any suspected abuse of a Minor, fraud against FSJ SSC, or other offences where the lack of reporting would bring FSJ SSC into disrepute.

⁹ As indicated in the Sport Dispute Resolution Centre of Canada's Investigation Guidelines, a Reported complaint shall not be characterized as vexatious if the evidence demonstrates that there was a reasonable basis for filing and pursuing it. For a complaint to be considered to have been made in bad faith, the investigator must consider that it was filed consciously for a dishonest purpose or due to the moral underhandedness of the Complainant and that there was an intention to mislead.

Reprisal and Retaliation

15. An Individual who Reports a complaint to the Independent Third Party or who gives evidence in an investigation may not be subject to reprisal or retaliation from any individual or group. Any such conduct may constitute Prohibited Behaviour and will be subject to disciplinary proceedings pursuant to the *Complaints and Discipline Policy*.

False Allegations

16. An Individual who submits allegations that the investigator determines to be malicious, false or for the purpose of retribution, retaliation or vengeance (or that otherwise fall within the definition of Prohibited Behaviour) may be subject to a complaint under the terms of the *Complaints and Discipline Policy*. The investigator may recommend to FSJ SSC that the Individual be required to pay for the costs of any investigation that comes to this conclusion. Any Individual who is liable to pay for such costs shall be automatically deemed to be not in good standing until the costs are paid in full and shall be prohibited from participating in any FSJ SSC Events, activities or business. FSJ SSC, or the Individual against whom the allegations were submitted, may act as the Complainant with respect to making a complaint pursuant to this Section 16.

Confidentiality

17. The investigator will protect confidentiality to the extent possible and shall only share information on a need-to-know basis. However, the investigator may need to share information in order to ensure a fair and impartial process.

Privacy

18. The collection, use and disclosure of any personal information pursuant to this Policy is subject to FSJ SSC's *Personal Information Protection Policy*.
19. FSJ SSC or any of its delegates pursuant to this Policy (i.e., the Independent Third Party, the investigator), shall comply with FSJ SSC's usual policies and practices regarding private and/or confidential information in the performance of their services under this Policy.



FSJ SSC

APPEAL POLICY

Effective date	November 6, 2024
Archived date	-
Date last reviewed	November 6, 2024
Scheduled review date	November 6, 2026
Replaces and/or amends	Not Applicable
Approved by and date	FSJ SSC Board of Directors, November 6, 2024
Appendix(-ces) to this Policy	-

PREAMBLE

1. FSJ SSC recognizes the right of any Individual to appeal the decision of FSJ SSC and hereby provides for an appropriate process to resolve disputes that could arise from time to time from these decisions,
2. The purpose of this *Appeal Policy* is to allow disputes between FSJ SSC and Individuals to be dealt with fairly, expeditiously and affordably with FSJ SSC, without requiring recourse to formal legal and court-like procedures.
3. In this policy, unless context otherwise requires, words in singular include the plural and vice versa: words importing gender include all genders.

SCOPE OF APPEAL

4. Any Individual 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 7 of this policy.
5. This Appeal Policy does not apply decisions related to:
 - a. Disciplinary matters arising during events organized by entities other than FSJ SSC, which are dealt with by the policies of these other entities, provided that they have an appeal policy in place;
 - b. Criminal offences for which the Appellant is seeking a criminal conviction;
 - c. Employment and contract matters unless specifically included.
6. This Policy shall not apply to matters relating to the rules of speed skating, policies, and issues surrounding budgeting, staffing, governance structure, program design. These are matters which may not be appealed.

