



**Ontario Speed Skating Association**  
**DRAFT Minutes of the Annual General Meeting held May 23, 2015**  
**at Quality Hotel and Conference Centre, Oshawa, Ontario**  
**Hereinafter cited as AGM-15**

1. Welcome

At 9:07am on Saturday May 23, 2015, Michael Cvitkovic, Consultant, welcomed delegates to the Ontario Speed Skating Association's (OSSA) 2015 Annual General Meeting and called the meeting to order.

2. Confirmation of Delegates

A roll call was conducted of the members and voting delegates present by Michael Cvitkovic. There were forty-three (43) voting club delegates and four (4) voting directors for a total of forty-seven (47) votes. Twenty-four (24) votes were needed to have a majority on any subsequent votes.

3. Agenda

**MOTION AGM-15-01:** Moved by Don Clarke, seconded by Stephen Arnold, that the agenda be approved.

Motion Carried.

4. Minutes – 2013 OSSA Annual General Meeting

**MOTION AGM-15-02:** Moved by Perry Lo, seconded by Mike Murray that the minutes of the 2014 OSSA Annual General Meeting held on May 24, 2014 be accepted with amendment as discussed.

Discussion:

- Motion AGM-14-03 should read that the 2013-2014 **DRAFT** Audited Financial Statements be accepted.
- Please remove acronyms.

Motion Carried with amendments.

5. President's Report as presented by Patti Pokol

- Reviewed the information provided in the Annual General Meeting Report.
- The Memorandum of Understanding will be reviewed at our next Board meeting and then distributed to clubs for their signature over the summer.

Four more delegates arrived bringing the total voting club delegates to forty-seven (47) and four (4) voting directors for a total of fifty-one (51) votes. Twenty-six (26) votes were needed to have a majority on any subsequent votes.

6. Athlete Development Report as presented by Blake Morrison

- Reviewed the information provided in the Annual General Meeting Report.
- Request from the members that Sub-Committee members should be published on the website.

7. Education Report as presented by Sarah Leslie

- Reviewed the information provided in the Annual General Meeting Report.
- Noted that we have several courses available in both the coaching and officiating stream open for registration now.

8. Vice President Finance and Administration Report as presented by

- a) Approval of 2014-2015 Auditor

**MOTION AGM-15-03:** Moved by Emma O'Donnell, seconded by Desmond Preudhomme that the 2014-2015 Auditor be MNP LLP, located at 475 Bond St. W. in Oshawa.

Motion Carried.

- b) Approval of 2014-2015 DRAFT statements



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**MOTION AGM-15-04:** Moved by Marg Oliveira, seconded by Dave Adams that the 2014-2015 DRAFT Audited Financial Statements be accepted.

Motion Carried.

c) Approval of Auditor for 2015-2016

**MOTION AGM-15-05:** Moved by Perry Lo, seconded by Neil Monkman to accept MNP LLP, located at 475 Bond St. W. in Oshawa as the auditors for the 2015-2016 season.

Motion Carried.

Discussion:

- Members would like us to consider a policy for how often we do requests for proposals for Auditor.
- Noted that we will be reviewing our audit requirements from our partners such as our bank and the Government of Ontario to consider whether or not we will do a full audit every year or do a financial review one year and the full audit the next year.

Other discussion:

- Please clearly identify cost of strategic planning on budget that is presented next year.
- Members would like to see a balanced budget as it will help with soliciting donations.

One more delegate arrived bringing the total voting club delegates to forty-eight (48) and four (4) voting directors for a total of fifty-two (52) votes. Twenty-seven (27) votes were needed to have a majority on any subsequent votes.

d) Proposed Amendments

**MOTION AGM-15-06:** Moved by Blake Morrison, seconded by Don Verhage to approve Amendment #1; Update to the organizational chart.

Discussion:

- Consider adding provincial registrar to the flow chart, but the position doesn't actually exist as that is a later amendment.

MOTION AGM-15-06 TABLED

**MOTION AGM-15-07:** Moved by Neil Monkman, seconded by Marg Oliveira to approve Amendment #3; Addition of a job description for the Provincial Registrar.

Motion Carried.

MOTION AGM-15-06 returned to the floor.

Motion Carried.

**MOTION AGM-15-08:** Moved by James Fraser, seconded by Janique Gagnon to approve Amendment #2; Update to the Board of Directors job descriptions.

Motion Carried.



**MOTION AGM-15-09:** Moved by Perry Lo, seconded by Emma O'Donnell to approve Amendment #4; Update to the fees chart.

Discussion:

- Please reconsider Affiliation fees: Small clubs are paying about \$30 per person and big clubs are paying about \$2 per person.

Motion Carried.

**BREAK**

**MOTION AGM-15-10:** Moved by Steven Arnold, seconded by Jean Hurtubise to approve Amendment #5; Change to the definition of introductory member.

Stephen Arnold presented additional information regarding the introductory category to the members.

Discussion:

- The Board notified the members that they would like the motion deferred to next season so that the idea can be explored further and a province wide program can be considered and developed.

18 for, 26 opposed.

Motion Defeated.

**MOTION AGM-15-11:** Moved by Paul Emblin, seconded by Janique Gagnon to approve Amendment #6; Change to the late entry fee policy.

Amendment: Change in italics. Registration for events shall take place the morning of the start of competition. The deadline for entries to all OSSA sanctioned events shall be 11:59 p.m. on the Wednesday the week preceding the registration date. Any entries submitted after this time will be accepted and assessed a late entry fee double the regular entry fee. Late entries will be closed by 12 noon on the Friday following the registration deadline. Please note that for the purposes of this article a week is considered to begin on Mondays. (note underlining is to help identify changes and will not be in Information Manual update)

Motion Carried.

**MOTION AGM-15-12:** Moved by Perry Lo, seconded by Jean Hurtubise to approve Amendment #7; Removal of reference to OSSA Card.

Discussion:

- There was some concern regarding the second sentence in the article referring to paying a fee equal to twice the current skater membership rate in addition to the regular entry fee. At this time that portion of the regulation is not changing and therefore is not up for consideration.

Motion Carried.

**MOTION AGM-15-13:** Moved by James Fraser, seconded by Janique Gagnon to approve Amendment #8; Correction #1 to reference to non-existent article.

Motion Carried.



**MOTION AGM-15-14:** Moved by Kate Lee, seconded by Kelly Schmidtke to approve Amendment #9; Correction #2 to reference to non-existent article.

Motion Carried.

**MOTION AGM-15-15:** Moved by Janique Gagnon, seconded by Diane Simpson to approve Amendment #10; Correction #3 of reference to non-existent article.

Motion Carried.

**MOTION AGM-15-16:** Moved by Blake Morrison, seconded by James Simpson to approve Amendment #11; Change to Code of Conduct.

Discussion:

- The members ask that we add a section regarding athletes and coaches representing OSSA in competitions. We will assess this over the next year how we can best handle this.

Motion Carried.

9. Environmental Scan – Club Survey Feedback as presented by Judy Sutcliffe
  - Provided a summary of the feedback submitted by clubs through surveys completed in April.
10. Marketing & Communications Report as presented by Perry Lo
  - Reviewed the information provided in the Annual General Meeting Report.
11. Sport Development Report as presented by Emma O'Donnell
  - Reviewed the proposed draft Technical Bulletin and highlighted the changes.
12. Insurance Seminar as presented by Gord Fergusson, Mark O'Donnell, and Matt O'Donnell
  - Reviewed the different types of coverage that OSSA has and should consider having as well as policies that clubs should consider having.
13. Statistician's Report as presented by Sarah Leslie
  -

**MOTION AGM-15-17:** Moved by Emma O'Donnell, seconded by Kate Lee to accept the records as presented.

Motion Carried.

