

SPEED SKATING CANADA

**PROCEDURES**

**AND**

**REGULATIONS**

**EDITION : AUGUST 2009**

*Ce document est aussi disponible en français*



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## ARTICLE I - INTERPRETATION

### I-100 Aim

The aim of this manual is to provide Speed Skating Canada (SSC) Members, Directors, Officers, Committees and Staff with a clear understanding of the lines of communication, areas of responsibility, limitations of authority, and financial controls within the Corporation.

### I-101 Interpretation

All questions of the policy, regulations or guidelines contained in this manual must be directed to the President for action by the Board of Directors.

## ARTICLE II - BUSINESS OF THE CORPORATION

### Finance Procedures

#### II-100 Budgeting

The Board shall ensure that appropriate guidelines are established to allow the High Performance, Competitions Development, Coaching Development, Officials Development and the Club and Membership Development Committees to prepare and submit their budget in a timely fashion.

The Treasurer shall present a consolidated Corporation budget to the Board for its approval.

#### II-101 Emergency Powers

The Board is empowered to suspend any or all program activities if anticipated revenues are not forthcoming or cannot be guaranteed in advance of project/program implementation.

#### II-102 Financial Controls

The Board exercises the ultimate financial control by virtue of the powers of budget approval vested in the Board.

#### II-103 Contracts

In keeping with By-Laws of the Corporation, all contracts must be approved by the Board.

#### II-104 Payments (Expenses, Honoraria, and Salaries)

Any payment is governed by the following:

Officers, Board of Directors and Committee Members – Travelling expenses of the Directors in attending AGM or Board meetings or travelling expenses of any committee or committee member in attending a meeting when such expenses are authorised by the President **MAY** be paid by the Corporation. No expenses will be considered for any meeting or function that has not been properly called by the President or Committee Chairs. Directors and Committee members will be specifically advised in advance of all meetings as to expense status;

Corporation Staff – Corporation staff travelling on Corporation business within approved budget constraints and in accordance with the rates in effect shall be paid with approval of the Director General.

#### **II-106 Budget Reallocation**

SSC presently works under a system of responsibility budgeting, whereby the individuals responsible for the expense of funds are also responsible for ensuring that the year's expenses do not exceed the amount budgeted.

SSC is divided into six (6) areas of responsibility, delineated by program, those being:

High Performance – Short Track  
High Performance – Long Track  
Competitions Development  
Coaching Development  
Officials Development  
Club and Membership Development

Each of these program areas has a Chair who is responsible (with the input of their respective committees) for budget maintenance.

The budgets for the six (6) areas are developed at the committee level, based upon the Policy and Procedures of the Corporation, and brought to the Board of Directors for approval. Once the Board has approved the program budgets, there should be no interference in the program budgets by the Board of Directors (excepting the possibility of exogenous variables). This dictum is based upon the management principle that states, "when agreement is reached, the budget becomes a commitment between the Board and the program committee. The committee is to accomplish the planned objectives within the spending limits specified in the budget, and the Board is committed to regarding such an accomplishment as representing satisfactory performance".

The only instance where a responsible Board should interfere with the administration of a program budget would be if the committee was not adhering to the Policy and Procedures of the Corporation.

Nevertheless, under any circumstance, the Board must be notified of any internal reallocation of funds (i.e. within any program budget).

### **ARTICLE III - MEMBERSHIP**

#### **Association (Branch) Membership**

##### **III-100 Branch Membership**

The following provinces and territories are eligible for Association (Branch) membership in SSC:

British Columbia	New Brunswick
Alberta	Nova Scotia
Saskatchewan	Prince Edward Island

Manitoba  
Ontario  
Quebec  
Nunavut

Newfoundland / Labrador  
Northwest Territories  
Yukon Territory

**III-101 Branch Charter**

SSC shall issue to each Branch Association a Charter confirming the Branch's territorial jurisdiction and conditions of membership and this shall remain in force as long as annual dues are paid.

**III-102 Branch By-Laws**

Branch Associations shall supply, with payment of annual dues, a copy of their latest Constitution and By-Laws and Procedures and Regulations to the Director General of SSC.

**III-103 Branch Association Annual Dues**

The annual dues of each active Branch Association of this Association shall be established from time to time by the Board of Directors of this Association and ratified by an annual meeting; dues shall be payable on or before December 1<sup>st</sup> of the current skating season to cover the current season and should be directed to the office of Speed Skating Canada.

**III-104 Unpaid Dues**

If dues of any Branch Association are unpaid two months after the due date, the member shall be suspended. If such dues remain unpaid six months after the next Annual General Meeting of the Association, the Branch Association shall be expelled from the Association. Any Branch Association suspended or expelled may be reinstated at the discretion of the Board of Directors upon payment of arrears.

**III-105 Membership Reallocation**

In the event that any Branch Association of the Association is expelled from this Association, its membership and territorial jurisdiction may be re-allocated at the discretion of the Board of Directors.

**Individual Membership**

**III-200 Forms of Ordinary Membership**

There shall be (4) four forms of Individual Ordinary Membership:

- a) Competitive Skater: A member who competes in sanctioned meets in Canada. This type of skater is eligible to hold Canadian and North American records. A Competitive Skater may only register as such, with one Branch at a time. A Competitive Skater who wishes to change the Branch with which they are registered must first notify the Branch from which they are departing. Foreign skaters that are members of other ISU members can compete in any Open meet in Canada, but they cannot hold Canadian/NA records.
- b) Recreational skater: An individual who takes part on a regular basis in club speed skating activities or eligible to skate in club meets. This category of skater is not

entitled to skate in meets sanctioned by SSC or any Branch. Recreational skaters are not eligible to hold a Canadian or North American record.