GROUND OF APPEAL

7. A decision cannot be appealed on its merits alone or because an Individual (or Individuals) do not like or agree with a decision. Sufficient grounds include, but are not limited to, the Respondent:
 - a. Making a decision for which it did not have authority or jurisdiction as set out in governing documents;
 - b. Failing to follow procedures as laid out in the bylaws or approved policies of FSJ SSC;

- c. Making a decision which was influenced by bias, where bias is defined as a lack of neutrality to such an extent that the decision-maker is unable to consider other views and/or that the decision was made on the basis of, or significantly influenced by, factors unrelated to the merits of the matter;
 - d. Exercising its discretion for an improper purpose; and/or
 - e. Making a decision that was unreasonable.
8. The Appellant must demonstrate, on a balance of probabilities, that the Respondent has made a procedural error as described in Section 7 of this Policy and that this error had, or may reasonably have had, a material effect on the decision or decision-maker.

TIMING

9. Individuals who wish to appeal a decision will have seven (7) days from the date on which they received notice of the decision, to submit the Notice of Appeal to the President of FSJ SSC or a designate.
10. An Individual who wishes to initiate an appeal beyond the seven (7) day period may only do so if exceptional circumstances prevented them from filing their appeal within the deadline indicated in Section 9 above. Any such Individual must provide a written request stating the reasons for which they are seeking an exemption. The decision to allow, or not allow, an appeal outside of the seven (7) day period will be at the sole discretion of the Appeal Manager.

SCREENING OF APPEAL

11. Upon receipt of an appeal, FSJ SSC will appoint an Appeal Manager who has the following responsibilities:
- a) To determine if the appeal falls under the scope of this Policy (Sections 2-5)
 - b) To determine if the appeal was submitted in a timely manner (Sections 6 and 7)
 - c) To decide whether there are sufficient grounds for the appeal (Section 8)

The Appeal Manager may not be an employee, volunteer, or member of FSJ SSC, must not be in a conflict of interest or have any direct relationship with the Parties, and must have appropriate experience and training to act as the Appeal Manager.

12. If the Appeal Manager denies the appeal on the basis of insufficient grounds, because it was not submitted in a timely manner, or because it did not fall under the scope of this Policy, the Appellant will be notified, in writing, of the reasons for this decision.
13. If the Appeal Manager accepts an appeal because it falls under the scope of this Policy, there are sufficient grounds and it was submitted in a timely manner, the Appeal Manager will notify the Parties of their decision in writing and will follow the steps described hereunder.

IDENTIFICATION OF AFFECTED PARTIES

14. In order to confirm the identification of any Affected Parties, the Appeal Manager will engage FSJ SSC. The Appeal Manager may determine whether a Party is an Affected Party in their sole discretion.

APPEAL PANEL

15. If an appeal is accepted, the Appeal Manager will appoint an appeal panel which shall consist of a single member to hear the appeal. However, at the discretion of the Appeal Manager, an appeal panel composed of three members may be appointed to hear the appeal. In this event, the Appeal Manager will appoint one of the panel's members to serve as the chair.
16. When appointing the appeal panel, the Appeal Manager must select individuals who are impartial, free from any real or perceived conflict of interest (and who shall remain so until a final decision has been rendered or the proceedings have otherwise finally terminated), and who do not have any direct relationship with any of the Parties. Although not a strict requirement, the Appeal Manager should attempt to appoint individuals to the appeal panel who have a legal background and who understand the sport of speed skating. When justified by the circumstances, the Appeal Manager may appoint individuals to the appeal panel who have specific areas of expertise that would assist in resolving the matter.

PRELIMINARY CONFERENCE

17. The appeal panel may hold a preliminary conference to consider various preliminary issues, such as, but not limited to the following:
 - a. the 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.
18. The preliminary conference may be held by conference call, video conferencing or in person. The decision regarding the format of the preliminary conference may not be appealed.
19. The participants in the preliminary conference shall be all Parties, their representatives, if any, the Appeal Manager and the appeal panel.
20. The appeal panel and the Appeal Manager shall arrange the preliminary conference and its precise date and time in consultation with the participants.
21. The Appeal Manager shall act as secretary of the preliminary conference and prepare a written confirmation of the appeal procedures established during that preliminary conference, which will be communicated to all Parties.