Other items for discussion:

14. Staff Reports
  - Sarah Leslie drew the attention of the members to the various data reports presented in the AGM report such as the injury reports and requested that clubs submit injury reports more timely following an injury. Noted that a member is interested in renewing the Safety Task Group and would like interested members to contact her. Sarah also reviewed the competition calendar and noted that clubs are expected follow the regulations for meets to provide a consistent, quality, and safe racing environment.
  - Jacqueline Deschenes briefed the membership on a potential new database registration to be used beginning this fall, a potential sponsor partnership with IHG Properties, discussed membership numbers, member and parent education and



incorporation for clubs.

- Both staff requested of all members that should a member like to bring an issue to the attention of OSSA that they contact either or both staff members and then give us some time to gather information and try to solve the problem before it is escalated to large groups of people. If we aren't given time to respond before the problem is escalated we have to spend all of our time answering emails instead of trying to find solutions.

15. Presentation of Club Reports

There were no discussions or questions regarding the reports.

16. New Business

- None

16. Elections

The number of votes was forty-eight (47) club delegates. Directors and Board Nominees are not eligible to vote. Thirty-one (31) votes were needed to have a majority on any subsequent votes. Note this is a two-thirds majority.

Nominations committee: Don Clarke acted as the chair, additional support by Mike Allen & Stephen Arnold.

Slate of candidates presented:

**President (two year term):** Patti Pokol was elected by acclamation.

**Vice President Marketing and Communications (two year term):** Perry Lo was elected by acclamation.

**Vice President Sport Development (two year term):** Marg Oliveira earned a majority of votes over Emma O'Donnell.

**MOTION AGM-15-18:** Moved by Don Clarke, seconded by Celeste Peixe-Bouma that the elected candidates be named to the OSSA Board of Directors.

Motion Carried.

**MOTION AGM-15-19:** Moved by Mike Murray, seconded by Anne-Marie Malcolm that the ballots be destroyed.

Motion Carried.

**MOTION AGM-15-20:** Moved by James Fraser, seconded by Janique Gagnon that the meeting be adjourned at 16:00.



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Delegates – OSSA Annual General Meeting							
Vote	First	Last	Club	Vote	First	Last	Club
1	Mike	Allen	Barrie	1	Paul	Emblin	Milton
1	Sarah	Beynon	Barrie	0	Sandra	Howell	Milton
1	Kate	Lee	Brampton	1	Tim	Howell	Milton
1	Anne-Marie	Malcolm	Brampton	1	Natasha	Maynard	Newmarket
1	Mark	Miyasaki	Cambridge	1	Diane	Simpson	Newmarket
1	Marg	Oliveira	Cambridge	0	George	Simpson	Newmarket
1	Mariska	Vergeer	Cambridge	0	James	Simpson	Newmarket
0	Dale	Coolidge	Clarington	1	Mark	O'Donnell	Oakville
1	Ron	Richards	Clarington	1	Matthew	O'Donnell	Oakville
1	Melanie	Feasby	Durham	1	Peter	Skov	Oakville
0	Darryl	Rowell	Durham	0	Jacqueline	Deschenes	OSSA
1	Janique	Gagnon	Gloucester	0	Sarah	Leslie	OSSA
1	Jean	Hurtubise	Gloucester	1	Perry	Lo	OSSA
1	Joanne	Michaud	Gloucester	1	Blake	Morrison	OSSA
1	Neil	Monkman	Gloucester	1	Emma	O'Donnell	OSSA
1	Marg	Courchesne	Golden Horseshoe	1	Patti	Pokol	OSSA
1	Mike	Murray	Hamilton	1	Ibrahim	Daibes	Ottawa
1	Dave	Adams	Kawartha	1	Jennifer	Gemmell	Ottawa
1	Jack	Lapum	Kawartha	1	Jesse	Pauley	Ottawa
1	Rose	Kimber	King	1	Celeste	Peixe-Bouma	Ottawa
1	Stephen	Arnold	Kingston	1	Mano	Moorthy	Quinte
1	James	Fraser	Kingston	1	Don	Verhage	Quinte
0	Deb	Baxter Heene	KW Sertoma	1	Trudy	Ouimette	St. Lawrence
1	Don	Clarke	KW Sertoma	1	Betty	VanBeek	St. Lawrence
1	Deb	Langridge	KW Sertoma	0	Judy	Sutcliffe	The Sutcliffe Group Inc.
1	Kelly	Schmidtke	KW Sertoma	1	Cameron	Boyd	Toronto
1	Angela	Schrum	KW Sertoma	1	Dirk	Kassenaar	Toronto
1	Julie	Walsh	KW Sertoma	1	Josee	Letarte	Toronto
1	Kent	Cunnington	London	1	Desmond	Preudhomme	Toronto
1	Murray	Ebel	London	1	Jennifer	Varden	Toronto
0	Nick	Beck	Markham	0	Gord	Fergusson	Youngs Insurance
1	Ron	Blackwell	Markham	0	Michael	Cvitkovic	
1	Lisa	Liew	Markham				



