

Bobsleigh CANADA Skeleton
Board of Directors Meeting 1011, Minutes
October 18, 2011 18:00-20:00
Bob Niven Training Centre, Boardroom

Our Mission: Bobsleigh Canada Skeleton develops Olympic and World Champions.

Call to Order – 19:00

Present: Reid Morrison, Bernie Asbell (Conference Call), Lee Genier, Astrid Wolf, Brent Berezowski

Regrets: Lisa Szabon-Smith

Staff: Don Wilson, Dwayne Dreher

1. Review and approval of agenda.

Motion 1011 1: Asbell/Genier
To approve the agenda as presented. CARRIED

2. Review and approval of September 20,2011 911 Minutes.

Motion 1011 2: Wolf/Genier
To approve the 911 BCS BOD Minutes as amended. CARRIED

3. Business arising from minutes:

3.1 111.6.1 Youth Olympic Games

Nothing new to report

PENDING

3.2 911.6.2 Athlete Program Fee

Following up on the meeting the athletes had with Reid, the Board discussed the creation of a policy or guideline to state that a maximum amount of fees could be requested from the membership in any given year and have that value would be a percentage of the total revenue budget. The difficulty in determining a value is the potential inconsistency of an annual budget with fluctuations in restricted funds like OTP, Sport Canada, Canadian Olympic Committee, and hosting grants, and in unrestricted funds like sponsorships and rebate.

It was felt this topic needed more discussion and having athlete reps present was essential. It was also noted that this topic is a work in progress and is not pressing given the normal budget process commencing in May of each year.

PENDING

3.3 911.6.3 Officials Manual

Motion 1011 3: Wolf/Berezowski

To adopt the Bobsleigh Canada Skeleton Officials Manual as presented. (Attachment 2)

CARRIED

Motion 1011 4: Berezowski/Genier

To adopt the BCS Volunteer Code of Conduct as presented. (Attachment 3)

CARRIED

CLOSED

3.4 911.9.4 Sponsorship Finder's Fee

The Board discussed the recognition of a Finder's fee for athletes that bring forward a relationship with a sponsor that leads to a cash-value sponsorship, or a value-in-kind sponsorship that goes against a budgeted item. The general premise is that the fee would be paid at a 3% - 5% rate of the value of the first year of the agreement. The higher percentage being paid for a multi-year agreement (ie: 1-2 year agreement 3 %, 3-4 year agreement 5%). There would also be a consideration as to the involvement of the athlete in the introduction. The final decision as to the Finder's fee would be at the discretion of the CEO.

A formal proposal will be brought forward for the next meeting to review and discuss.

PENDING

4. General Operations Update.

4.1 CEO Report: 1011, October 18,2011

1. General:

- a. Reid and I met with Ivo Ferriani in Whistler and reviewed the improvements made to the Whistler track to the FIBT's satisfaction. We also met with Georg Werth and went over the protocols and procedures for the up coming World Cups
- b. The BCS Athlete's Ice Block Auction was held on October 12 at Flames Central. Knowing that there is some ticket revenue still out with ticket sellers, the gross revenue was \$16,900 with present expenses of about \$7,000. The event should realize a profit of about \$9,000 - \$10,000. I would like to acknowledge Micaela Widmer for her tremendous work on the event, Helen and Jesse as first rate MC's and Jon for his outstanding auctioneering. I heard many positive comments from people in attendance.
- c. We have received a substantial auditor's fee, significantly higher than contracted and budgeted. I will be working with Deloitte to try and reduce that amount.
- d. The British Columbia Government has confirmed \$125,000 for a hosting grant to be inclusive of both the Bobsleigh Canada Skeleton World Cup and the Canadian Luge Association World Cup. This is a 50% reduction in funding from last year. As well, because the amount received from the BC Government directly affects the amount from Sport Canada, while we applied for \$75,000 we can only receive \$50,000, which is the same as last year. In discussion with Whistler Sport Legacy, they will be giving

- BCS the gate that they previously maintained last year and is anticipated at \$30,000, the revenues are projected to match expenses for the event with a net \$0.
- e. We anticipate the Alberta Government's commitment to our World Cup should be known within the next two weeks.
 - f. I met with Tourism Whistler and the Resort Municipality of Whistler. It was a very informative and fruitful meeting in the short and long term. I now have a better understanding of what drives marketing in Whistler and how we can work better with these two municipal agencies. Through this meeting the RMoW may have potential commercial sponsor for the Whistler World Cup.
 - g. I also met with three hotels in Whistler to try and generate a host hotel partner for future events in Whistler.
 - h. We have received \$25,000 for the title sponsorship of the America's Cup from the Calgary Hotel Association and the Destination Marketing Fund. This sponsorship came to fruition through a meeting Dwayne, Rusty and I had with Sara Bibi-Colbourne of the Four Points Sheraton and the subsequent application by Dwayne. This is a very positive development because we normally lose money on the AC and this will help to ensure a break-even position.
 - i. Complementary to this we will be approaching the CHA/DMF to become a major sponsor of the Calgary World Cup.
 - j. Both the ABA and ASA had their AGM's. I attended the ABA AGM. As stated Previously Devin is leaving ABA and Sara Monk has replaced him. Tim Dygras is continuing as President of ABA.
 - k. I met with the new CEO of the COC, Chris Overholt in Calgary. The meeting was quite informal but we discussed opportunities between the NSO and the COC in a greater partnership role, issue and challenges we have with the COC, future direction initiative of the COC and the whole relationship between OTP<>COC<>Sport Canada.