PROCEDURE FOR THE APPEAL HEARING

Procedure for Appeal Hearing

22. The Appeal Manager shall notify the Parties that the appeal will be heard. The Appeal Manager, in collaboration with the appeal panel, shall then decide the format under which the appeal will be heard. This decision is at the sole discretion of the Appeal Manager and may not be appealed.
23. If a Party chooses not to participate in the hearing, the hearing will proceed in any event.

24. The format of the hearing may involve an oral in-person hearing, an oral hearing by telephone or other electronic means, a hearing based on a review of documentary evidence submitted in advance of the hearing, a hearing based on documentary submissions alone, or a combination of these methods. The hearing will be governed by the procedures that the Appeal Manager and the appeal panel deem appropriate in the circumstances, provided that:
- a) The hearing will be held in a timely manner within a timeline determined by the Appeal Manager
 - b) The Parties will be given reasonable notice of the day, time and place of an oral in-person hearing or oral hearing by telephone or electronic communications.
 - c) Copies of any written documents which the Parties wish to have the appeal panel consider will be provided to all Parties in advance of the hearing
 - d) The Parties may be accompanied by a representative, advisor, translator, transcription services, or legal counsel at their own expense
 - e) The appeal panel may request that any other individual participate and give evidence at an oral in-person hearing or oral hearing by telephone or electronic communications.
 - f) The appeal panel may exclude any evidence filed by the Parties that is unduly repetitious or otherwise an abuse of process. The appeal panel shall otherwise apply relevant and applicable evidentiary rules in relation to the admissibility and weight given to any evidence filed by the Parties
 - g) Nothing is admissible in evidence at a hearing that:
 - i. would be inadmissible in a court by reason of any privilege under the law of evidence; or
 - ii. is inadmissible by any statute.
 - h) Any Affected Party shall be permitted to make submissions and file evidence before the appeal panel. The appeal panel's decision is binding on any Affected Party
 - i) The decision to uphold or reject the appeal will be by a majority vote of the appeal panel members, except in cases where the panel consists of a single member
25. In fulfilling its duties, the appeal panel may obtain independent advice.

Appeal Decision

26. The appeal panel shall issue its decision, in writing and with reasons, within fourteen (14) days after the hearing's conclusion. In making its decision, the appeal panel will have no greater authority than that of the original decision-maker. The appeal panel may decide to:
- a) Reject the appeal and confirm the decision being appealed
 - b) Uphold the appeal, in whole or in part, and refer the matter back to the initial decision-maker for a new decision
 - c) Uphold the appeal, in whole or in part, and vary the decision
 - d) Determine whether costs of the appeal, excluding legal fees and legal disbursements of any Parties, may be assessed against any Party. In assessing costs, the appeal panel will take into account the nature and amount of the costs, the outcome of the appeal, the conduct of the Parties, and the Parties' respective financial resources
27. The appeal panel's written decision, with reasons, will be distributed to all Parties, the Appeal Manager, FSJ SSC and SSBC. In extraordinary circumstances, the appeal panel may first issue a

verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued thereafter.

28. Subject to Section 29 below, unless the matter involves a Vulnerable Participant, FSJ SSC shall publish the outcome of the appeal on their website. Publication shall be limited to, where applicable, the provision(s) of any relevant policies that have been violated, the name(s) of the Individual(s) involved, the sanction(s) or order imposed, if any. Additionally, where FSJ SSC acts as the Complainant under Section 28 of the *Complaints and Discipline Policy* and any decision issued pursuant to that Policy is appealed, only FSJ SSC, and not the original Complainant, shall be identified as an involved Individual. Identifying information regarding Minors or Vulnerable Participants will never be published by FSJ SSC.
29. If the appeal panel dismisses the appeal, the decision may only be published, as provided for in Section 28, with the Respondent's consent. If the Respondent does not provide such consent, the decision will be kept confidential by the Parties, the Appeal Manager, FSJ SSC and SSBC, and shall be retained and discarded in accordance with the relevant and applicable privacy legislation. Failure to respect this provision may result in disciplinary action being taken pursuant to this Policy.
30. Other individuals or organizations shall be advised of the outcome of any decisions rendered in accordance with this Policy if necessary to implement the decision.
31. Any decision rendered pursuant to this Policy shall apply automatically to and must be respected by FSJ SSC and any Individuals involved.
32. Records of all decisions will be maintained by FSJ SSC in accordance with its *Personal Information Protection Policy*.
33. Any decision rendered by an appeal panel in relation to an appeal filed pursuant to this *Appeal Policy* shall be final and binding on the parties.