- c) Associate member: An individual who supports, assists or has an interest in speed skating. This membership category includes coaches and officials.
- d) Special event member: An individual who takes part on an infrequent and/or one-time basis in speed skating. This category includes the following programs: Beginner-Learn to Skate, power skating, school programs, triathlon, marathon, introduction clinics, etc.

#### **III-201** Citizenship

To be a competitive skating member of Speed Skating Canada individuals must be Canadian citizens or Landed Immigrants.

#### **III-202** Registration

Branch Associations shall be responsible for registering individuals residing in their territories with SSC, observing all SSC procedures, requirements and exemptions for such membership.

#### **III-203** Membership Fees

Affiliated Branch Associations shall pay an annual fee to SSC for each of their skaters and associate members in an amount established from time to time by the Annual General Meeting of the Association. SSC will assign a permanent membership number and will issue a membership card registering said skaters and associates.

#### **III-204** Membership Lists

The Branch Associations shall supply to the Association up-to-date lists of registered skaters and associate members on printed forms or on computer disks supplied by SSC starting on October 1<sup>st</sup> of each skating **season** and continuing each month on or around the first of that month up to March 15<sup>th</sup> when registration for the current season will cease. These forms will be issued to the Branch Associations by August 1<sup>st</sup> and the distribution of these forms will be outlined for the Branch Associations by the Director General of SSC.

#### **III-205** Registration Deadline

All skater and associate members must be registered with SSC by March 15<sup>th</sup> of each skating season. The registration expires on December 31<sup>st</sup> of each year.

#### **III-206** Payment of Fees

Monies for payment of the registration fees must be sent along with the copy of the required form to the office of Speed Skating Canada.

#### **III-207** Registration Number

For administrative purposes only, the registration number printed on the membership card will serve to identify a skater at provincial/territorial and national levels. Control procedures for issuing of cards will fall under the authority of the national office of Speed Skating Canada but the cards will be issued by the registrar or other delegated persons in each Branch Association.

**III-208 Responsibility for Registration**

It is the responsibility of the Branch Association to ensure that skaters who are entering a competition at the international, national or provincial/territorial level have Branch authorisation, are members of SSC and have been duly registered. Prior to competition, the skater's SSC registration and fee must be duly sent to the office of Speed Skating Canada.

**Unattached Skaters****III-300 Independent Members**

Individuals who reside in an area where no Branch Association exists may enter into competition sanctioned by SSC or obtain membership in SSC by requesting such membership in SSC and on payment (as stated in Annex "I") to Speed Skating Canada. Such members will be known as "Independent Members".

**III-301 Application for Membership**

To become an independent member, the candidate shall submit a written application giving his full name, address and age and signed by him to Speed Skating Canada who will submit such applications to the Board of Directors for approval. This application shall be voted on by ballot - two negative ballots being sufficient to reject any candidate.

**III-302 Retention of Membership**

Individuals who have become members of SSC in fulfilment of section III-300 and III-301 may retain their membership by paying an annual fee (as stated in Annex "I") to Speed Skating Canada.

**Other Direct Registration****III-400 Other Direct Registration**

Members of SSC Board of Directors and National Referees and Starters may be granted the right to register directly with SSC without joining a club or Branch Association. Procedure would be the same as for "Independent Members".

**Associate Life Member****III-500 Life Members**

Individual life membership will be available from SSC on payment of an approved fee. Such membership will be known as "Associate Life Members". An appropriate permanent membership card will be issued to life members.

### **Revocation of Membership or Registration**

#### **III-600 Revocation of Membership**

Any member Branch Association, skater or associate member whose conduct shall be pronounced by a vote of two-thirds of the Board of Directors to have endangered or to be likely to endanger welfare, interest or character of this Association, may have the membership or registration with this Association revoked on accordance with By-law 20.

### **Authorisation of Skater's Entry into Meets**

#### **III-700 Authority for Canada and USA Meets**

Branch Association authorisation (SSC authorisation in the case of independent members) is required for a skater to enter and participate in any meet in Canada and in the United States of America. Authorisation may be implicit or explicit as required.

#### **III-701 Authority for International Meets**

SSC authorisation is required for a skater to enter and participate in any other international competition and must be obtained in writing from the Chairman of the relevant High Performance Committee prior to the start of competition.

#### **III-702 Interdiction**

Interdiction must be specifically communicated to meet co-ordinators to ensure enforcement. Interdiction of skaters named as members of National Teams for National and North American Championships, National Team Trials and International Competitions cannot be enforced without prior agreement of the President of SSC

## **ARTICLE IV - MEETINGS OF THE MEMBERS**

### **General**

#### **IV-100 Number of Meetings**

The number of Meetings shall be:

- a) AGM – annually;
- b) Board of Directors – as required;
- c) Committees – as designated by the respective Chair according to their functions, responsibilities and available funding.

#### **IV -101 Attendance**

All members should attempt to attend AGM meetings, however, as funding is limited, provision is made for proxy voting (see By-Law 24 (e)).

Members of the Board of Directors are expected to attend all Board Meetings.

#### **IV-102 Agendas**

Agendas and documentation for all meetings are to be circulated fourteen (14) days in

advance of the meeting. Exceptions may be granted at the Committee level if noted in their book. Agendas for Board of Directors Meetings shall be forwarded to all Provincial/Territorial Presidents.