4.2 Finance

Dwayne presented the September 30, 2011 financials. (Attachment 1)

4.3 Marketing/Development:

The vast majority of my time has been spent developing our Toronto event now set for November 17, 2011. Jon Montgomery and Mellisa Hollingsworth are confirmed and we're also looking to add one of our Bobsleigh 2010 medalists as well.

Chris Dornan and I have been coordinating the PR/Media angle of our time in Toronto with the sponsor side to ensure we get the highest value possible. Chris and I both believe that (as a winter sport especially) it is crucial for us to maintain a Toronto presence (started last fall) on an annual basis.

We have recommended that in future, a block of time (as close to the start of the WC season as possible), be set aside and built into the training schedule from Day 1. This will ensure we maintain a constant presence in Toronto and provide the athletes with as much planning notice as possible.

Adidas Canada has agreed to host our sponsor event at their brand new campus just North of the Pearson airport. Their cafeteria/gathering space is fully outfitted with audio/visual equipment and will provide us with a unique and inexpensive (free) venue. All guests will also be allowed to shop the employee store once they are done if they choose. Our costs on the event will be limited to catering (simple lunch), possibly a

small token gift for attendees and whatever travel is associated with the athletes attending.

Jon Montgomery got speaking to a representative from Pattison outdoor advertising about the possibility of us using some un-purchased billboard space in Mid-November. Chris Dornan and I are coordinating this as a further way to draw attention to our sponsor search PR program.

As has already been demonstrated by the recent article in the Vancouver Sun, our lack of sponsors (combined with the loss of sponsors for Speed Skating, Alpine and Freestyle) is a story worthy of National media attention...we hope to capitalize on this ahead of the other sports.

Toronto event overview

As originally outlined, the purpose this event is to develop a network of both short term and long term leads. We will develop an invitation immediately to be distributed to those in the sponsorship arena as well as persons of influence in the Toronto area.

A portion of the program will feature our athletes and I presenting the "BCS opportunity". We will also take time to ask the audience of professionals for feedback on our strategy. I want the audience to be in a position of wanting to help us make connections and not just feel like they're being pitched.

The presentation will be professional and upbeat. I want it to effectively communicate what a partnership with BCS can accomplish for them – or perhaps for someone they know.

5. Athletes' Business

- Currently the AC is looking for a replacement for Louis on the Board
- The Council has been working on the athlete fees proposal

6. New Business

No New Business

7. Adjournment

- Meeting adjourned 19:30

NEXT MEETING
Tuesday November 15, 2011
BNTC – Bobsleigh Canada Office

**Bobsleigh Canada Skeleton
Balance Sheet As at 09/30/2011**

ASSET		
Current Assets		
Cash - Total		9,807
GIC		-
Accounts Receivable	100,192	
Bobsleigh & Luge A/R	(13,604)	
Canadian Luge A/R	(1,825)	
Bobsleigh Trust Fund	571,474	
Previous Year Adjustments	(41,755)	
Total Accounts Receivable		614,483
Prepaid Expenses		14,843
Total Current Assets		639,134
Capital Assets		
Total Capital Assets		648,005
TOTAL ASSET		\$1,287,138.04
LIABILITY		
Current Liabilities		
Accounts Payable - Total		463,822
Other Liabilities		(1,705)
Total Current Liabilities		462,704
TOTAL LIABILITY		462,704
EQUITY		
Member's Surplus		
Prior Year's Surplus (Deficit)		17,763
AOCI		(104,770)
Comprehensive Income Adjustment		275,290
Prior Period Adjustments	125,275	
YTD Surplus/Deficit	317,519	
Member's Surplus: Current	-	
Member's Surplus		442,794
Current Earnings		193,357
Total Member's Surplus (Earnings)		824,434
TOTAL EQUITY		824,434
LIABILITIES AND EQUITY		\$1,287,138