Timelines

34. If the circumstances of the appeal are such that adhering to the timelines outlined by this Policy will not allow a just resolution to the appeal, the Appeal Manager and/or appeal panel may direct that these timelines be revised.

Confidentiality

35. The appeals process is confidential and involves only the Parties, the Appeal Manager, the appeal panel, and any independent advisors to the panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information to any person not involved in the proceedings.
36. Any failure to respect the aforementioned confidentiality requirement may result in disciplinary action being taken against the Individual(s) in accordance with FSJ SSC's relevant and applicable policies.

Final and Binding

37. No action or legal proceeding will be commenced against FSJ SSC or any Individuals in respect of a dispute, unless FSJ SSC has refused or failed to provide or abide by the dispute resolution process and/or appeal process as set out in governing documents.

Privacy

38. The collection, use and disclosure of any personal information pursuant to this Policy is subject to FSJ SSC's *Personal Information Protection Policy*.
39. FSJ SSC or any of its delegates pursuant to this Policy (i.e., Appeal Manager, appeal panel) shall comply with FSJ SSC's *Personal Information Protection Policy* in the performance of their services under this Policy.



FSJ SSC

EMPLOYEE AND VOLUNTEER SCREENING POLICY

Effective date	November 6, 2024
Archived date	-
Date last reviewed	November 6, 2024
Scheduled review date	November 6, 2026
Replaces and/or amends	Not Applicable
Approved by and date	FSJ SSC Board of Directors, November 6, 2024

PURPOSE

1. As part of its commitment to creating a safe sport environment, FSJ SSC is taking steps to ensure employees and volunteers participating in all of its activities are screened with a thorough onboarding process, including Criminal Record checks.
2. FSJ SSC acknowledges employee and volunteer screening will help to create a safe and protected sport environment free from abuse and Maltreatment for all of its members.

DEFINITIONS

The following terms will have this meaning in this Policy:

“Criminal Record Review (CRR)” – A search of the RCMP National Repository of Criminal Records to determine whether the individual has a criminal record. A CRR may also include, where necessary, a Vulnerable Sector Check.

“Screening” - An examination and verification of a person’s credentials through an application and/or interview process.

“Screening Officer” – A designated individual who will be responsible for receiving, reviewing and recording all CRC’s and determining whether any CRC reveals a Relevant Offense.

“High-Risk Position” – Any employee or volunteer role that has direct contact with Minor athletes where there is an opportunity for maltreatment or if in a position of trust with money.

SCREENING STANDARDS

The screening process is intended to help prevent Prohibited Behaviour and Maltreatment and identify potential risks to the organization. Screening is based on two processes; a reference check (which may include, where applicable, a personal interview) and a Criminal Records Review.

The screening process does not replace the practice of “Rule of Two” when working with children, youth and Vulnerable Individuals.

The following table outlines the requirements based on position:

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

REFERENCE CHECK

1. A minimum of two references will be requested that relate to sport or the applicant's volunteer work, if possible.
2. Reference checks should be conducted by the staff member or volunteer who is supervising the applicant prior to the applicant starting work with the organization.
3. Individuals identified in the chart above may also be interviewed to determine suitability for the position and any potential risks of their involvement in the organization.