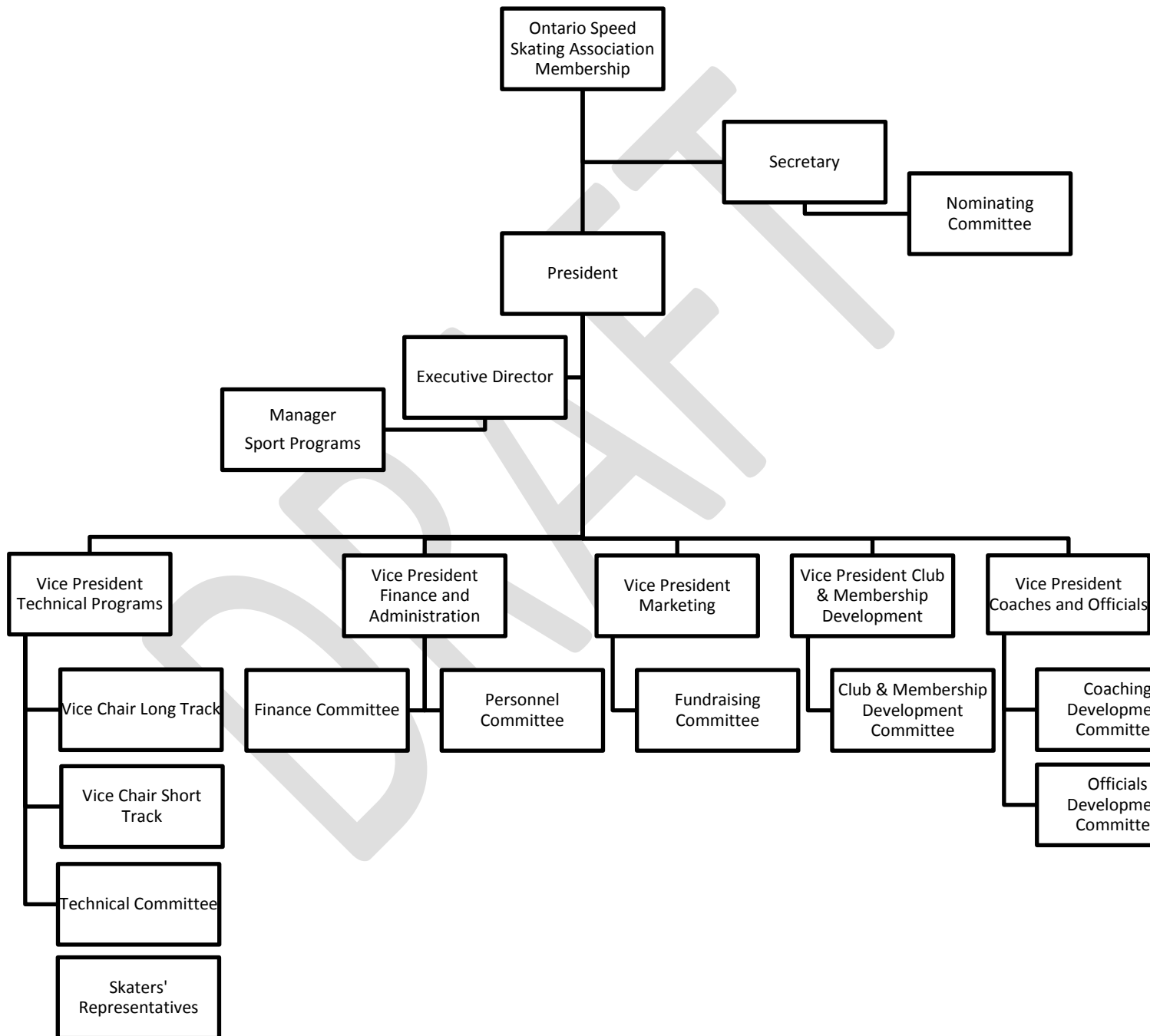
### APPENDIX 3 – PROPOSED AMENDMENTS

DOCUMENT TO BE AMENDED (i.e. By-law): Information Manual	
SECTION HEADING: Annex A1	REGULATION #: N/A
TITLE: OSSA Organizational Chart	
EXISTING REGULATION (EXACT WORDING)	
See below.	
PROPOSED AMENDMENT (EXACT WORDING)	
See below.	
RATIONALE	
Update the chart to reflect new job titles.	
DATE SUBMITTED: March 23, 2015	SUBMITTED BY: Board of Directors
DATE OF LAST REVISION: February 16, 2015	



Annex A1: OSSA Organisational Chart (CURRENT)

Note: The Board reports directly to the membership at the Annual General Meeting or Special Meeting. The Secretary reports directly to the membership at the Annual General Meeting or Special Meeting, but is appointed by The Board.

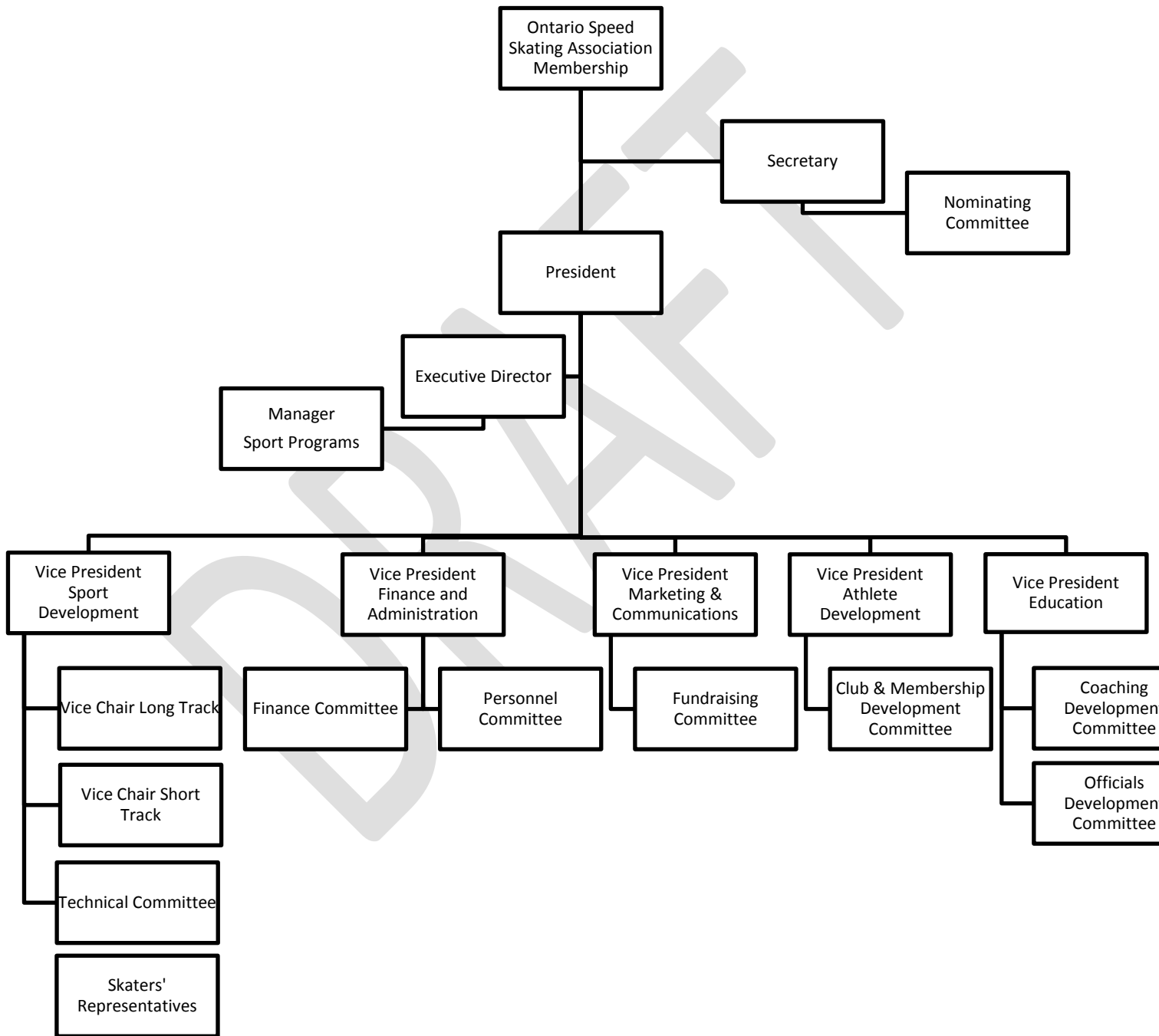






Annex A1: OSSA Organisational Chart (PROPOSED)

Note: The Board reports directly to the membership at the Annual General Meeting or Special Meeting. The Secretary reports directly to the membership at the Annual General Meeting or Special Meeting, but is appointed by The Board.





DOCUMENT TO BE AMENDED (i.e. By-law): Information Manual	
SECTION HEADING: Annex A2	REGULATION #: N/A
TITLE: Job Descriptions, Board Structure	
EXISTING REGULATION (EXACT WORDING)	
See below.	
PROPOSED AMENDMENT (EXACT WORDING)	
See below.	
RATIONALE	
To adopt more fully developed and detailed job descriptions that reflect new position titles.	
DATE SUBMITTED: March 23, 2015	SUBMITTED BY: Board of Directors
DATE OF LAST REVISION: February 16, 2015	

## Annex A2: Job Descriptions, Board Structure (CURRENT)

### PRESIDENT

- is responsible to the Board of Directors for all programs and activities of OSSA and for the smooth and efficient operation of OSSA:
  - serves as an ex officio member of all Committees
  - oversees the activities of the Vice Presidents and has veto option for any and all decisions of individual Board members so that these decisions may be brought to the Executive Committee by means of a meeting or conference phone call for reconsideration and Executive Committee approval or denial
  - plans and co-ordinates the activities of the Executive and Board
  - serves as liaison between OSSA and SSC
  - performs ceremonial and honorary activities on behalf of OSSA
  - Performance and Review Committee Chairperson