**Bobsleigh Canada Skeleton
Income Statement as of 09/30/2011**

	Budget Year			Year to Date			Year End	
	Actual 04/01/2011 to 09/30/2011	Budget 04/01/2011 to 03/31/2012	Variance	Actual 04/01/2011 to 09/30/2011	Actual 04/01/2010 to 09/30/2010	Variance	Estimate of Final Revenues	Variance
REVENUE								
Sport Canada Revenue								
Sport Canada - Core	460,066	453,729	6,337	460,066	468,591	(8,525)	453,729	-
Sport Canada - Excellence-OTP	286,191	1,617,400	(1,331,209)	286,191	-	286,191	1,617,400	-
Sport Canada/OTP Research and Inv	-	150,000	(150,000)	-	-	-	150,000	-
Total Sport Canada Revenue	746,257	2,221,129	(1,474,872)	746,257	468,591	277,666	2,221,129	-
COC Revenue								
COC - OLCF	52,608	52,608	-	52,608	-	52,608	52,608	-
Total COC Revenue	52,608	52,608	-	52,608	-	52,608	52,608	-
Sponsorship Revenue								
Sponsorship 1	-	100,000	(100,000)	-	125,000	(125,000)	100,000	-
Sponsorship 2	-	50,000	(50,000)	-	57,500	(57,500)	50,000	-
Sponsorship 3	35,000	23,300	11,700	35,000	35,000	-	23,300	-
VIK	-	180,000	(180,000)	-	-	-	180,000	-
Total Sponsorship Revenue	35,000	353,300	(318,300)	35,000	217,500	(182,500)	353,300	-
FIBT Revenue								
FIBT - WC/AC/EC Contributions	-	40,000	(40,000)	-	-	-	40,000	-
Prize Money	76,640	-	76,640	76,640	-	76,640	-	-
Total FIBT Revenue	76,640	40,000	36,640	76,640	-	76,640	40,000	-
CSCC Revenue								
Bobsleigh Institute Program	-	225,000	(225,000)	-	-	-	225,000	-
Skeleton Institute Program	-	55,130	(55,130)	-	-	-	55,130	-
IST Services	-	580,000	(580,000)	-	-	-	580,000	-
Total CSCC Revenue	-	860,130	(860,130)	-	-	-	860,130	-
Event Revenue								
Sponsorship	750	328,000	(327,250)	750	5,876	(5,126)	328,000	-
Entry Fees	-	75,000	(75,000)	-	-	-	75,000	-
FIBT Event Funding	-	56,000	(56,000)	-	-	-	56,000	-
Sport Canada - Events	-	100,000	(100,000)	-	-	-	100,000	-
ASRPWF Funding	8,500	8,500	-	8,500	10,000	(1,500)	8,500	-
Total Event Revenues	9,250	567,500	(558,250)	9,250	15,876	(6,626)	567,500	-
Other Revenue								
Membership/Affiliation Fees	50	1,500	(1,450)	50	1,425	(1,375)	1,500	-
Donations	-	15,000	(15,000)	-	2,500	(2,500)	15,000	-
Rebates/etc	8,561	30,000	(21,439)	8,561	460	8,101	30,000	-
Donation - Specific	10,070	-	10,070	10,070	7,000	3,070	-	-
National Team Fee	-	13,440	(13,440)	-	33,833	(33,833)	13,440	-
Skeleton Program Fee	-	9,000	(9,000)	-	-	-	9,000	-
Bobsleigh Program Fee	-	86,000	(86,000)	-	3,600	(3,600)	86,000	-
Winsport Event Contribution	15,000	-	15,000	15,000	-	15,000	-	-
CSCC Contribution	27,000	-	27,000	27,000	-	27,000	-	-
VAT Refund	2,078	-	2,078	2,078	-	2,078	-	-
Miscellaneous	-	-	-	-	12,786	(12,786)	-	-
Total Other Revenue	62,760	154,940	(92,180)	62,760	61,604	1,155	154,940	-
Trust Fund								
Trust Fund Revenue	-	-	-	-	-	-	-	-
Total Trust Fund	-	-	-	-	-	-	-	-
TOTAL REVENUE	\$ 982,514	\$ 4,249,607	\$ (3,267,093)	\$ 982,514	\$ 763,571	\$ 218,943	\$ 4,249,607	-

**Bobsleigh Canada Skeleton
Expense Statement as of 09/30/2011**

	Budget Year			Year End	
	Actual 04/01/2011 to 09/30/2011	Budget 04/01/2011 to 03/31/2012	Variance to Date	Estimate of Final Costing	Variance to Year
EXPENSES					
100 National Bobsleigh Program	(43,556)	(570,845)	527,289	(570,845)	-
1000 Administration	(29,101)	(63,300)	34,199	(63,300)	-
1050 Administrative Salaries and Benefits	(153,259)	(290,575)	137,316	(290,575)	-
1075 Debt Repayment	-	(10,000)	10,000	(10,000)	-
1100 World Cup Calgary	-	(205,000)	205,000	(205,000)	-
1130 World Cup Whistler	-	(205,000)	205,000	(205,000)	-
1150 Canadian Championships	-	(10,500)	10,500	(10,500)	-
1165 Americas Cup	(221)	(26,000)	25,779	(26,000)	-
1180 Intl Cup Skeleton	-	(21,000)	21,000	(21,000)	-
1200 Meetings/Representation	(3,462)	(7,500)	4,038	(7,500)	-
1300 Officials Program	-	(8,500)	8,500	(8,500)	-
1500 Marketing/Communications	(4,186)	(29,760)	25,574	(29,760)	-
1600 OTP Research and Innovation	-	(150,000)	150,000	(150,000)	-
1800 Long Term Athlete Development	-	-	-	-	-
200 National Skeleton Program	(6,852)	(303,652)	296,800	(303,652)	-
2000 High Performance Salaries and Benefits	(289,231)	(659,685)	370,454	(659,685)	-
300 Development Bobsleigh Program	(6,120)	(183,370)	177,250	(183,370)	-
3100 Workshop	(35,064)	(47,000)	11,936	(47,000)	-
3200 Bobsleigh Equipment	(154,628)	(326,700)	172,072	(326,700)	-
3300 Official Languages	(665)	(9,000)	8,335	(9,000)	-
3400 Skeleton Equipment	(125)	(24,200)	24,075	(24,200)	-
3500 Insurance	(20,413)	(55,900)	35,487	(55,900)	-
3600 Performance Technology	-	(20,130)	20,130	(20,130)	-
3800 VIK	-	(180,000)	180,000	(180,000)	-
400 Development Skeleton	(2,885)	(80,384)	77,499	(80,384)	-
500 Recruitment/Participation	(5,987)	(29,270)	23,283	(29,270)	-
600 Intl Cup Skeleton	-	(95,327)	95,327	(95,327)	-
700 Starts and Strength	(20,564)	(74,200)	53,636	(74,200)	-
800 Performance Services	(744)	(580,000)	579,256	(580,000)	-
TOTAL EXPENSES	\$ (777,061)	\$ (4,266,798)	\$ 3,489,737	\$ (4,266,798)	-
TOTAL REVENUES	\$ 982,514	\$ 4,249,607	\$ (3,267,093)		
PROFIT/LOSS	\$ 205,454	\$ (17,191)	\$ 222,645		