4. Where an interview is conducted, a staff member or the volunteer who will be supervising the applicant will conduct the interview.
5. A sample interview would be:
 - a. Explain the interview process
 - b. Describe the position the applicant is hoping to fill
 - c. Describe the screening process
 - d. Assess the applicant's skills for the position. Review the questions in the Sample Reference Check document for sample interview questions. The document can be found in Appendix 4.
 - e. Look for attitudes toward children, teamwork and working with parents.
 - f. Assess the applicant suitability for the position and their general demeanor as it relates to the culture of speed skating and particularly as it relates to the safety of our members.

CRIMINAL RECORDS REVIEW

6. In accordance with the *Criminal Records Review Act*, all Individuals who, in the course of their duties, have the potential to have unsupervised contact with children or Vulnerable Individuals are required to have a Criminal Records Review.
7. It is the responsibility of FSJ SSC to determine which roles within the club are High-Risk Positions, including which would have the potential to have unsupervised contact with children or Vulnerable Individuals.
8. FSJ SSC is responsible for advising the Screening Officer of those Individuals who will require Criminal Records Review, once the Individual has successfully completed their Reference Check.
9. The following information is required
 - a. Full name of applicant
 - b. Sought position within FSJ SSC
 - c. Email address
 - d. Telephone number
 - e. If the applicant has an existing Criminal Records Review.
10. The Screening officer will submit the information to the BC Criminal Records Review Program.
11. All information will be kept confidential in accordance with FSJ SSC's *Personal Information Protection Policy*.
12. The person requesting the Criminal Record Review and the applicant will be advised if the applicant has passed the screening and is able to work unsupervised with children or Vulnerable Individuals.
13. An applicant may be required to provide further information to complete the Criminal Records Review, including fingerprints.
14. An applicant may begin work in their role prior to the Review being completed, but the Rule of Two must be maintained.

15. Individuals who decline to submit to a Criminal Record Review, do not complete the Criminal Record Review process in a timely manner or do not pass the Criminal Record Review are not allowed to hold a position where a Criminal Record Review is required.
16. Criminal Record Reviews must be renewed every 5 years.
17. Equivalent Criminal Record Reviews from other organizations may be accepted as long as they have been completed within the last 3 years.
18. Applicants may also be screened for offenses that occurred outside of Canada, which would be considered an indictable offense under the laws of Canada had the offense occurred in Canada.
19. If an Individual is charged with or convicted of an offense, that person must report the charge or conviction to the organization within one (1) week. FSJ SSC may request the Individual refrain from participation until their proceedings have been settled.
20. An Individual's conviction of any *Criminal Code* offense may result in termination from any designated positions, program, activity or event upon the sole discretion of FSJ SSC.

SCREENING OFFICER

21. The designated Screening Officer is the FSJ SSC President or their designate. Alternatively, if a conflict exists, the Board Chair will assume the role as Screening Officer.
22. The designated Screening Officer is responsible for ensuring that this *Employee and Volunteer Screening Policy* is followed should an individual fail a Criminal Record Review or refuse to submit to secondary screening.

RECORDS

23. All records will be maintained in a confidential manner conforming to the British Columbia *Personal Information Protection Act* and FSJ SSC's *Personal Information Protection Policy* and will not be disclosed to others except as required by law, or for use in legal, or disciplinary proceedings.

SUPPORTING DOCUMENT

<https://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check>



FSJ SSC

PERSONAL INFORMATION PROTECTION POLICY

Effective date	November 6, 2024
Archived date	-
Date last reviewed	November 6, 2024
Scheduled review date	November 6, 2026
Replaces and/or amends	Not Applicable
Approved by and date	FSJ SSC Board of Directors, November 6, 2024

OBJECTIVE

1. The intent of the FSJ SSC's *Personal Information Protection Policy* (PIPP) is to help Individuals understand how their personal information is managed by FSJ SSC.
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*, S.C. 200, c.5 – PIPEDA)

SCOPE OF APPLICATION

3. This Policy applies to, but is not limited to, all employees, directors, volunteers, coaches, athletes, officials and all other members of FSJ SSC.
4. This Policy applies only to information collected during the course of FSJ SSC-related activities.
5. Should this Policy not address a specific situation, Individuals are expected to contact the FSJ SSC President or their designate for guidance or clarification.