### VICE-PRESIDENT FINANCE AND ADMINISTRATION

- is responsible to the President for the smooth and efficient administration of OSSA and for all financial aspects of OSSA
  - liaises, as required, with SSC

- in conjunction with the Director, and as a member of the Finance Committee, coordinates and manages the budget
- in conjunction with the Director, develops the budget for the administration/financial area prior to the incoming fiscal period
- Chairperson of the Personnel Committees (a. Director, b. other OSSA employees)

#### VICE-PRESIDENT CLUB AND MEMBERSHIP DEVELOPMENT

3. is responsible to develop the sport with regards to starting new clubs and ensuring existing clubs are strong
  - keeps clubs informed of where and how new equipment may be obtained
  - in conjunction with the Director, develops the budget for the Development area prior to the incoming fiscal period
  - liaises with SSC Club and Membership Development personnel
  - oversees the membership processing details
  - Volunteer Recognition Program
  - Volunteer Development Program
  - Chairperson of Club and Membership Development Committee
  - Chairperson of Risk Management Committee

#### VICE-PRESIDENT TECHNICAL PROGRAMS ADMINISTRATION

4. is responsible for the welfare and development selection of the Provincial Training Team, Development Team and makeup of special teams, for special rules applicable to OSSA sanctioned competitions and championships
  - chairs the Technical Committee
  - oversees the development of sanction criteria and the granting of sanctions
  - oversees the development and implementation of selection criteria
  - oversees the development and implementation of competition formats and rules for OSSA sanctioned competitions
  - recommends team managers to accompany Ontario teams
  - in conjunction with the Director, develops the Technical budget prior to the incoming fiscal year
  - is responsible for establishing a process for determining the calendar of events for the coming seasons and overseeing its implementation
  - liaises with appropriate SSC personnel
  - oversees the production of OSSA technical bulletins

#### VICE-PRESIDENT MARKETING



5. is responsible for the promotion and marketing of speed skating throughout the Province, working closely with the Zone Representatives and clubs to assist them in promoting the sport
  - in conjunction with the Director, develops the budget for the Marketing area prior to the incoming fiscal year
  - liaises, as required, with SSC
  - oversees the publishing of the OSSA newsletter
  - oversees OSSA's merchandise program
  - coordinator of the Fundraising Committee

#### **VICE-PRESIDENT COACHING AND OFFICIATING**

6. is responsible for the development and welfare of coaching and officiating throughout the Province, working closely with the Coaching Development Committee Chair, Officials Development Committee Chair and clubs to assist them achieving this goal
  - in conjunction with the aforementioned Chairs, develops the budget for the Coaching and Officiating Development Committees prior to the incoming fiscal year
  - liaises, as required, with SSC
  - oversees the activities of the Coaching Development Committee
  - oversees the activities of the Officials Development Committee

## **Annex A2: Job Descriptions, Board Structure (Proposed)**

### ***All Positions***

All members of the Board of Directors are volunteers appointed or elected bi-annually at the Annual General Meeting for two years and are responsible for the items listed on this page. Specific requirements for each Board of Directors position are described in detail in the following pages.

#### **Accountability**

The board of directors is collectively accountable to the Ontario speed skating community, funders and other stakeholders. They are accountable for the Association's performance in relation to its mission and strategic objectives, and for the effective stewardship of financial and human resources.

#### **Authority**

Individual board members have no authority to approve actions by the Association, to direct staff, or to speak on behalf for the Association, unless given such authority by the board.

#### **Responsibility**



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Board members are responsible for acting in the best interests of the organization and the speed skating community and will bring to the task of informed decision-making a broad knowledge and an inclusive perspective.

### **General Board Duties**

Every member of the board of directors is expected to:

- Abide by the by-laws, code of conduct and other polices that apply to the board.
- Prepare for and participate in board meetings.
- Participate as a team player in helping the board direct the Association.
- Articulate alternative points of view and support board decisions once made.
- Participate in the review of the Association's mission and objectives and in the development of a strategic plan.
- Help the board to monitor the performance of the Association in relation to its mission, objectives and core values.
- Participate in the approval of the annual budget and monitor the financial performance of the Association in relation to it.
- Help establish, review and monitor polices that direct operational practices (e.g. financial management, human resource management).
- Participate in the hiring of, evaluation, and if required, the releasing of, the executive director.
- Recruit new board members.
- Participate in the evaluation of the board itself (annual board self-evaluation).
- Contribute to the work of board as a member of assigned board committees.
- Attend and participate in the Annual General Meeting.
- Stay informed about speed skating community and club issues relevant to the mission of the Association and the interests of key stakeholders.

### **Evaluation**

The performance of individual directors is evaluated annually in the context of the evaluation of the whole board and is based on the carrying out of duties and responsibilities as outlined above.

### **Removal of a Board Member**

A Director may be removed from the board, by two-thirds majority vote, for not performing his/her duties. Being absent from three consecutive board meetings without reasonable cause will result in the automatic removal from the board unless otherwise determined by a decision of the board.

## ***President***

**Time Commitment:** 10 to 15 hours per week (meetings, preparation, consultation)

### **Specific Duties of the President:**

In addition to general board duties listed on page (insert appropriate Information Manual page number), the President is:

- Accountable to the Board of Directors for all programs and activities of OSSA and for the smooth and efficient operation of OSSA.
- An ex-officio member of all committees of the Association.



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- Overseeing the activities of all Vice-Presidents and has veto option for any and all decisions of the individual Board members or committees so that these decisions may be brought to the Board by means of a conference call for reconsideration and Executive Committee approval or denial.
- Planning and coordinating the activities of the Executive and Board.
- Serves as the main liaison between OSSA and Speed Skating Canada.
- Serves as main liaison between OSSA and the Ministry of Tourism, Culture and Sport.
- Performs ceremonial and honorary activities on behalf of OSSA.

### **Qualifications**

The following are considered key job qualifications:

- Knowledge of the Ontario speed skating community.
- Understanding of the Non-Profit governance.
- Commitment to organization's mission and strategic directions.
- A commitment of time.
- Openness to learning.

### ***Vice-President, Finance***

**Time Commitment:** Five to 10 hours per week (meetings, preparation, consultation)

#### **Specific Duties of the Vice-President, Finance:**

In addition to general board duties listed on page (insert appropriate Information Manual page number), the VP, Finance is:

- Accountable, in collaboration with the Executive Director, for the development of the Association's annual budget.
- Ensuring the Association properly manages the annual budget in accordance with financial controls and regulatory policies for Non-Profit organizations.
- Providing the Board of Directors with an updated financial summary at each scheduled meeting.
- Responsible for ensuring all appropriate documentation is available in a timely manner to the approved auditor of annual financial statements.
- Chair of the Finance and Budget Committee.
- Chair of the Fundraising Committee.

### **Qualifications**

The following are considered key job qualifications:

- Knowledge of the Ontario speed skating community.
- Understanding of common financial practices for Non-Profit organizations.
- Commitment to organization's mission and strategic directions.
- A commitment of time.
- Openness to learning.

### ***Vice-President, Athlete Development***



**Time Commitment:** Five to 10 hours per week (meetings, preparation, consultation)

**Specific Duties of the Vice-President, Athlete Development:**

In addition to general board duties listed on page (insert appropriate Information Manual page number), the VP, Athlete Development is responsible for:

- Ensuring the Association aligns its programming with the Long-Term Athlete and Participant Development Model prescribed by Speed Skating Canada.
- Leading, in conjunction with the Manager, Sport Programs, the strategic direction, application and implementation of all high performance and recreation grants.
- Liaising with High Performance staff at Speed Skating Canada.