Attachment 2

**Bobsleigh Canada Skeleton
Officials Manual**



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Acknowledgements

Overview

Introduction

This manual is for the use of Bobsleigh and Skeleton Officials across Canada following the rules and regulations of the FIBT (Federation Internationale de Bobsleigh et de Tobogganing).

For the purposes of this manual an official is deemed to be an individual who is rules competent for all field of play duties. This manual is dedicated to all those individuals who volunteer to serve as officials and give of their time, energy and expertise to ensure the fairest, safest possible conditions for all competitions.

Objectives of the Officials Program

The program is intended to standardize the requirements, duties and responsibilities at all levels of officiating within the sports of bobsleigh and skeleton, to the extent possible and to build a team of proficient officials for all levels of competition. In this manual, each level of officiating expertise is matched to the demands of the competition. In this way, officials are qualified at levels that match their experience and ability.

Sport Governing Bodies

Federation Internationale de Bobsleigh et de Tobogganing (FIBT)

Bobsleigh Canada Skeleton (BCS)

Provincial Bobsleigh & Skeleton Associations:

- Alberta Bobsleigh Association – ABA

- Alberta Skeleton Association – ASA

- Canadian Association of Skeleton Officials (Alberta) - CASO

- BC Bobsleigh & Skeleton Association – BCBSA

- Ontario Bobsleigh & Skeleton Association – OBSA

Officials Certification

Level 1

All new officials must begin at Level 1.

Criteria

- Must attend the Level 1 Official's Course and complete the test or if joining mid-season complete the test and meet with a member of the BCS Officials Committee. A minimum grade of 80% is required as a pass. A second course may be conducted mid-year if there is enough interest.
- Must be a member in good standing of a provincial or national association.
- Supply a copy of a police security clearance if required.
- Be familiar with BCS policies and procedures especially, Code of Conduct, Discrimination and Harassment Policy which can be found on the BSC website <http://www.bobsleighcanadaskleton.ca>.

Roles & Responsibility

- See Appendix "A" for the various roles and responsibilities
- See Appendix "B" for an outline of the roles for which each level of official is qualified.

Practical Experience

- Must attend a minimum of 5 shifts at various events throughout the season to maintain their status as an official.
- Opportunities for mentorship will be available at all events and members of the BCS Officials Committee will be available for one on one discussion and training.

Progression

- Must have completed a minimum of one full season as a Level 1 Official prior to moving to Level 2.
- Must achieve the required level of competency at all Level 1 tasks. (Members of the BCS Officials Committee will determine Measure of competency.)

Level 2

An individual may progress to Level 2 when they have fulfilled the requirements of Level 1.

Criteria

- Must attend the Level 2 Officials Course and complete the written test or a verbal test from a member of the BCS Officials Committee and attain a grade of 80%.
- Must be a member in good standing of a provincial or national association.
- Supply a copy of a police security clearance if required.
- Be familiar with BCS policies and procedures especially, Code of Conduct, Discrimination and Harassment Policy which can be found on the BCS website <http://www.bobsleighcanadaskleton.ca>.

Roles & Responsibility

- See Appendix "A" for the various roles and responsibilities
- See Appendix "B" for an outline of the roles for which each level of official is qualified.

Practical Experience

- Must attend a minimum of 5 shifts at various events throughout the season to maintain their Official status.
- Opportunities for mentorship will be available at all events and members of the BCS Officials Committee will be available for one on one discussion and training.

Progression

- Must have completed a minimum of one full season as a Level 2 Official prior to moving to Level 3.
- Must achieve the required level of competency at all Level 2 tasks. (Members of the BCS Officials Committee will determine Measure of competency.)

Level 3

An individual may progress to Level 3 when they have fulfilled the requirements of Level 2.

Criteria

- Must be assessed by the BCS Officials Committee and determined to have completed all prior level requirements and have enough practical experience and competency to fulfill the Level 3 roles and responsibilities. The BCS Officials Committee will meet as required to review all Level 2 officials.
- Must be a member in good standing of a provincial or national association.
- Supply a copy of a police security clearance if required.
- Be familiar with BCS policies and procedures especially, Code of Conduct, Discrimination and Harassment Policy which can be found on the BSC website <http://www.bobsleighcanadaskleton.ca>.

Roles & Responsibility

- See Appendix "A" for the various roles and responsibilities
- See Appendix "B" for an outline of the roles for which each level of official is qualified.