PRINCIPLES

6. The PIPP is designed to comply with applicable privacy legislation in British Columbia (PIPA) and Canada (PIPEDA). It incorporates the following 10 principles:
 - Accountability
 - Identifying Purpose
 - Consent
 - Limiting Collection
 - Limiting Use, Disclosure and Retention
 - Accuracy of Personal Information
 - Safeguarding Personal Information
 - Openness
 - Access to Personal Information
 - Challenging Compliance

7. If changes to the Policy are required in the future, those changes will be provided in writing and communicated according to Section 15 of this Policy.
8. It is FSJ SSC's intent that Individuals will always know their personal information that is collected, how it is used and how it is protected.
9. 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.

POLICY STATEMENT

10. FSJ SSC is committed to protecting the privacy of Individuals from whom it collects personal information for the conduct of its activities.

PROVISIONS

11. Accountability

FSJ SSC is responsible for maintaining and protecting the personal information under its control. Accountability for this function within the organization is held by the President of FSJ SSC.

12. Identifying Purpose

FSJ SSC will identify to an Individual the purposes for which personal information is collected at, or before, the time the information is collected. Generally, FSJ SSC collects personal information for the following purposes:

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

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

c) Consent

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

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

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

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

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

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

h) Openness

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

This Policy is available on FSJ SSC’s website.

If additional information is required by an Individual, requests for such information may be made by writing to the President of FSJ SSC.

i) Access to Personal Information

Individuals may request a copy of their personal information held by FSJ SSC by submitting a written request to the FSJ SSC President.

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

If the information is inaccurate, an individual may request that it be reviewed and, if inaccurate, changed by writing to the FSJ SSC President.

j) Challenging Compliance

An Individual can challenge compliance with the above policy by providing written details of the challenge to the FSJ SSC President.

REVIEW AND APPROVAL

13. The FSJ SSC Board of Directors and the President shall review this policy biennially.
14. This Policy and any amendments to it require approval by the Board of Directors prior to its coming into force.

COMMUNICATION OF THE POLICY

15. This Policy will be posted in the **Club Policies and Forms** section of FSJ SSC's website.



FSJ SSC

YOUTH TRAVEL GUIDELINES

Effective date	November 6, 2024
Archived date	-
Date last reviewed	November 6, 2024
Scheduled review date	November 6, 2026
Replaces and/or amends	Not Applicable
Approved by and date	FSJ SSC Board of Directors, November 6, 2024

1. This *Youth Travel Guidelines* provides further direction on travel involving Minors and should be read together with FSJ SSC's *Individual Protection Policy*.
2. The following guidelines are based on the Coaching Association of Canada's Travel Guidelines to Help Protect Children in Sport. Participants and parents are to be informed of the Rule of Two and these procedures.

OVERNIGHT STAYS

3. The guidelines on managing overnight stays prioritize the physical and emotional safety of all athletes:
 - a. Always aim to ensure that people are roomed with those with whom they feel comfortable and safe, and invite athletes/parents to provide any details, specifications, as well as suggestions about whom they or their child feel most comfortable. The following resource may be helpful to consider the inclusion of all participants. ([Inclusive Travel Guidelines - Coach.ca](#))
 - b. Screened Persons in Authority are placed on all floors with athletes. Whenever possible, athletes all stay on the same floor and same wing in the hotel. Interactions between athletes and Persons in Authority follow a Rule of Two.
 - c. Establish expectations of privacy with athletes, coaches, and athletic staff around bathroom use, showering, and changing in hotel rooms and dorm rooms. Persons in Authority shall not share bathrooms or showers with athletes.
 - d. Specify where athletes can and cannot go on their own or without a Person in Authority accompanying them. Establish expectations that athletes must use the buddy system when within the hotel, but outside of the room. If leaving the hotel, a Person in Authority must be informed, athletes must be in groups of three or more, and athletes must adhere to curfew hours and policies about where they can and cannot go unsupervised.
 - e. Athletes do not leave the room after curfew without Persons in Authority and only within team guidelines or with expressed permission (except in the event of emergency).
 - f. Persons in Authority shall not meet with athletes in personal/private spaces such as hotel rooms or change rooms.
 - g. Always use designated conference rooms/meeting areas in hotels for socialization between athletes and Persons in Authority. All socialization occurs in groups and is subject to a Rule