**Qualifications**

The following are considered key job qualifications:

- Knowledge of the Ontario speed skating community.
- Commitment to the principles and pathway of long term athlete and participant development for speed skating.
- Commitment to organization's mission and strategic directions.
- A commitment of time.
- Openness to learning.

***Vice-President, Sport Development (aka Technical)***

**Time Commitment:** Five to 10 hours per week (meetings, preparation, consultation)

**Specific Duties of the Vice-President, Sport Development:**

In addition to general board duties listed on page (insert appropriate Information Manual page number), the VP, Sport Development is:

- Responsible for the welfare and development selection of the Provincial Training Team, Development Team and makeup of special teams, for special rules applicable to OSSA sanctioned competitions and championships.
- Chair of the Technical Committee.
- Chair of the Safety Committee.
- Responsible to oversee the development and implementation of sanction criteria, along with the granting of such sanctions.
- Tasked to oversee the development and implementation of competition formats and rules for OSSA sanctioned competitions.
- In conjunction with the Vice-President, Finance and Executive Director, develops the Sport Development budget prior to the incoming fiscal year.
- Responsible for establishing a process for determining the calendar of events for the upcoming seasons and overseeing its implementation.
- After consultation with President and/or Executive Director, liaise with appropriate Speed Skating Canada personnel.
- Oversees production of OSSA technical bulletins.



### **Qualifications**

The following are considered key job qualifications:

- Knowledge of the Ontario speed skating community.
- Understanding of speed skating competition format and technical components.
- Commitment to organization's mission and strategic directions.
- A commitment of time.
- Openness to learning.

### ***Vice-President, Marketing and Communications***

**Time Commitment:** Five to 10 hours per week (meetings, preparation, consultation)

#### **Specific Duties of the Vice-President, Marketing and Communications:**

In addition to general board duties listed on page (insert appropriate Information Manual page number), the VP, Marketing and Communications is:

- Responsible for the promotion and marketing of speed skating throughout the Province, working closely with the clubs to assist them in promoting the sport.
- In conjunction with the VP Finance and Executive Director, develops budgets for the Marketing and Communications area prior to the incoming fiscal year.
- Liaises with Speed Skating Canada on marketing initiatives.
- Oversees the production of OSSA publications in conjunction with the Executive Director.
- Provides leadership in the development of a digital strategy, including website, social media and other forms of online communications.
- Oversees OSSA merchandise program.

### **Qualifications**

The following are considered key job qualifications:

- Knowledge of the Ontario speed skating community.
- Understanding of emerging sports marketing trends.
- Familiar with advancing digital environments.
- Commitment to organization's mission and strategic directions.
- A commitment of time.
- Openness to learning.

### ***Vice-President, Education (aka Coaches & Officials)***

**Time Commitment:** Five to 10 hours per week (meetings, preparation, consultation)

#### **Specific Duties of the Vice-President, Education:**





In addition to general board duties listed on page (insert appropriate Information Manual page number), the VP, Education is:

- Responsible for the development of speed skating coaching, officiating and volunteers throughout the Province, as a member of the Coaching Development Committee and the Officials Development Committee. Is the liaison to the Board for both committees.
- In conjunction with the chairs of the Coaching and Officials Development Committees, the VP Finance and Executive Director, develops budgets for the Education portfolio prior to the incoming fiscal year.
- Recommends team managers to accompany Ontario teams. Accountable for Terms of Reference and chairing Selection Committee to determine team managers and other Team Ontario personnel.
- Liaises with Speed Skating Canada on coaching development and officiating development initiatives.
- In conjunction with Manager, Sport Programs, liaise with Coaching Association of Ontario (CAO) to ensure OSSA coaches are informed, educated, certified and comply with CAO guidelines.
- Leads the creation of volunteer standards and screening process.
- Manages the recruitment, development, and recognition of volunteers.

**Qualifications**

The following are considered key job qualifications:

- Knowledge of the Ontario speed skating community.
- Understanding of coaching development.
- Understanding of officiating development.
- Commitment to organization’s mission and strategic directions.
- A commitment of time.
- Openness to learning.

DOCUMENT TO BE AMENDED (i.e. By-law): Information Manual	
SECTION HEADING: Annex A2	REGULATION #: N/A
TITLE: Job Descriptions, Board Structure	
EXISTING REGULATION (EXACT WORDING)	
None.	
PROPOSED AMENDMENT (EXACT WORDING)	



(To be inserted after description of Vice Chair in Technical Committee – Short Track)

**Provincial Registrar**

The position of Provincial Registrar will be appointed by the Board of Directors to an experienced registrar in good standing on a yearly basis. The Provincial Registrar will have access to all membership data and uphold the privacy of OSSA members when accessing information. The appointed person will report to the Officials Committee and liaise with the Technical Committee. Primary duties include: maintaining the integrity of the Meet Manager database; being the initial person to whom all registrations for all meets during the season are submitted thus ensuring consistency across the province to ensure that meets are opened to the correct regions in a timely fashion if entry numbers have not been maximized.

**RATIONALE**

The position of Provincial Registrar has existed for two seasons and the role should be formalized and included in the Information Manual.

DATE SUBMITTED: March 23, 2015

SUBMITTED BY: Board of Directors

DATE OF LAST REVISION: February 16, 2015

DRAFT



DOCUMENT TO BE AMENDED (i.e. By-law): Information Manual	
SECTION HEADING: Annex A4	REGULATION #: N/A
TITLE: Fees, Dues, Special Assessments	
EXISTING REGULATION (EXACT WORDING)	
See below.	
PROPOSED AMENDMENT (EXACT WORDING)	
See below.	
RATIONALE	
<p>To adopt the fees and dues for the 2015-16 season. Please pay particular attention to Note 12 on page 3.</p> <p>We have removed the family member fee discount as we are not permitted by the Ministry of Tourism, Culture and Sport to offer discounted memberships.</p>	
DATE SUBMITTED: March 23, 2015	SUBMITTED BY: Board of Directors
DATE OF LAST REVISION: March 9, 2015	

<b>Club Fees - Affiliation (see Note 1)</b>	<b>2014-15</b>	<b>2015-16</b>	<b>Notes</b>
<b>10-50 ordinary members</b>	<b>320</b>	<b>320</b>	Note 1: Based upon membership as of March 31 of previous season. For a new club, the affiliation club fee is not charged for the first year of membership. The second year is charged at ½ of the regular fee and for the third year, ¾ of the regular fee. Note 2: From each elite skater, competitive skater, recreational skater, associate, independent and special event skater fee received by OSSA, \$30, \$25, \$5, \$5, \$5 and \$0, respectively, is remitted to Speed Skating Canada. Furthermore, \$2 of each membership fee is classified by OSSA as insurance revenue.
<b>51-100 ordinary members</b>	<b>370</b>	<b>370</b>	
<b>101-150 ordinary members</b>	<b>420</b>	<b>420</b>	
<b>151-200 ordinary members</b>	<b>470</b>	<b>470</b>	
<b>201+ ordinary members</b>	<b>520</b>	<b>520</b>	
<b>Liability and sport accident insurance</b>	<b>230</b>	<b>230</b>	
<b>Membership Fees (see Note 2)</b>	<b>2014-15</b>	<b>2015-16</b>	
<b>Elite skater (see Note 3 &amp; 12)</b>	<b>125</b>	<b>145</b>	Note 3: This type of member is a skater who competes in International and/or Domestic sanctioned competitions including SSC National