Practical Experience

- Must attend a minimum of 5 shifts at various events throughout the season to maintain their Official status.
- Opportunities for mentorship will be available at all events. One on one discussion and training may be provided by senior officials.

Progression

- In order to be nominated to write the FIBT exam, a Level 3 official may request a nomination. The BCS Officials Committee will meet as required to review qualifications and determine eligibility to be nominated.

FIBT

Each year the FIBT will offer examinations at a minimum of two locations, one in North America and one in Europe. The FIBT exam is always offered at the World Championships and at a World Cup event in the continent where the World Championships are not held. Only individuals who are nominated by their National Federation are eligible to write the exam. BCS will not be responsible for travel or accommodations if an individual chooses to travel from their home city/town to write the FIBT exam.

BCS Officials Committee

Matters relating to officials will be reviewed by members of the BCS Officials Committee. This committee is a volunteer committee consisting of FIBT Level representatives from both sports.

Course Delivery

All Level 1 and Level 2 courses will be conducted by a minimum of one FIBT Level official. Senior and/or long standing officials may assist. Every effort will be made to conduct at least one course at each level each year if required.

Event Hosting

Types of Events

Local Races – Club, Provincial Cups/Championships

Entries: Smaller numbers, local members.

Location: Calgary and Whistler

Organizer: Local club, ASA, ABA, BCBSA or any other provincial association

Jury/Race Director Appointment: Jury and Race Director appointed by the race organizer.

Canadian Races – Selection Races, Canadian Championships

Entries: Club members, Provincial Team, Development Team, National Team

Location: Calgary and Whistler

Organizer: BCS

Jury/Race Director Appointment: Jury and Race Directors appointed by the race organizer.

FIBT Races – America's Cups, Intercontinental Cups, World Cups, World Championships and Olympic Winter Games

Entries: Capped as per IOC and FIBT Quotas (International Teams)

Location: Various tracks throughout the world

Organizer: Local Federation with support from FIBT, Olympic Organizing Committee

Jury/Race Director Appointment: Jury is appointed by the FIBT, Race Director is appointed by the race organizer.

Team Captains Meetings

Depending on the event there may be a requirement for some officials to attend the Team Captain's meetings. Usually this is only required for the larger events such as World Cups, World Championships and Olympic Winter Games. The purpose for this is to ensure there is representation at the meetings for the officials so they will be informed and can pass information on to the other officials.

Usually the Race Director, Start and Finish Chiefs attend the Team Captains meetings.

Typical Team Captains Meetings consist of:

- Who the Jury Members are
- Nation role call/number of entries per nation
- Groups that may be training together due to coaching
- Information from Race Director
- Track information
- Location and time for technical checks
- Start lists for training and races
- What nation is allowed to view technical checks (bobsleigh only)
- Last minute changes
- Requests from nations/FIBT
- Number of helpers at the start and finish
- Updated schedules

- TV breaks on race days
- Confirmation of communication method for each team
- Draw

Attending meetings also assists the officials to know who the coaches are, therefore making our jobs easier in the FOP (Field of Play).

Race Organizing Committee

The race organizer may choose to strike a committee for the purpose of hosting an event. This is usually done for larger events such as AC, IC, World Cups, World Championships and OWG. This committee would consist of one or more individuals representing the various elements of the event such as:

- Event Manager
- Technical Delegate (usually Race Director)
- Volunteer Coordinator(s)
- Marketing/Sponsorship
- Venue Representative(s)
- Track Representative
- Race Office

Officials Etiquette

General Etiquette for Bobsleigh/Skeleton Officials

For training weeks and races, specific-to-event official etiquette will be outlined by the Race Director to the Chiefs of Start and Finish. However there are common points of etiquette and general “good-things-to-know” that all officials should keep in mind.

Contact Information:

- Please keep contact information up-to-date with your provincial sport organization so that you may be contacted regarding upcoming events or officials courses.
- If or when you choose to no longer volunteer as an official, please notify your provincial sport organization.

Event Sign-Up:

- Race organizers or a designate will send out information for event official needs as soon as they can via the provincial sport organizations officials contact list.
- When signing up for shifts it is your responsibility to ensure that you can make those shifts (i.e. clear any necessary time off with your place of work before committing to a shift)
- Race organizers understand that life events can get in the way; it is the responsibility of the volunteer official to ensure that they contact their area Chiefs as soon as possible regarding their absence.

Prior to the event:

- Review your officials course information on duties and basic rules/regulations
- If you own ice walkers ensure that the studs are ‘healthy’ or replaced if need be. Purchase of ice walkers is recommended.
- If a recommendation has been made by race organizers for certain clothing (i.e. black pants, dark coloured jacket) do your best to wear at the event
- Organize an event back-pack that includes extra layers; mitts; personal snacks (especially if allergic or you have certain dietary needs); socks; personal water bottle
- Follow up with race organizers/area Chiefs on any questions you may have regarding information in officials emails

Arriving for the event:

Time your arrival at the venue with plenty of time to check in at the Race Office and get to either the start or finish areas.