**IV-103 Minutes**

All minutes of each body are to be kept in the Minute Book of that body. A copy is always to be kept on file in the SSC National Office.

**IV-104 Quorum**

Quorums for meetings are established as follows:

- a) AGM – a quorum shall consist of a majority of voting delegates present or represented by proxy and shall represent at least one-half the branch members present plus one;
- b) Board – a majority of voting members constitute a quorum;
- c) All other committees will employ the simple majority ruling unless otherwise stated in the Minute Book.

**IV-105 Proxies**

Proxy votes are established as follows:

- a) Proxy votes are allowable at the AGM and Special General Meetings. Branch members are allowed to carry two (2) proxy votes per attending delegate. No individual may represent by proxy more than one Branch member other than the one to which they are affiliated (i.e. one Province/Territory cannot carry the vote(s) for another Province/Territory). Any such proxy must be registered with the secretary prior to the commencement of the meeting.
- b) No proxies shall be voted at any time at meetings of the Board of Directors.
- c) No proxies shall be voted at any time at meetings of the Committee members.

**IV-106 Voting**

When voting, the following criteria must be applied:

**a) Amendments of By-Laws**

The By-Laws of the Association may be amended by a two-thirds majority of person present having the right to vote at the Annual General Meeting or at a Special Meeting, provided that any amendment of By-Laws enacted in Letters Patent shall not be enforced or acted upon until approval of the Minister has been obtained.

**b) Amendments to P &R's**

Except as stipulated in article IV-106(c) the Procedures and Regulations may be altered or amended at any Annual General or Special General Meeting of this Association at which a quorum is presented by a vote of two-thirds of the Voting Delegates present.

**c) Amendments to P&R's - Sections K, N and U-Records**

Amendments or alterations to sections K, N and U-Records of the Procedures and Regulations manual shall be by simple majority vote of a committee of the Annual General or Special General Meeting. Committee composition will be one voting delegate per Branch Association with the SSC Chair of Officials Development Committee or Competitions Development Committee chairing. The committee will sit concurrently with the main Annual or Special General Meeting for as long as necessary to decide on all

proposals before it.

d) Motions

All motions and/or issues except those listed above will be passed by a simple majority of the members present;

### **Annual General Meeting**

#### **IV-200 Authority and Responsibility**

The Annual General Meeting provides the ultimate authority of the Association. The AGM is responsible for the policy and direction of the Association.

a) Policy

All matters of a General Policy nature at variance with the By-Laws of the Association must be brought before, and voted upon, at the AGM or at a Special Meeting.

b) Fees and Levies

The authority of the AGM is limited to the establishment of such fees or any other type of levy as are stipulated in Articles III-203 of these Procedures and Regulations.

#### **IV-201 Official Languages**

Simultaneous translation for both official languages of Canada shall be provided whenever possible or feasible as embodied in the constitution.

#### **IV-202 Report of Directors**

The Board of Directors shall make a report of their activities during the previous year and recommend such activities as they may deem advisable.

#### **IV-203 Treasurer's Report**

The Treasurer or designate alternate shall present an up-to-date financial statement based on the fiscal year ending March 31<sup>st</sup>.

#### **IV-204 Order of Business**

The order of business shall be as follows:

1. Roll Call.
2. Minutes of previous meeting or Annual General Meeting.
3. Business arising therefrom.
4. Reports and communications.
5. The Election of Directors.
6. New Business.

#### **IV-205 Preparation for the Annual General Meeting**

Typewritten reports from each of the following must be in the office of the Speed Skating Canada five (5) weeks prior to the Annual General Meeting:

- a) Branch Associations – Reports on season's activities showing championships staged and the number of participants, number of skaters and associate members and related branch activities including clinics and novice meets.
- b) Committee Chairpersons – From all SSC standing committees showing activities

and plans.

- c) Skater Representatives – Short Track and Long Track
- d) Members of the Board of Directors

ALL PROPOSED CHANGES to the By-laws of the Association or to the Procedures and Regulations must also be submitted at this time.

**IV-206 Naming of Attending Delegates**

The member delegates who are appointed by their Provincial/Territorial body to attend the meeting are to be named by their province/territory at least (2) two weeks prior to the AGM. This information (name and address) is to be communicated to the National Office by the respective Provincial/Territorial Association. All agendas, minutes, and correspondence pertaining to or affecting the decisions of the AGM will be sent to the individuals named.

**IV-207 Notice of Meeting**

Notice of the Annual General Meeting of the Association shall be mailed to each of the following at least fourteen (14) days prior to the meeting date:

Board of Directors  
Branch Association Presidents  
Branch Association Secretaries  
Skater Representatives  
SSC Permanent Staff  
Meeting Chairperson

ALL PROPOSED CHANGES to the By-laws of the Association or to the Procedures and Regulations shall be mailed at this time.

**Special General Meeting**

**IV-300 Calling of Meeting**

A Special General Meeting shall be called by the President of SSC whenever the President has been requested to do so in writing by any four (4) Directors or group of members representing ten (10) voting delegates as required in By-Law 26.

**IV-301 Notice of Meeting**

Notice of the Special General Meeting shall be mailed to the same persons as notice for an Annual General Meeting.

**IV-302 Purpose of Meeting**

Notice of the purpose of the Special General Meeting shall be given in the notice mailed to the required list.

### **Voting Delegates**

#### **IV-400 Determination of Delegates**

Each Branch shall be entitled to appoint voting delegates to all Annual General or Special General Meetings of the Association as provided in By-Law 23 a).