			Championships (Age Class, Junior, Senior) Qualifiers, Canada Cups, North Americans, Canada Winter Games and selection events in Canada.
<b>Competitive skater</b> (see Note 4 & 12)	<b>110</b>	<b>110</b>	Note 4: This type of member is a skater who competes in any SSC or Branch sanctioned competition not listed in note 3.
<b>Recreational skater</b> (see Note 5 & 12)	<b>90</b>	<b>90</b>	Note 5: This type of member is a skater who is a member of OSSA who does not compete in a sanctioned event.
<b>Family (min. 4 family members)</b>	<b>230</b>	<b>N/A</b>	
<b>Associate, Associate-Coach, Associate-Official</b> (see Note 6 & 12)	<b>20</b>	<b>20</b>	Note 6: This type of member contributes as a coach, official, volunteer or parent who does not participate as a skating member. The Associate-Coach and Associate-Official categories should be used to designate registered coaches and officials
<b>Independent skater</b>	<b>125</b>	<b>125</b>	
<b>Independent associate</b>	<b>25</b>	<b>25</b>	
<b>Introductory member</b> (see Note 7 & 12)	<b>10</b>	<b>10</b>	Note 7: This type of member can participate for a maximum of ten <b>weeks</b> .
<b>Special event</b> (see Note 8 & 12)	<b>5</b>	<b>5</b>	

**Note 8: Special Event Members will be those individuals who become non-competitive Members on a single-event basis. That is, they are Members only for the duration of an event. Furthermore, they can only take out such a membership once per season. To formally take part in more than one speed skating event in a season, they must register as an Ordinary Member. The Special Event Membership class is meant to accommodate volunteers who may assist at only one event a year. These individuals would not formally participate in speed skating at any other time. It is also meant for those individuals who come out to try speed skating once on a trial basis whether through a clinic, drop-in class, try-out class, or camp.**

<b>Competition Fees</b>		<b>2014-15</b>	<b>2015-16</b>
<b>Sanction fee (club)</b>			
<b>Two day</b>	<b>100</b>	<b>100</b>	
<b>One day</b>	<b>85</b>	<b>85</b>	
<b>½ day (check-in fee is waived)</b>	<b>25</b>	<b>25</b>	



<b>Cradle</b>	<b>0</b>	<b>0</b>	
<b>Max entry fee per individual (see Note 9)</b>	<b>2014-15</b>	<b>2015-16</b>	
<b>Two day</b>	<b>100</b>	<b>100</b>	Note 9: The maximum entry fee is the upper limit that a club can charge for an event and includes the check-in fee if charged separately
<b>One day</b>	<b>80</b>	<b>80</b>	
<b>Platinum Two day (see Note 10)</b>	<b>125</b>	<b>125</b>	Note 10: The Platinum Two day fee is for an event wherein a special sanction is permitted once or twice a year and is provided by the Technical Committee for a trials type event such as the Ontario Winter Games, Canada Winter Games Trials, or as preparation for such an event in years without that level of competition.
<b>Check-in fee per individual (see Note 11)</b>	<b>4.25</b>	<b>4.25</b>	Note 11: No check-in fee is charged for a Special Event Member.

Note 12: Should Speed Skating Canada raise fees at their 2015 Annual General Meeting, to be held in June, OSSA will increase the corresponding fees the same amount.



DOCUMENT TO BE AMENDED (i.e. By-law): Information Manual	
SECTION HEADING: Annex A4: Fees, Dues, Special Assessments	REGULATION #: Note 8
TITLE: Introductory member	
EXISTING REGULATION (EXACT WORDING)	
Note 8: This type of member can participate for a maximum of ten ice sessions. This type of member cannot participate in sanctioned competition.	
PROPOSED AMENDMENT (EXACT WORDING)	
Note 8: This type of member is a skater who participates in a learn to skate (LS), learn to speed skate (LSS) or student (S) program of not more than 16 weeks. This type of member cannot participate in a sanctioned competition. Furthermore, a LSS or S member cannot be registered more than once in a season as an introductory skater. However, a LS member can be registered more than once in a season in the introductory membership category. Upon the first registration, they are registered as an Introductory-LS1. For the second registration, they are registered as an Introductory-LS2 and for a third registration, Introductory-LS3.	
RATIONALE	
<p>This amendment makes the OSSA definition consistent with Speed Skating Canada’s definition of an introductory member in terms of the type of time period, i.e., weeks instead of sessions, and the maximum length of an introductory program, i.e., 16 weeks instead of 10 sessions. This specification of a longer maximum length increases the likelihood that the introductory member will convert to a recreational member when the program is over. This specification also gives each club more flexibility in creating their own introductory programs in terms of length and number of sessions given their own coaching, ice time and financial resources.</p> <p>Being able to register an Introductory-LS member more than once in a season is intended to encourage and facilitate the creation of programs targeted at those in Stage 1 of the LTPAD model, that is, Active Start (0-6 years). Programs for these new skaters providing their own skates and hockey helmet are typically offered as once per week, half hour sessions and organised by local government or hockey and figure skating organisations and offered through the entire skating season. To be competitive with these other programs and, to be able to introduce the new skater to the local speed skating club, such a club offering a LS program cannot afford to pay OSSA the \$90 Recreational fee after just 10 sessions with the new skater rather than staying with the \$10 Introductory fee. Even 16 weeks is not sufficient as it takes at least one or two seasons for the Stage 1: Active Start children (likely 3-5 year olds) to learn to skate to a level that permits them to participate in a learn to speed skate program.</p> <p>Identifying the Introductory member as LS1, LS2, LS3, LSS or S is similar to OSSA and SSC being able to distinguish the three kinds of Associate members: Associate, Associate-Coach and Associate-Official. It also permits OSSA and SSC to charge additional fees for the re-registrations. For instance, at the end of the season, OSSA would charge a club \$10 for an Introductory-LS1 member, \$20 for an Introductory-LS2 member and \$30 for an Introductory-LS3 member.</p>	
DATE SUBMITTED: March 22, 2015	SUBMITTED BY: Kingston Striders Speed Skating Club



DOCUMENT TO BE AMENDED (i.e. By-law): Information Manual	
SECTION HEADING: Article B5	REGULATION #: B5.05
TITLE: Registration	
EXISTING REGULATION (EXACT WORDING)	
Registration for events <u>with an OSSA two-day sanction shall take place the evening prior</u> to the start of competition. The deadline for entries to all OSSA sanctioned events shall be 10 p.m. on the Wednesday the week preceding the registration date. <u>The Meet Co-ordinator may, at his/her discretion, decline to accept late entries, or assess a late entry fee for any entry submitted or fee paid after the deadline. Late entry fees may not be more than double the regular entry.</u> (note underlining is to help identify changes and will not be in Information Manual update)	
PROPOSED AMENDMENT (EXACT WORDING)	
Registration for events <u>shall take place the morning of</u> the start of competition. The deadline for entries to all OSSA sanctioned events shall be 11:59 p.m. on the Wednesday the week preceding the registration date. <u>Any entries submitted after this time will be accepted and assessed a late entry fee double the regular entry fee. Late entries will be closed by 12 noon on the following Friday. Please note that for the purposes of this article a week is considered to begin on Mondays.</u> (note underlining is to help identify changes and will not be in Information Manual update)	
RATIONALE	
<ul style="list-style-type: none"><li>• Change to reflect current practice for event registration.</li><li>• Allow for late entries to be accepted to benefit the skaters as well as the host club, but limit the additional work caused by <i>severely</i> late entries.</li></ul>	
DATE SUBMITTED: March 24, 2015	SUBMITTED BY: Board of Directors
DATE OF LAST REVISION: March 24, 2015	