- Race Directors will discuss with area Chiefs the time they would like to see officials on site, preparing the area for training and/or competition, however there are general guidelines:
 1. Training sessions: start officials should expect to be asked to be at the start area between 45-75 minutes ahead of training session start time; finish officials should expect to be asked to be at the finish area between 30 – 45 minutes ahead of training session
 2. Races: Start officials should be expected to be at the start, readying protocols 1.5 hours ahead of race time; finish officials should expect to be at finish area 1 hour ahead of race time

Arriving at your area:

- If given accreditation for an event, ensure that it is visible for anyone controlling access to start and finish docks
- Upon arriving at your area, check-in with your area Chief who will then:
 - Direct you to where you can store your belongings
 - Assign duties/tasks

- When appropriate, bring official team together for a brief meeting on any updated information from the Race Director or Jury
- Recommended: if you do not know who the Race Director or Jury are for the event, ask the area Chief to point them out
- If you have any questions regarding executing your duty/task, please clarify with the area Chief so that you are comfortable doing your task
- Check the race protocol sheet posted up in visible areas for athletes and coaches. It is good to know the structure of the race (i.e. breaks or in the case of World Cups, TV timing)
- Check the area for safety concerns
- Must have clean footwear and ice walkers (if required for your duties)

During the event:

While we wish all officials to be pleasant and helpful towards the coaches and athletes, the official's main job during an event is to ensure a safe and fair event for all competitors without distracting the athletes unnecessarily.

- Do not engage athletes or coaches in conversation unless they engage you
- Be aware of your surroundings! Athletes may be moving quickly, warming up for their event or "rushing" to do last minute checks on their equipment...do your best to stay out of their path.
- Pay attention to announcements (if an athlete or coach misses the information then they may ask you what was said)
- Cameras. While it is nice to take pictures of the sleds and athletes, please refrain from doing so. Some athletes may not wish their equipment or themselves photographed and this needs to be respected. Additionally, officials have a job to do and should not be spectators.
- Impartiality. Officials should always remain impartial.
- Do not touch athlete's equipment unless doing a specific protocol for the race.
- If an incident occurs in your area regarding an athlete (i.e. an infraction of a rule) quietly let your area Chief, Race Director or Jury member know. Do not broadcast or discuss with the athlete or coach.
- If you witness inappropriate behavior, do not engage the athlete/coach but report it to a senior official in the area.

Rules and Regulations

The current rules can be found on the FIBT website.

FIBT International Rules – Bobsleigh <http://www.fibt.com>

FIBT International Rules – Skeleton <http://fibt.com>

APPENDIX "A"

Official's Roles and Responsibilities – Bobsleigh and Skeleton

(S) – Indicates Skeleton specific

(B) – Indicates Bobsleigh specific

CHIEF OF START

- Responsible for all tasks and organization of the start area prior to and during event
- Reports to Race Director
- On site 1.5 hours before start on training days and 2 hours before start on race days for major races
- Ensures all personnel are in place and know their jobs. All necessary positions filled.
- Ensures all materials, start lists and equipment in place and functioning:
printer, dry erase board, two to four brooms(based on sweeping needs), snow shovel, acetone, D-limonene, start box, stand or mounting device for test runner, table(s) for materials, jackets for all officials if required
- (S) Supervise the set-up of sled racks on each day of the event and the parc ferme on the last day of training and race day(s) as per direction of the Race Director.
- Post a start list prior to each day's event and for second heats on race day(s)
- Post a local weather report for all days of event
- Ensures test runner is in start house and is at room temperature as per FIBT rules
- Ensure security for athletes/equipment i.e. spectators out of start house, away from start area
- Post any changes to protocols on bulletin board when directed to do so. e.g. ice boxing
- Provide support to personnel for all areas when required
- Report all irregularities to Race Director or Jury
- Assist as requested by Race D or Jury

STARTER – HEADSET

- Has headset for communication between finish and timing tower and a start list to confirm appropriate athlete(s) and sleds are at start
- Obtain headset and meet with Chief of Start/Race Director for pre-race briefing
- Responsible for connecting equipment to outlets and testing communications with tower and finish prior to event start
- Visual check of all equipment coming to start lines for safety issues. e.g. , helmets secure, shoe covers/laces, (B) runner bolts, shotguns
- (S) Observe that athlete, coach or helper hold sled with runners away from body and sunlight until tower clears track for athlete. Sled may be placed in the groove once: the track is cleared, audio sounds, green light comes on and the 30 second timer starts
- (B) Observe that athletes, coach and helpers follow protocol for start area as directed by Race Director/Jury until tower clears track for athletes. Generally, the sled may be placed in the grooves once: the audio sounds, green light comes on and the 60 second timer starts
- Starter says ‘Athlete(s) Ready’ when the sled is down on the ice and in the groove(s). When the sled/athlete(s) cross the first timing eye, Starter says ‘Skeleton/ Bob in Track’
- If athlete(s)/sled crosses first timing eye before the green light comes on, announce ‘Skeleton/Bob in Track’ and report the early start to Race Director/Jury
- Be prepared for ‘hold at start’ communication to tower for any safety issues. If there is a sled at the start, ensure the athlete(s) that their run is on hold. Be prepared to convey information as necessary to Race Director/Jury regarding length of delay before next athlete(s) can proceed.
- Keep talk on headset to a minimum
- May need to relay important information to Tower/Medic/Finish