#### **IV-401 Skaters Representative's Voting**

The four skaters representatives shall have the right to vote on all questions at all Annual General and Special General Meetings.

#### **IV-402 Director's Voting**

Directors have the right to vote on all matters on which a vote is taken except for the vote related to the election of Directors. A Director may not carry a proxy vote on behalf of any voting group.

#### **IV-403 Committee Chair's Voting**

Committee Chairs who have been funded by SSC to attend the Annual General Meeting or other general meeting of the Association are not permitted to carry a branch vote.

### **Paid Up Members**

#### **IV-500 Eligibility to Vote**

All Voting Delegates must be paid up members of SSC - (By-Law 24 d)).

## **ARTICLE V - BOARD OF DIRECTORS**

#### **V-100 Term of Office**

Directors run for office and are elected for a two (2) year term. On even years, the President, two (2) Directors at Large and the Athletes Director will be elected. On odd years, the Treasurer and three (3) Directors at Large will be elected.

The Athletes Director shall be elected by skaters on the national team list for both Short Track and Long Track from among candidates nominated by these same skaters for a term of two years, and the results of this election will be announced at the AGM.

#### **V-101 Voting Procedures**

Nominations and voting for the office of President and Treasurer will occur independently at the Annual General Meetings. Directors at Large shall be elected on a single ballot with those nominees receiving first and second place voting being elected directors on even years and nominees receiving first, second and third place voting being elected directors on odd years.

#### **V-102 Geographical Limitations**

A maximum of two of the Board of Directors consisting of President, Treasurer and 5 Directors at Large, will be from a single province or territory.

#### **V-103 Powers**

The powers of the Board of Directors are those assigned under By-Law 38.

**V-104 Vacancies**

Should any vacancy occur, the Board of Directors may fill such a vacancy at its discretion for the remaining period of the term.

**V-105 Interpretation**

The Board of Directors shall have the power to decide questions not governed and determined by the Constitution and By-Laws.

**V-106 Roles and Responsibilities – Board of Directors**

The Board of Directors is accountable to the AGM and the membership at large, and shall function as a policy board and the roles and responsibilities of the Board include those as described below, but do not exclude any role or responsibility which is consistent with its role as a policy board. It is expected that the Board of Directors will carry out its responsibilities in a consultative fashion.

- a) Establish purpose, values and philosophy of the Association
- b) Establish goals for the Association
- c) Create, promote, protect and modify the vision of the Association
- d) Develop long range plans and monitor their results
- e) Evaluate results that the Association achieves
- f) Provide leadership to the Association and enforce values and ethics
- g) Develop organisational policies which govern the course of action of committees and professional employees; provide guidelines for conduct; express how values and philosophies of the association are to be enacted; and outline results to be achieved and how they contribute to the purpose of the Association
- h) Ensure SSC meets all legal requirements as established by-law and the organisation's By-laws and constitution
- i) Establish and update constitution and By-laws
- j) Receive annual report of auditors
- k) Receive and approve operating budget on an annual basis
- l) Ensure the long-term financial stability of the Association
- m) Identify need for new or revised organisational policy
- n) Ensure the hiring, supervision and evaluation of the Director General
- o) Determine SSC's representation with international and national organisations and links with other communities
- p) Develop a long-term strategy for securing international competitions
- q) Plan leadership to ensure quality, succession and continuity (orientation of new board members, board training and development)
- r) Ensure a nominations process for the Annual General Meeting
- s) Evaluate the function and performance of the Board
- t) Act as the appeal body for the Association except in respect to its own actions
- u) Provide for the recognition of members through annual awards process
- v) Promote SSC's programs to its members, public sponsors and the media

**V-107 Roles and Responsibilities – President**

The roles and responsibilities of the President include those described below, but do not exclude any role or responsibility which is not consistent with the role of a president of a policy board.

- a) Official head of the association and represents it as required
- b) Act as official spokesperson for SSC
- c) Serves as the Chair of the Board and ensures that the Board behaves consistently with its own rules and those legitimately imposed upon it from outside the organisation
- d) Ensures board meetings discuss only those issues which belong to the board and not to the Operations
- e) Ensures the board's deliberations are fair, open and thorough but also efficient, timely and orderly
- f) Ensures notices of meetings and agendas for the Board and Annual General Meeting are circulated
- g) Ensures that board members are informed of all critical matters
- h) Ensures that branch presidents are informed of all critical matters
- i) Ensures that committee members are informed of all critical matters
- j) Directly oversees the work of the Director General, and ensures that annual performance appraisal of Director General is carried out

**V-108 Committee Ineligibility**

A member of the Board of Directors shall not be eligible to be appointed to any of the Competitions Development, Coaching Development, Officials Development, Club and Membership Development, Short Track High Performance or Long Track High Performance Committees.

**ARTICLE VI – OFFICERS****VI-100 Appointment of Officers**

In accordance with the Societies Act of Canada the Corporation shall appoint officers to represent the interests of the Association.

**VI-101 Officers**

The officers of the Corporation shall be the President, Treasurer and the Secretary.

**ARTICLE VII - COMMITTEES****High Performance Committees****VII-100 Committee Composition – Long Track**

The Long Track High Performance Committee will be composed of all national program coaches at National Training Centres – Sainte-Foy and Calgary; one current National or Development Team skater from each National Training Centre; and 3 members at large elected by the delegates at the Annual General Meeting. In the event that an athlete representative is not available to attend a scheduled meeting they may nominate a substitute from the respective National Training Centre. The HPC can invite other coaches, athletes or appropriate contributors to attend a scheduled meeting however these persons have no voting rights on the Committee.