- of Two. Meetings and other interactions between athletes and Persons in Authority take place in public areas of the hotel or an athletic facility, and do not occur in hotel rooms.
- h. Where possible, adults travelling with the teams should represent different genders.
 - i. Safety planning: if athletes are sleeping in a room without parents/guardians, a safety plan shall be put in place. This plan is clearly communicated and shared in writing with the athletes and parents/guardians on the trip. This should be done in advance of the trip in order to allow for questions and feedback. A safety plan shall include:
 - i. Having Persons in Authority, who adhere to the Rule of Two, in the hotel and available to athletes at all times.
 - ii. Answering the door (e.g., not opening the hotel room door for someone unknown or unexpected).
 - iii. Persons in Authority must not show up at the hotel rooms without phoning in advance.
 - iv. Behaviour expectations: athletes are not to leave their hotel room at night except in case of emergency (and in accordance with the emergency situation procedures); no alcohol/drugs; steps for an athlete to take should there be behaviour issues with another athlete to address with an adult in charge; and what to do should the athlete have a concern with a coach, member of the athletic staff, chaperone, or other adult.
 - v. Emergency situation procedures (e.g., in case of injury, severe illness, accident, fire, hotel evacuation).
 - vi. A phone list should be shared with athletes and parents which includes numbers for Persons in Authority on the trip, parents/guardians of each child, and emergency phone numbers.
 - vii. Where possible, group communication platforms such as group texts or “What’sApp” should be used.
 - viii. Establish expectations for use of electronic devices (e.g., phones, tablets, computers), including:
 - a) Prohibiting taking pictures or recording videos of others in private situations (e.g., in bathrooms, when changing, or when sleeping), or in a secretive or disrespectful manner;
 - b) Prohibiting private communications between an individual athlete and a Person in Authority other than for that which is directly related to and necessary for the sporting event. Should communication be in an electronic format, the athlete’s parent/guardian should be included in the communication

TRANSPORTATION

4. Drivers must submit for both: an ICBC motor vehicle [Driving Record and Insurance History](#) and complete the Employee and Volunteer Screening procedure.
5. Drivers must be aware of and follow the Rule of Two.
6. Drivers should be aware of their personal liability for transportation and therefore must have sufficient insurance coverage.
7. FSJ SSC reserves the right to refuse any driver and are responsible to check on the insurance and liability aspect of the driver.
8. Where possible, drivers should transport their own children.
9. Cell phones may not be used by the driver when driving, except in accordance with BC driving regulations.

10. Drivers must have a phone list of family contact numbers for those they are transporting. Drivers must be aware that personal information is confidential and should be treated as such.
11. Drivers must be aware of the driving conditions and be in communication with parents or guardians should they need to alter travel plans due to inclement weather.



FSJ SSC

DRESSING ROOM POLICY

Effective date	November 6, 2024
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Date last reviewed	November 6, 2024
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Approved by and date	FSJ SSC Board of Directors, November 6, 2024

PURPOSE

FSJ SSC believes all participants (skaters, officials, coaches, team staff, etc.) should have access to safe, inclusive, and equitable dressing spaces. In this regard, all participants should have the ability to utilize a dressing room or appropriate and equivalent dressing environment based on their gender identity, religious beliefs, body image concerns and/or other reasons related to their individual needs.