TEMPERATURES

- Preferably two people: Temperature Marshal and Temperature Recorder
- Obtain two temperature gauges with fresh batteries
- Check that both gauges are operating correctly and have comparable readings. This should be done outside near where temperatures will be taken during the race. Gauges may need to be outside at least ½ hour to obtain similar readings
- Obtain FIBT temperature protocol sheets for runner, air and ice temps
- Record all runner temps in a similar fashion and location
- Take temperature as per FIBT rules and as instructed by Jury
- Temperatures of air, ice and reference runner are noted on the whiteboard in start area and on protocol sheets at the times specified in FIBT rules
- Record runner temperatures as instructed by Jury
- Gives completed forms to Jury when race is complete and retain a copy for records
- Air and ice temperatures may be noted on the whiteboard on training days as a courtesy

ACETONE

- Obtain acetone wipes and gloves from the Chief of Start or Race Director
- Be prepared to assist Jury members/Materials with acetone wiping of runners prior to/during the race (S) or during parc ferme
- Take care not to touch runners with gloves or any articles of clothing (zippers, sleeves)
- Wipe all runners during event in a similar fashion, same number of wipes; the last wipe in the direction of travel, from front of runner to back
- Jury members may have specific requests for acetone wiping

TRUCK MARSHALL/DOCK OFFICIAL

- (B) Ensure that all scabbards are returned to the loading area promptly so they may be returned to the finish area as soon as possible
- Introduce yourself to truck drivers so they know who to ask for direction when returning to the start dock
- Ensure athlete bags going to the finish area are loaded onto the transport truck
- (S) Assist with picking up and folding athlete clothing at the start when time allows
- When waiting for the transport truck to arrive, try to keep the dock area in an orderly fashion to prevent tripping hazards etc.
- (B) Marshall athletes and their sleds away from the dock area immediately to maintain space for other trucks that may be waiting to load and off load
- Truck loading must be done as quickly as possible to ensure the event flows smoothly

ACCESS CONTROL

- Control access of unauthorized individuals to Start or Finish area
- Inspect accreditation for entry when accreditation is provided

MATERIALS ASSISTANT

- (B) Assist FIBT Materials Commission members with sled control and access to sleds when sleds are identified for inspection
- (B) Assistant may be required to remain with sleds and equipment for security purposes after the completion of the race

SWEEPER

- Keep start area and ice box clear of ice and snow
- Sweep track as directed by Jury to ensure groove and track are free of loose snow and ice
- Do not sweep or walk through first timing eye
- Sweeper and broom must be off the ice surface when track is cleared for the athlete(s)

ICE BOXING

- Ice Boxing is used when placing warm runners on the track is seen to cause more rapid melting and deterioration of the groove and track. This generally happens when the air temperature is more than 0 degrees centigrade. Sleds are placed on a designated area on the apron for a predetermined amount of time for cooling.
- Will maintain area for ice boxing
- Will direct placement, timing and telling the athlete(s)/helper(s) when the time is up and they can lift sled.
- Maintain flow on ice as directed by Race Director.

CHIEF OF FINISH

- Reports to the Race Director and Jury Members.
- Responsible for all tasks and organization of the finish area
- Arrives at the track when advised by the Race Director usually 1 - 1 ½ hours prior to the start of the race/training
- Ensures all necessary personnel are in place, have the necessary equipment and know their jobs
- Ensure scale is working properly and scale room is tidy
- Ensure all required materials and equipment is in place, including start lists for each heat (race days), and FIBT weight records
- (B) Ensure that all scabbards are weighed and weights recorded prior to race start
- Ensures athletes and sleds are transported to start after first heat in a timely fashion to avoid delays (S) opening parc ferme and/or the second heat
- Ensure finish area is tidy at end of event and equipment/supplies are returned to office area
- Provide support for all personnel and areas as necessary
- Report all irregularities to Race Director/Jury
- Ensures athletes needed for material checks and/or doping are relayed to the appropriate officials
- Inspect the out run

FINISH - HEADSET

- Connected with start and tower for communication
- Obtain headset and meet with Chief of Finish and/or Race Director for pre-race briefing
- Connects headset to outlet and tests communication with control tower and start before start of event
- (B) Inspects all sleds coming to the finish for safety issues (missing sled parts, athlete's equipment, gloves, visors)
- Records push and finish times for athletes
- Be prepared for 'hold at start' communication to tower for any safety issues
- Ensures visible and audible start signals are functioning for all sleds
- Keep talk on headset to a minimum
- May need to relay important information to Tower/Medic/Start

WEIGHTS

- Obtains FIBT weight sheets prior to event start time
- (B) Weighs all scabbards and record weights on sled weight sheet prior to the start of the event
- (B) Calculates all maximum and minimum weights prior to race start
- (B) Discusses weighing method with Jury member prior to race start (what they require)
- (B) Records weights (sled, athletes and all equipment that came down in the sled such as booties, for combined weight and sled only for sled weight) and assists Jury member in the weigh scale area
- Ensures that the weights are entered in the proper column for the sled (check the numbers)
- (S) Weighs sled and records weights on weight sheet
- (S) Records weight of athlete, sled and all equipment slider started with on their run
- Only the athlete(s), the coach, the weight marshall and the jury member should be present during the weighing
- Any weight discrepancies must be reported privately to the Jury who will direct follow up

- It is important to remember that it is the weight marshal's responsibility to record the weights. It is the jury's responsibility to advise the athlete of a discrepancy
- (S) All sleds being weighed must be weighed using the same scale