**VII-101 Committee Composition – Short Track**

The Short Track High Performance Committee will be composed of all national program coaches at National Training Centres – Montreal and Calgary; one current National or

Development Team skater from each National Training Centre; and 3 members at large elected by the delegates at the Annual General Meeting. In the event that an athlete representative is not available to attend a scheduled meeting they may nominate a substitute from the respective National Training Centre. The HPC can invite other coaches, athletes or appropriate contributors to attend a scheduled meeting however these persons have no voting rights on the Committee.

**VII-102 Athlete Representatives**

The election of athlete representatives to the High Performance Committees shall be done by the Canadian athletes at each respective National Training Centre by the time of the AGM.

**VII-103 Term of Office**

The three Members at Large, for each High Performance Committee, will serve three year terms and will be elected in a rotating sequence, such that only one Member at Large is elected at any Annual General Meeting.

**VII-104 Roles and Responsibilities**

The roles and responsibilities of each of the Short Track and Long Track High Performance Committees and the shared responsibilities of the two committees shall be those outlined below:

**Each committee will have these responsibilities:**

- a) Monitor and evaluate high performance programs plans for the discipline
- b) Plan, develop and implement a high performance athlete development system
- c) Develop a budget for the national team program
- d) Establish a philosophy, policies and criteria for the ranking of skaters and selection of skaters for teams and major games and carry out the selection of skaters, coaches and support staff for competitions
- e) Establish policies and criteria for selection of support staff for teams
- f) Resolve special situations affecting individual skaters in that discipline
- g) Provide advice to the Board of Directors on hosting of international and selection Competitions Development governing conduct of those competitions
- h) Identify needs for organisational policies

**The Long Track and Short Track High Performance Committees combined have the following responsibilities:**

- a) Develop and manage strategic and long-term plans for high performance programs
- b) Plan and co-ordinate the development of national training centres
- c) Review and evaluate the effectiveness of science and research programs/services to ensure they meet the needs of national training programs
- d) Ensure there are qualified coaches to serve the needs of high performance athletes
- e) Provide for the ongoing professional development of national coaches
- f) Provide advice to the Board of Directors on hosting of international and selection Competitions Development governing conduct of those competitions
- g) Plan joint training camps when desirable and feasible
- h) Provide input for high performance marketing and sponsorship (including

clothing and equipment)

**VII-105 Terms of Reference**

The terms of references for the Long Track High Performance Committee and the Short Track High Performance Committee shall be completed by the following terms:

**Required Skills, Experience, Knowledge for Members at Large**

Exposure to national-level, and if possible international-level, events in a technical capacity (Trials, Canadian Open Championships, World Cups or World Championships held in Canada). Technical capacity includes competing, coaching or officiating (preferred specialities are referee or meet coordinator). Members at Large should ideally have a broad-based technical background.

**Committee Chair**

One of the three Members at Large serves as the chair. The Chair is elected annually by the members of the committee. The duties of the chair will include:

- a) Establishing the agenda for annual committee meeting, in consultation with national association staff
- b) Chairing any committee meetings
- c) Representing the committee to the athletes and membership
- d) Representing the respective high performance committee in operations planning and budgeting
- e) Preparing reports of decisions and progress in annual plan to Board of Directors and Annual General meetings
- f) Attending selection competitions or if unable to attend, ensuring that Committee identifies an alternate representative from among the other two members at large
- g) Ensuring selection criteria are appropriately applied by the coaches
- h) Maintaining contact with other High Performance Committee Chair

**Staff Support**

Each High Performance committee will have the support of the High Performance Director, or other assigned staff, who will attend their meetings and assist with administrative needs.

**Authority**

The committee will develop and implement program policies and guidelines related to the selection, support, training and competition programs of the senior and junior national team and the selection and preparation of world championship, Olympic and major games teams.

**Accountability**

The High Performance committees are responsible to the Board of Directors for observing the priorities established in the strategic plan, the values guiding SSC operations, and the organisation's policies. In addition, they are responsible to the Board to meet their approved budgets.

The committees are responsible to observe any operational policies established by the Director General and to accomplish their annual plan within the approved budget. They

are responsible to negotiate any material budget changes with the Director General.

The committees are responsible to the Board of Directors for the development and implementation of national team programs in accordance with strategic and long-term plans and for consulting with the general membership on whom its actions may impact.

#### **Reporting**

The committees will report their progress in written reports to the Board of Directors' and Annual General meetings and at the request of the Director General.

The long-term planning orientation of these responsibilities requires the two committees, or representatives of the two committees to come together. These strategy-setting responsibilities are undertaken on a biennial basis through a planning activity called by the Director General. In the years where this occurs, the committees might meet on a combined basis before separating to complete annual evaluation and planning for their discipline. Alternatively, the committees might meet in advance of the annual meeting or at such other mutually agreed to time, which meets budget limits for this activity.

#### **Other Committees**

##### **VII-200** Composition

The composition of each of the Competitions Development Committee (Domestic), the Coaching Development Committee, the Officials Development Committee, and the Club and Membership Development Committee shall be the following:

- 1 member named by the Far West (Yukon, British Columbia)
- 1 member named by the West (Northwest Territories, Alberta, Saskatchewan, Manitoba)
- 1 member named by Central (Ontario & Nunavut)
- 1 member named by Quebec
- 1 member named by the Atlantic (New Brunswick, P.E.I., Nova Scotia, Newfoundland)

##### **VII-201** Term of Office

Committee members for the Coaching Development Committee, the Competitions Committee, the Club and Membership Development Committee, and the Officials Development Committee are named on a biennial basis and those members are confirmed by the appointing regions at the Annual General Meeting.