FSJ SSC believes in balancing the safety, privacy, modesty and wishes of our participants without compromising the aspects of camaraderie, social integration and bonding that can occur in these shared spaces. This Policy attempts to meet these goals while providing a safe and respectful environment for participants.

SCOPE

The Dressing Room Policy applies to all FSJ SSC activities.

DEFINITIONS

“Dressing rooms” – officially designated spaces for changing in and out of gear. Mostly, these are men’s and women’s, multi-stall spaces and occasionally can be all-gender, multi-stall spaces.

“Dressing environments” – spaces beyond dressing rooms (in close proximity to them) that can be temporarily repurposed to provide a space for a small number of participants to change in and out of their gear (e.g., official’s room, multi-purpose room, meeting rooms, single-unit washrooms).

“Policy” – means this Dressing Room Policy.

POLICY

The Minimum Attire Rule

1. To best promote inclusion and to respect the privacy of all participants all participants must wear ‘minimum attire’ at all times in a dressing room or in dressing environments where more than one participant is present. This means that participants should arrive at the rink wearing a base layer (e.g., shorts and t-shirt, compression shorts and shirt or sports bra). A participant not arriving at the rink wearing their base layer can use an appropriate private space (e.g., private restroom stalls or empty/unused dressing rooms) to change into the base layer and then enter the team dressing room with the other participants.
2. It is the responsibility of all coaches and club admins to instruct their participants regarding the minimum attire rule and ensure that participants are complying with this Policy.

3. FSJ SSC recognizes the physical limitations of some facilities and encourages associations to work creatively and proactively, using an athlete-focused, ethical, and values-based approach, with local facility management to ensure that appropriate and equivalent dressing environments are available to all participants who would prefer not to get dressed in the shared dressing room.

Dressing Room Meetings

4. FSJ SSC stresses the importance that all participants are treated as valued members of a team. Therefore, when meetings are being held in dressing rooms coaches and club administration should ensure no member is excluded from the meeting due to its location.

Use of Showers – Recommended Best Practice

5. As outlined in the purpose section, there are many reasons why athletes may require privacy (religious reasons, chronic conditions, body image, gender). The following guidance around the use of showers, is an additional step in creating environments within which athletes feel safe and secure.
6. It is recommended that when showers are not private stalls, that these be used in a manner that respects the privacy of all participants. When in open concept showers, it is encouraged that all athletes wear certain “minimum attire” at all times, including swimwear. In order to facilitate this, participants could use a private restroom stall to change out of their base layer and into their swimwear prior to using the shower. Similarly, they could dress in a private restroom stall after they have completed their shower. Coaches and/or team staff should ensure they are able to supervise the dressing room while participants are showering, following ‘Rule of Two’ guidelines below.

Rule of Two

7. To best ensure safety for all participants, the ‘Rule of Two’ should be adopted for all dressing rooms.
8. The ‘Rule of Two’ requires two trained and screened adults to be present in the dressing room or immediately outside the dressing room with the door propped open to monitor the environment and ensure it is free of any discrimination, harassment, bullying, or other forms of maltreatment.
9. The Rule of Two remains in place when showers are in use.

Prohibition on Violent Activities in Dressing Rooms

10. To ensure the safety of all participants in the dressing room, no type of violent conduct of any kind (including locker room boxing) bullying, or hazing is permitted. It is the responsibility of coaches and the club administration to ensure that no such violent behaviour is taking place in dressing rooms or dressing environments.
11. Should anyone experience maltreatment in violation of this section of the Policy, a complaint may be submitted to SSC’s Safe Sport Speakup Line.

Prohibition on Recording in Dressing Rooms or Dressing Environments

12. To respect the privacy of participants, no videos, still photos, or voice recordings of any kind may be taken using any device with recording capabilities in a dressing room or dressing environment.