DOCUMENT TO BE AMENDED (i.e. By-law): Information Manual	
SECTION HEADING: Article B5	REGULATION #: B5.01
TITLE: Registration	
EXISTING REGULATION (EXACT WORDING)	
If a skater has submitted a properly completed entry form but cannot produce proof of OSSA membership ( <u>OSSA card, or membership number</u> ), the skater shall pay a fee equal to twice the current skater membership rate in addition to the regular entry fee.  (note underlining is to help identify changes and will not be in Information Manual update)	
PROPOSED AMENDMENT (EXACT WORDING)	
If a skater has submitted a properly completed entry form but cannot produce proof of OSSA membership, the skater shall pay a fee equal to twice the current skater membership rate in addition to the regular entry fee.	
RATIONALE	
We no longer have OSSA cards and there are many ways to offer proof of membership. We do not want to limit the member by only listing one option.	
DATE SUBMITTED: March 23, 2015	SUBMITTED BY: Board of Directors
DATE OF LAST REVISION: February 16, 2015	





DOCUMENT TO BE AMENDED (i.e. By-law): By-law	
SECTION HEADING: Article 9	REGULATION #: 9.08.2
TITLE: Election of Directors	
EXISTING REGULATION (EXACT WORDING)	
<p>A Director shall be removed from office by resolution, which includes reasons for removal, passed by at least two-thirds of the votes of the Voting Delegates cast at a General Meeting duly called for such purpose provided that the notice with respect thereto shall indicate the intention to present at such meeting a resolution to remove the Director named therein. At such time as a Director has been removed pursuant to this <u>Article 9.10.2</u>, the Voting Delegates at such meeting may by a Simple Majority of the votes cast, elect any eligible individual to fill the vacancy.</p> <p>(note underlining is to help identify changes and will not be in Information Manual update)</p>	
PROPOSED AMENDMENT (EXACT WORDING)	
<p>A Director shall be removed from office by resolution, which includes reasons for removal, passed by at least two-thirds of the votes of the Voting Delegates cast at a General Meeting duly called for such purpose provided that the notice with respect thereto shall indicate the intention to present at such meeting a resolution to remove the Director named therein. At such time as a Director has been removed pursuant to this <u>Article 9.08.2</u>, the Voting Delegates at such meeting may by a Simple Majority of the votes cast, elect any eligible individual to fill the vacancy.</p> <p>(note underlining is to help identify changes and will not be in Information Manual update)</p>	
RATIONALE	
<ul style="list-style-type: none"><li>• Article 9.10.2 does not exist. The context of the reference to 9.10.2 suggests it should be referring to itself, Article 9.08.2.</li><li>• Changing other references from article 9.10 to article 9.08.2 make sense in the context of the reference so it is logical that this was the intended reference.</li></ul>	
DATE SUBMITTED: March 23, 2015	SUBMITTED BY: Board of Directors
DATE OF LAST REVISION: February 16, 2015	



DOCUMENT TO BE AMENDED (i.e. By-law): By-law	
SECTION HEADING: Article 9	REGULATION #: 9.09.1
TITLE: Election of Directors	
EXISTING REGULATION (EXACT WORDING)	
Subject to <u>Article 9.10</u> , if there is a quorum of Directors remaining in office, those Directors so remaining, may by resolution elect an eligible individual to fill any vacancy on the Board for the remainder of the term.  (note underlining is to help identify changes and will not be in Information Manual update)	
PROPOSED AMENDMENT (EXACT WORDING)	
Subject to <u>Article 9.08.2</u> , if there is a quorum of Directors remaining in office, those Directors so remaining, may by resolution elect an eligible individual to fill any vacancy on the Board for the remainder of the term.  (note underlining is to help identify changes and will not be in Information Manual update)	
RATIONALE	
<ul style="list-style-type: none"><li>• Article 9.10 does not exist.</li><li>• The context of the reference implies that should article 9.08.2 not apply then this process can be followed.</li><li>• Changing other references from article 9.10 to article 9.08.2 make sense in the context of the reference so it is logical that this was the intended reference.</li></ul>	
DATE SUBMITTED: March 23, 2015	SUBMITTED BY: Board of Directors
DATE OF LAST REVISION: February 16, 2015	



DOCUMENT TO BE AMENDED (I.E. BY-LAW): BY-LAW	
SECTION HEADING: Article 11	REGULATION #: 11.07.3
TITLE: Offices and Officers	
EXISTING REGULATION (EXACT WORDING)	
<p>An officer elected by the Voting Delegates at a Meeting of Members may be removed in accordance with <u>Article 9.10.2</u>. At such time as an officer has been removed pursuant to this Article and <u>Article 9.10.2</u>, the Voting Delegates at such meeting may by a Simple Majority of the votes cast, elect an eligible individual to fill any vacancy.</p> <p>(note underlining is to help identify changes and will not be in Information Manual update)</p>	
PROPOSED AMENDMENT (EXACT WORDING)	
<p>An officer elected by the Voting Delegates at a Meeting of Members may be removed in accordance with <u>Article 9.08.2</u>. At such time as an officer has been removed pursuant to this Article and <u>Article 9.08.2</u>, the Voting Delegates at such meeting may by a Simple Majority of the votes cast, elect an eligible individual to fill any vacancy.</p> <p>(note underlining is to help identify changes and will not be in Information Manual update)</p>	
RATIONALE	
<ul style="list-style-type: none"><li>• Article 9.10.2 does not exist.</li><li>• Article 9.08.2 describes the process for removing an officer.</li><li>• Changing other references from article 9.10 to article 9.08.2 make sense in the context of the reference so it is logical that this was the intended reference.</li></ul>	
DATE SUBMITTED: March 23, 2015	SUBMITTED BY: Board of Directors
DATE OF LAST REVISION: February 16, 2015	



DOCUMENT TO BE AMENDED (i.e. By-law): Information Manual	
SECTION HEADING: Section G	REGULATION #: N/A
TITLE: Code of Conduct	
EXISTING REGULATION (EXACT WORDING)	
See below.	
PROPOSED AMENDMENT (EXACT WORDING)	
See below.	
RATIONALE	
Update our Code of Conduct to broaden the application to all members at all times.	
DATE SUBMITTED: March 23, 2015	SUBMITTED BY: Board of Directors
DATE OF LAST REVISION: February 16, 2015	

**SECTION G — CODE OF CONDUCT**

**Preamble**

The purpose in establishing a Code of Conduct is to articulate the norms of behaviour that are expected of members of the Association and those associated with OSSA and OSSA members when they are present or engaged in activities sponsored or sanctioned by the Association or in which the Association is otherwise involved.

It is not the intent of this Policy to try to dictate what an individual’s lifestyle should be. The guidelines are designed to ensure that all concerned conduct themselves in a manner that protects the reputations and well being of the Association, its coaches, officials, administrators and athletes alike. The purpose of the Code is to identify clearly what is acceptable conduct and what is not. Also, the Code indicates that non-compliance may result in disciplinary action being invoked in accordance with the process outlined.

**Application**

This Code is applicable to all OSSA members and those associated with OSSA participating as:

an athlete with an official Ontario team or squad or affiliated club;

as a coach, manager or other designated personnel accompanying an official Ontario team or squad or affiliated club;

or other members acting on behalf of the Association



OSSA members attending and/or participating;

at any speed skating event or activity anywhere, whether funded or not by OSSA.

These guidelines also apply, where appropriate, to all OSSA members when representing their respective clubs at any speed skating event or activity. It is suggested that individual affiliated clubs adopt the Policy for its members when representing their respective clubs at speed skating events or activities.