The selection of members for the Coaching Development Committee, the Competitions Committee, the Club and Membership Development Committee and the Officials Development Committee in subsequent years, starting in 2004, be as follows: In even years Far West, Ontario and Atlantic; in odd years, West and Quebec.

##### **VII-202** Terms of Reference – **Coaching Development**

The terms of reference for the Coaching Development Committee shall be the following, without excluding other responsibilities consistent with the mandate and role of the committee:

### Mandate

The goals of the Coaching Development Committee are to ensure the development of NCCP material, training of Learning facilitators and Master Learning Facilitators, and implementation of NCCP in the branches; to initiate additional coaching education activities which provide for ongoing development of Canadian long track and short track speed skating coaches; and to evaluate the status of coaching development.

### Membership

The Coaching Development Committee is an operations committee. Its membership comprises one member named by each of five regions: Far West (Yukon, British Columbia), West (Northwest Territories, Alberta, Saskatchewan, Manitoba), Central (Ontario & Nunavut), Quebec and Atlantic (Nova Scotia, Prince Edward Island, Newfoundland & Labrador and New Brunswick). Members are named biennially. There is no limit on the number of successive terms to which a member can be named.

Members of the committee should have experience as members of a provincial-level coaching development committee or experience in leading coaching development programs and activities. If a region is unable to name a qualified member, the remaining members of the committee will name a committee member from among qualified second nominations from other regions or, if there are no additional qualified nominations, from among any qualified individual.

Where a branch does not have a member on the committee, a branch liaison may be named to be a corresponding member for the committee. A branch liaison may be supported by their branch to attend committee meetings although the liaison will not be considered a member of the committee even when he is in attendance.

### Chair

The Chair of the Committee will be elected from among its members by its members. The term of the Chair will be one year. There is no limit on the number of consecutive terms which a Chair can serve. The duties of the chair will include:

- a) Establishing the agenda for committee meetings in consultation with national office staff supporting the committee
- b) Chairing committee meetings
- c) Communicating the committee's decisions and actions to the Director General and to the branch liaisons
- d) Soliciting feedback and input from the committee's branch liaison members
- e) Representing the committee to the membership
- f) Representing the committee in operations planning and budgeting
- g) Preparing reports of decisions and progress on annual plan for submission to Board of Directors and Annual General meetings
- h) Staying informed of the relevant organisation policies.

### Staff Support

The committee will have the support of the Sport Development Director and Sport Program Coordinator, and/or other assigned staff, who will attend their meetings and act as the association's liaison with the Coaching Association of Canada.

Authority

The committee can develop program policies and guidelines related to obtaining FUNDamentals Leader, FUNDamentals, Introduction to Competition and Levels 3-5 certification; training and recognition of Learning Facilitators and Master Learning Facilitators; education support for Level 4 and 5 coaches; and upgrading of coaching qualifications.

Accountability

The committee is responsible to the Board of Directors for observing the priorities established in the strategic plan, the values guiding SSC operations, and the organisation's policies. In addition it is responsible to the Board to meet its approved budget.

The committee is responsible to observe any operational policies established by the Director General and to accomplish its annual plan within the approved budget. It is responsible to negotiate any material budget changes with the Director General.

The committee is responsible to the Board for furthering coaching development in accordance with the strategic and long-term plans, and for consulting with the general membership on whom its actions may impact.

Reporting

The committee will report its progress in a written report to the Board of Directors and Annual General meetings and at the request of the Director General.

Responsibilities:

- a) Plan program delivery strategies
- b) Develop plans for coaching development consistent with association's strategic plan
- c) Approve program/service changes (new, revisions, discontinued)
- d) Identify need for new or revised organisational policy
- e) Develop annual priorities
- f) Monitor work plans to ensure agreed tasks are completed
- g) Submit all program and budgetary requirements for annual budget development
- h) Develop coaching education programs, resources, workshops etc.
- i) Ensure there are qualified coaches to meet the needs of athletes
- j) Plan Speed Skating NCCP programs
- k) Oversee the development and implementation of coaching programs and services
- l) Identify need and priorities for development of resource material related to coaching and athlete development
- m) Develop programs and projects which will encourage greater participation of women in coaching at all levels.

**VII-203 Terms of Reference – Officials Development**

The terms of reference for the Officials Development Committee shall be the following, without excluding other responsibilities consistent with the mandate and role of the committee:

### Mandate

The goals of the Officials Development Committee are to ensure the availability of qualified officials through the education and accreditation; to appoint and designate qualified officials at national and international levels; and to ensure the technical regulations are consistent with I.S.U. and appropriate to national development of sport.

### Membership

The Officials Development Committee is an operations committee. Its membership comprises one member named by each of five regions: Far West (Yukon, British Columbia), West (Northwest Territories, Alberta, Saskatchewan, Manitoba), Central (Ontario & Nunavut), Quebec and Atlantic (Nova Scotia, Prince Edward Island, Newfoundland & Labrador and New Brunswick). Members are named biennially. There is no limit on the number of successive terms to which a member can be named.

Members of the committee should have experience as members of a provincial-level officials' development committee or experience in leading officials' development programs and activities. If a region is unable to name a qualified member, the remaining members of the committee will name a committee member from among qualified second nominations from other regions or, if there are no additional qualified nominations, from among any qualified individual.