SCABBARD MARSHALLS

- (B) Arranges scabbards according to the order on the start line
- (B) Arranges scabbards in a position that they do not affect movement of the sleds to the trucks and the weigh scale area

TRUCK MARSHALL/ DOCK OFFICIAL

- (S) Assists athletes in exiting track
- Monitors athletes who are waiting to be weighed, for doping, or Materials check
- Ensures all equipment that started the race with the athlete goes to the weight scale
- When waiting for transport truck to arrive, try to keep the dock area orderly to prevent tripping hazards, (S) area swept
- Marshall athletes and their sleds onto trucks immediately to maintain space for other trucks that may be waiting to load or off load
- Truck unloading and loading must be done as quickly as possible to ensure the event flows smoothly

ACCESS CONTROL

- Controls access of unauthorized individuals to finish areas
- Inspect accreditation for entry when accreditation is provided

APPENDIX "B"

Official's Roles - Level 1, 2 and 3

Levels indicated are a minimum requirement

CHIEF OF START

Local Races - Level 2
 Canadian Races - Level 2
 FIBT Races - Level 3

STARTER - HEADSET

Local Races - Level 1
 Canadian Races - Level 1
 FIBT Races - Level 2

TEMPERATURES

Local Races - Level 1
 Canadian Races - Level 1
 FIBT Races - Level 1

ACETONE

Local Races - Level 1
 Canadian Races - Level 1
 FIBT Races - Level 1

TRUCK MARSHALL/DOCK OFFICIAL

Local Races - Level 1
 Canadian Races - Level 1
 FIBT Races - Level 1

ACCESS CONTROL

Local Races - Level 1
 Canadian Races - Level 1
 FIBT Races - Level 1

MATERIALS ASSISTANT

Local Races - N/A
 Canadian Races - Level 1
 FIBT Races - Level 1

SWEEPER

Local Races - Level 1

Canadian Races – Level 1
FIBT Races – Level 1

ICE BOXING

Local Races – Level 1
Canadian Races – Level 1
FIBT Races – Level 1

CHIEF OF FINISH

Local Races – Level 2
Canadian Races – Level 2
FIBT Races – Level 3

FINISH - HEADSET

Local Races – Level 1
Canadian Races – Level 1
FIBT Races – Level 2

WEIGHTS

Local Races – Level 1
Canadian Races – Level 1
FIBT Races – Level 2

SCABBARD MARSHALLS

Local Races – Level 1
Canadian Races – Level 1
FIBT Races – Level 1

TRUCK MARSHALL/ DOCK OFFICIAL

Local Races – Level 1
Canadian Races – Level 1
FIBT Races – Level 1

ACCESS CONTROL

Local Races – Level 1
Canadian Races – Level 1
FIBT Races – Level 1

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Attachment 3

Bobsleigh CANADA Skeleton

VOLUNTEER CODE OF CONDUCT

An individual, who accepts the position of VOLUNTEER within the context of the activities of Bobsleigh CANADA Skeleton, agrees to accept the responsibilities as outlined to them and will complete the duties for the agreed to period. As a volunteer in Bobsleigh CANADA Skeleton your role is critical to the success of any activity and in carrying out the assigned responsibilities you are expected to:

1. Act in a manner that will bring credit to the bobsleigh and skeleton community and yourself, both inside and outside the competition venue and/or area.

2. Project a positive and enthusiastic attitude towards the event, the sponsors, supporters and the job assigned, approaching these duties with a professional attitude
3. Be prepared to do the job assigned to you.
4. Work in a spirit of cooperation with other volunteers/officials and do not interfere in any way with their duties and responsibilities.
5. Be courteous to fellow volunteers, officials, athletes, coaches and the general public.
6. Treat everyone fairly within the context of their activity regardless of a person's culture, color, ancestry, nationality, age, political beliefs, religion, family status, physical or mental disability, gender or sexual orientation.
7. Be courteous, cooperative and discreet.
8. Carry out your duties willingly, fairly and impartially.
9. Report for the assigned duty on time, and dress appropriately
10. Obey and adhere to the rules, regulations and safety procedures of the venue and competition area.
11. Respect the athlete's dignity; verbal or physical behaviors that constitute harassment or abuse are unacceptable. (Please refer to the Bobsleigh CANADA Skeleton Harassment Policy)
12. Volunteers are not to encourage athletes to consume drugs, alcohol or intoxicants.
13. The use of threatening, obscene, abusive or vulgar language to fellow volunteers, officials, athletes, coaches and the general public will not be tolerated.
14. Public criticism of fellow volunteers, coaches, officials or athletes will not be tolerated.
15. Harassment of any individual or engaging in any unwelcome visual, verbal or physical conduct will not be tolerated.
16. Refrain from using tobacco products within the venue and/or competition area and only in designated areas if such are provided.
17. Entering the competition area and/or venue under the influence of alcohol will not be tolerated and may result in your expulsion for the area.

Individuals volunteering for position in Bobsleigh Canada Skeleton sanctioned/approved activity/competition are advised that by doing so they are agreeing to adhere to this and all other policies, rules, regulations, by-laws and constitution of Bobsleigh CANADA Skeleton and the FIBT.

I _____ (name) have read, understand and will abide by this code of conduct.

Signature