#### General

When engaged in speed skating events or activities, persons covered by this Code should act in a manner that reflects respect for oneself, respect for the OSSA, and respect for others. As such, the Association expects adherence to the following guidelines:

- a) Team Leaders, coaches with the assistance of team managers, where applicable, are responsible for ensuring that athletes and those acting in a support role with Ontario teams conduct themselves in an appropriate manner;
- b) No one shall act in a manner that places, or that may be construed as placing, athletes or other team personnel at risk;
- c) Rude comments, gestures, foul and inappropriate language, or other forms of harassment are not acceptable;
- d) No one shall say or do anything that is designed to damage deliberately the well being, reputation or character of others, a member club or the OSSA;
- e) No one shall deliberately damage personal or public property or act in a manner that could result in such damage;
- f) No one shall deliberately injure another person or act in a manner that could result in such injury;

#### Use of Alcoholic Beverages and Banned or Illegal Substances

- a) No one under the legal drinking age shall consume alcoholic beverages or be in a place in which only alcoholic beverages are served unless accompanied by the parent or guardian of the person in question;
- b) Athletes of legal drinking age must consult with the Team Leader/Coach **and** the team manager, where applicable, prior to consuming alcoholic beverages while participating as member of an OSSA sponsored team or squad. Notwithstanding this, in any case, such athletes may not consume alcohol in rooms where the team or squad is accommodated. Moreover, no one is to provide alcohol to anyone under the legal drinking age.
- c) No one is, knowingly, to use any banned or illegal substance, provide to others a banned or illegal substance or encourage the use of banned or illegal substances.

#### Excessive Noise



- a) All persons covered by this Code must observe any specific noise regulations of any public establishment and "quiet hours" rules of any private establishment in which they are staying.
- b) In any case, all persons covered by this Code are expected to exercise self-discipline at all times and to respect the rights of others who are also using the establishment.

#### Roles and Responsibilities

To ensure that the Code is followed, a team approach is essential. Protecting the well being of OSSA team personnel, including athletes, coaches, and other officially designated support personnel, is a collective responsibility. Nevertheless, the Team Leader/Coach is accountable for ensuring adherence to the Code at events or activities involving official Ontario teams or squads. Other coaches who form part of the support team at such events or activities will assist the Team Leader/Coach. Where a manager is also appointed, he or she will also assist the Team Leader/Coach. The Team Leader/Coach and the Manager shall each submit a report to the Director immediately following the event or activity providing details of any incidents and describing the circumstances where the Code has been any violated.

#### Observance of Curfews

The setting of curfews is a normal condition with respect to participation at speed skating events. Curfews will be established by the Team Leader/Coach in consultation with the Manager, where a manager has been appointed.

- a) All athletes must observe curfews that have been established;
- b) An athlete may request an exemption from the established curfew. Such a request must be discussed with the Team/Leader/Coach in consultation with the Manager.
- c) The Team Leader/Coach may approve an exemption following consultation with the manager. Curfews will be established taking into account the competition circumstances, the age of the athletes in question, and the considered well being of the athletes and other team personnel.
- d) The Team Leader/Coach may approve an exemption following consultation with the manager. Curfews will be established taking into account the competition circumstances and the considered well being of the athletes and other team personnel.

#### Room Sharing Policy

- a) It is the responsibility of the Manager to assign rooms. Where a manager has not been appointed, the Team Leader or Coach will exercise this responsibility.
- b) Athletes must occupy the rooms assigned to them by the Manager. The Manager, or as appropriate the Team Leader/Coach, must approve any changes to room assignments.
- c) Athletes must seek approval from the Team Leader or Coach in consultation with the Manager prior to inviting parents or relatives, non-team athletes or friends to share their room. Any self-invited guests must be reported to the Manager or Team Leader/Coach immediately.
- d) Except in extenuating or emergency circumstances, coaches and managers shall not share a room with an athlete. In any case, an effort must be made to secure verbal consent of the parents or guardians of any minor athletes.



#### Disciplinary Action

- a) Violations of the Code are subject to disciplinary action up to and including suspension of membership by the Board ;
- b) In connection with an event or activity involving an official team or squad, the Team Leader/Coach in consultation with the Manager and other officially designated team personnel is responsible for taking any appropriate action. This may include loss of privileges at the event or activity and/or suspension from team at the event or activity.
- c) The Team Leader/Coach and the Manager shall submit reports to the Director immediately following the event or activity, providing the details of any violation of the Code and how the matter was handled, including any specific action taken in respect of the violation.
- d) Violations may also be subject to disciplinary action by the Board which may include a letter of reprimand, loss of funding in whole or in part, suspension or dismissal from the Provincial Training Squad, or Canada Winter Games Development Squad or other OSSA sponsored teams or programs.
- e) In any case where compensation for damage to property is required, restoration of privileges will not take place until restitution has occurred.
- f) In cases where disciplinary action is being contemplated by the Board, the person and, in the case of a minor, the parents or guardian also, will be notified that disciplinary action is contemplated
- g) Parents and guardians will also be notified of incidents involving any disciplinary action that has taken place in connection with a specific event or activity.

#### Representations

With respect to any contemplated disciplinary action, the person or persons involved may make written representations to the Board not later than 15 days following receipt of notification by the Board that such action is being considered. The Board shall render its decision not later than 30 days following receipt of such written representations or following any verbal representations to the Board, if requested.



## SECTION G — CODE OF CONDUCT

### PREAMBLE

The Code of Conduct articulates the norms of behaviour that are expected of all members of the Ontario Speed Skating Association (volunteers, employees, parents, guardians and staff). It is not the intent of this Policy to try to dictate what an individual's lifestyle should be. The guidelines are designed to ensure that all concerned conduct themselves in a manner that protects the reputations and well-being of the Association. Non-compliance may result in disciplinary action being invoked in accordance with the process outlined.

All OSSA members shall:

Refrain from words, actions and behaviors – in any medium – that demonstrate disrespect or poses a threat for others. This includes electronic communications and social media.

Contribute to a club and competition environment where all members are safe from emotional, physical, verbal, and sexual abuse.

Contribute to a club and competition environment where discrimination on the basis of race, religion, sex, age, mental or physical ability, socio-economic beliefs, or any other grounds is not tolerated.

OSSA members attending meets and events:

No one under the legal drinking age shall consume alcoholic beverages or be in a place in which only alcoholic beverages are served unless accompanied by the parent or guardian of the person in question. No one is to provide alcohol to anyone under the legal drinking age.

No one is, knowingly, to use any banned or illegal substance, provide to others a banned or illegal substance or encourage the use of banned or illegal substances.

All persons covered by this Code must observe any specific noise regulations of any public establishment and "quiet hours" rules of any private establishment in which they are staying.

Except in extenuating or emergency circumstances, coaches and managers shall not share a room with an athlete. Should there be any circumstances that require an adult to share a room with an athlete, an effort must be made to secure verbal consent of the parents or guardians of any minors.

Violations of the OSSA Code of Conduct

With respect to any contemplated disciplinary action, the person or persons involved may make written representations to the Board not later than 15 days following receipt of notification by the Board that such action is being considered. The Board shall render its decision not later than 30 days following receipt of such written representations or following any verbal representations to the Board, if requested.





***Ontario Speed Skating Association  
DRAFT Minutes of the Annual General Meeting held May 23, 2015  
at Quality Hotel and Conference Centre, Oshawa, Ontario  
Hereinafter cited as AGM-15***

In any case where compensation for damage to property is required, restoration of privileges will not take place until restitution has occurred.

In cases where disciplinary action is being contemplated by the Board, the person and, in the case of a minor, the parents or guardian also, will be notified that disciplinary action is contemplated.

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