Where a branch does not have a member on the committee, a branch liaison may be named to be a corresponding member for the committee. A branch liaison may be supported by their branch to attend committee meetings although the liaison will not be considered a member of the committee even when he is in attendance.

### Chair

The Chair of the Committee will be elected from among its members by its members. The term of the Chair will be one year. There is no limit on the number of consecutive terms which a Chair can serve. The duties of the chair will include:

- a) Establishing the agenda for committee meetings in consultation with national office staff supporting the committee
- b) Chairing committee meetings
- c) Communicating the committee's decisions and actions to the Director General and to the branch liaisons
- d) Soliciting feedback and input from the committee's branch liaison members
- e) Representing the committee to the membership
- f) Representing the committee in operations planning and budgeting
- g) Preparing reports of decisions and progress on annual plan for submission to Board of Directors and Annual General meetings
- h) Staying informed of the relevant organisation policies.

### Staff Support

The committee will have the support of the Sport Development Director and Sport Program Coordinator, and/or other assigned staff, who will attend their meetings.

### Authority

The committee can develop program policies and guidelines related to accreditation and appointment of officials, and development of technical regulations.

#### Accountability

The committee is responsible to the Board of Directors for observing the priorities established in the strategic plan, the values guiding SSC operations, and the organisation's policies. In addition it is responsible to the Board to meet its approved budget.

The committee is responsible to observe any operational policies established by the Director General and to accomplish its annual plan within the approved budget. It is responsible to negotiate any material budget changes with the Director General.

The committee is responsible to the Board for furthering officials' development in accordance with the strategic and long-term plans, and for consulting with the general membership on whom its actions may impact.

#### Reporting

The committee will report its progress in a written report to the Board of Directors' and the Annual General meetings and at the request of the Director General.

#### Responsibilities:

- a) Plan program delivery strategies for all officials development programs
- b) Approve program/service changes (new, revised or discontinued programs)
- c) Identify the need for organisational policies
- d) Develop annual priorities for officials development
- e) Monitor work plans to ensure agreed to tasks are completed
- f) Prepare annual program and budgetary requirements
- g) Develop multi-year plans for committee as part of SSC's long term plan
- h) Oversee the application of officiating rules and hearing appeals
- i) Plan and ensure availability of qualified officials
- j) Develop educational program for officials, including workshops, resource material etc.
- k) Implement and monitor officials' accreditation system
- l) Appoint major officials to national competitions
- m) Recommend designation of qualified Canadians as I.S.U. officials
- n) Ensure required support services are provided to all officials
- o) Ensure ongoing review and update of technical regulations and rule books, co-ordinate input from other committees and branches, and prepare recommendations for rule changes to be presented to the Annual General Meeting
- p) Develop programs and projects which will encourage greater participation of women in officiating at all levels
- q) Oversee the evaluation of high performance officials (Level 3 and above).

#### **VII-204 Terms of Reference – Competitions Development**

The terms of reference for the Competitions Development Committee (Domestic) shall be the following, without excluding other responsibilities consistent with the mandate and role of the committee:

### Mandate

The goal of the Competitions Development Committee (Domestic) is to ensure an annual competitions' calendar and to facilitate the development and implementation of competition standards, format and rules for domestic competitions.

### Membership

The Competitions Development Committee (Domestic) is an operations committee. Its membership comprises one member named by each of five regions: Far West (Yukon, British Columbia), West (Northwest Territories, Alberta, Saskatchewan, Manitoba), Central (Ontario & Nunavut), Quebec and Atlantic (Nova Scotia, Prince Edward Island, Newfoundland & Labrador and New Brunswick). Members are named biennially. There is no limit on the number of successive terms to which a member can be named.

Members of the committee should have experience as members of a provincial-level competition's committee or experience in organising national-level competitions. If a region is unable to name a qualified member, the remaining members of the committee will name a committee member from among qualified second nominations from other regions or, if there are no additional qualified nominations, from among any qualified individual.

Where a branch does not have a member on the committee, a branch liaison may be named to be a corresponding member for the committee. A branch liaison may be supported by their branch to attend committee meetings although the liaison will not be considered a member of the committee even when he is in attendance.

### Chair

The Chair of the Committee will be elected from among its members by its members. The term of the Chair will be one year. There is no limit on the number of consecutive terms which a Chair can serve. The duties of the chair will include:

- a) Establishing the agenda for committee meetings in consultation with national office staff supporting the committee
- b) Chairing committee meetings
- c) Communicating the committee's decisions and actions to the Director General and to the branch liaisons
- d) Soliciting feedback and input from the committee's branch liaison members
- e) Representing the committee to the membership
- f) Representing the committee in operations planning and budgeting
- g) Preparing reports of decisions and progress on annual plan for submission to Board of Directors and Annual General meetings
- h) Staying informed of the relevant organisation policies

### Staff Support

The committee will have the support of the Sport Development Director and Sport Program Coordinator, and/or other assigned staff, who will attend their meetings.

### Authority

The committee will develop program policies and guidelines related to annual competitions' calendar, bidding procedures for competitions, conformity with existing

competition standards and develop new competition standards.

#### Accountability

The committee is responsible to the Board of Directors for observing the priorities established in the strategic plan, the values guiding SSC operations, and the organisation's policies. In addition it is responsible to the Board to meet its approved budget.

The committee is responsible to observe any operational policies established by the Director General and to accomplish its annual plan within the approved budget. It is responsible to negotiate any material budget changes with the Director General.

The committee is responsible to the Board for furthering competitions in accordance with the strategic and long-term plans, and for consulting with the general membership on whom its actions may impact.

#### Reporting

The committee will report its progress in a written report to the Board of Directors' and the Annual General meetings and at the request of the Director General.

#### Responsibilities:

- a) Plan program delivery strategies for all competitions development programs
- b) Approve program/service changes (new, revised or discontinued programs)
- c) Identify the need for organisational policies
- d) Develop annual priorities for competitions
- e) Monitor work plans to ensure agreed to tasks are completed
- f) Prepare annual program and budgetary requirements
- g) Develop multi-year plans for committee as part of SSC's long term plan
- h) Establish an annual calendar of competitions
- i) Annually revise Hosting Manual
- j) Develop and update competitions policies and procedures
- k) Annually review technical regulations and recommend changes, in conjunction with the Officials Development Committee, to the Annual General Meeting to rules affecting the conduct of competitions
- l) Ensure national championships meet ISU, ASU and SSC standards
- m) Establish a bidding procedure for the hosting of championships in Canada
- n) Provide technical support for the Canada Winter Games on behalf of SSC

#### **VII-205 Terms of Reference – Club and Membership Development**

The terms of reference for the Club and Membership Development Committee shall be the following, without excluding other responsibilities consistent with the mandate and role of the committee:

#### Mandate

The goals of the Club and Membership Development Committee are to facilitate the development of clubs by developing membership and skater development programs and materials and promoting the sport of speed skating; and to establish membership registration practices.

### Membership

The Club and Membership Development Committee is an operations committee. Its membership comprises one member named by each of five regions: Far West (Yukon, British Columbia), West (Northwest Territories, Alberta, Saskatchewan, Manitoba), Central (Ontario & Nunavut), Quebec and Atlantic (Nova Scotia, Prince Edward Island, Newfoundland & Labrador and New Brunswick). Members are named biennially. There is no limit on the number of successive terms to which a member can be named.

Members of the committee should have experience in program and membership development at club or provincial level committees. If a region is unable to name a qualified member, the remaining members of the committee will name a committee member from among qualified second nominations from other regions or, if there are no additional qualified nominations, from among any qualified individual.

Where a branch does not have a member on the committee, a branch liaison may be named to be a corresponding member for the committee. A branch liaison may be supported by their branch to attend committee meetings although the liaison will not be considered a member of the committee even when he is in attendance.

### Chair

The Chair of the Committee will be elected from among its members by its members. The term of the Chair will be one year. There is no limit on the number of consecutive terms which a Chair can serve. The duties of the chair will include:

- a) Establishing the agenda for committee meetings in consultation with national office staff supporting the committee
- b) Chairing committee meetings
- c) Communicating the committee's decisions and actions to the Director General and to the branch liaisons
- d) Soliciting feedback and input from the committee's branch liaison members
- e) Representing the committee to the membership
- f) Representing the committee in operations planning and budgeting
- g) Preparing reports of decisions and progress on annual plan for submission to Board of Directors and Annual General meetings
- h) Staying informed of the relevant organisation policies.

### Staff Support

The committee will have the support of the Sport Development Director and Sport Program Coordinator, and/or other assigned staff, who will attend their meetings.

### Authority

The committee can develop program policies and guidelines related to membership registration and club and membership development programs.

### Accountability

The committee is responsible to the Board of Directors for observing the priorities established in the strategic plan, the values guiding SSC operations, and the organisation's policies. In addition it is responsible to the Board to meet its approved budget.

The committee is responsible to observe any operational policies established by the Director General and to accomplish its annual plan within the approved budget. It is responsible to negotiate any material budget changes with the Director General.

The committee is responsible to the Board for developing clubs and membership in accordance with the strategic and long-term plans, and for consulting with the general membership on whom its actions may impact.

#### Reporting

The committee will report its progress in a written report to Board of Directors' and the Annual General meetings and at the request of the Director General.

#### Responsibilities:

- a) Plan program delivery strategies
- b) Develop plans for club and membership development consistent with association's strategic plan
- c) Approve program/service changes (new, revisions, discontinued)
- d) Identify need for new or revised organisational policy
- e) Develop annual priorities
- f) Monitor work plans to ensure agreed tasks are completed
- g) Submit all program and budgetary requirements for annual budget development
- h) Develop club and membership education programs, resources, workshops etc.
- i) Develop policies and procedures relating to membership registration practices
- j) Plan, develop and implement athlete development system
- k) Develop resource materials to be used by clubs and branches in the development of the sport
- l) Develop resources for the promotion of speed skating
- m) Develop programs and projects which will encourage greater participation of under-represented populations as club officials and members

**ARTICLE VIII - PROTECTION OF DIRECTORS, OFFICERS AND OTHERS****VIII-100 – Risk Management**

The President shall, with respect to the SSC program of risk management, ensure that the following shall be complied with:

1. Members of the Board, Committees and SSC employees shall be protected from personal liability for any actions they take in the legal and ethical conduct of their duties on behalf of the Association.
2. Adequate insurance policies and related coverage shall be maintained which limit the Association's liability in several areas including but not restricted to the following:
  - injury to participants
  - injury to third parties
  - damage to office contents
  - allegations of wrong doing
3. No insurance coverage shall be terminated without having replacement coverage which offers equal or greater protection immediately in effect upon such termination unless such termination has been prudently considered and approved by the Directors.
4. An annual Risk Management **report and update on the SSC Risk registry and work plan** shall be presented to the Board which will include the current status of insurance coverage, any recommendations for modifying the coverage and the implications of any such modifications.

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