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**SUNSHINE COAST SKATING CLUB**  
**POLICIES AND PROCEDURES MANUAL**  
**REVISED: SEPT. 2016**

Sunshine Coast Skating Club - Policies and Procedures Document Date: 2016-09-30

# SUNSHINE COAST SKATING CLUB

## Policies and Procedures Handbook

### TABLE OF CONTENTS

|  |    |
|--|----|
| Prologue .....   | 5  |
| 1. Board .....   | 6  |
| 1.1 Board Rules.....   | 6  |
| 1.2 Confidentiality Agreement and Criminal Record Checks ..... | 6  |
| 1.3 Elected Directors Roles .....                              | 7  |
| 1.4 Removal of Director/Board Member.....                      | 10 |
| 1.5 Executive Travel Policies .....                            | 10 |
| 1.6 Bereavement Gift Policy .....                              | 10 |
| 1.7 Gift Policies .....  | 11 |
| 2. Registration .....  | 11 |
| 2.1 Associate Membership Fee .....                             | 11 |
| 2.2 Volunteer Levy Fee and Form .....                          | 11 |
| 2.3 Board Members and PA's.....                                | 11 |
| 3. Payments .....  | 11 |
| 3.1 Post-Dated Cheques .....                                   | 11 |
| 3.2 Volunteer Levy .....                                       | 11 |
| 3.3 NSF Cheques .....  | 12 |
| 3.4 Pro-Rating.....  | 12 |
| 3.5 Refunds .....  | 12 |
| 4. Buy-Ons .....   | 12 |
| 4.1 Buy-On Rules .....   | 12 |
| 4.2 Buy-On Rate.....   | 13 |
| 5. Music .....   | 13 |
| 5.1 Freeskate Sessions .....                                   | 13 |
| 5.2 Skills and Dance Sessions .....                            | 13 |
| 6. Grant/Bursaries Allocation .....                            | 13 |

|   |    |
|---|----|
| 6.1 Skaters Going to Progressive/Provincial/Sectional or Other High-Level Competition ..... | 13 |
| 6.2 Grant Qualifications .....  | 14 |
| 6.3 Scholarship Program Guidelines .....  | 14 |
| 7. Awards.....  | 15 |
| 7.1 Award Criteria .....  | 15 |
| 7.2 Year-End and Monthly Awards.....  | 15 |
| 8. Program Assistants.....  | 16 |
| 9. Club Contact Information.....  | 16 |
| Mail.....   | 16 |
| Web.....  | 16 |
| 10. Communication .....   | 16 |
| 10.1 General Correspondence .....   | 16 |
| 10.2 Privacy of Members .....   | 16 |
| 10.3 Business Solicitation.....   | 17 |
| 10.4 Member Communication .....   | 17 |
| 11. Test Day Procedures.....  | 17 |
| 12. Photo/Video policy .....  | 18 |
| 13. Criminal Record Checks.....   | 18 |
| 14. Liability Waivers And Release Forms.....  | 18 |
| 14.1 Waiver .....   | 18 |
| 14.2 Liability Agreement .....  | 19 |
| 14.3 Publicity Waiver .....   | 19 |
| 14.4 Disclaimer .....   | 19 |
| 15. Codes of Conduct and Ethics.....  | 20 |
| Appendix 1.....   | 21 |
| Parent Code of Conduct .....  | 21 |
| Appendix 2.....   | 23 |
| Skater Code of Conduct.....   | 23 |
| Appendix 3.....   | 24 |
| Skate Canada Club and Coach Codes of Ethics .....   | 24 |

**Appendix 4**..... 25  
    **Club Oath of Office and Confidentiality**..... 25

**Appendix 5**..... 26  
    **Club Board Member Agreement**..... 26

**Appendix 6**..... 27  
    **Board Member Responsibility Agreement**..... 27

**Appendix 7**..... 29  
    **Conflict Resolution Procedures**..... 29

**Appendix 8**..... 31  
    **Ice Rules**..... 31

**Appendix 9**..... 32  
    **Financial Policies and Procedures**..... 32  
    **Expense Claim Form** ..... 33  
    **Travel Expense Form** ..... 34

## PROLOGUE

Bylaws, Constitution, Policies and Procedures Manual, Board of Directors Job Descriptions, and Club Handbook exist as their own individual documents.

The Codes of Conduct, Codes of Ethics, Conflict Resolution, and Ice Rules exist as their own documents as well, but are attached to the Policies and Procedures Handbook at all times for easy reference.

When determining a rule, policy, or other procedure, the correct order of documents to refer to would be:

- 1) Policies and Procedure Manual,
- 2) Club Bylaws and Constitution,
- 3) BC Section Bylaws and Constitution,
- 4) Skate Canada Bylaws and Constitution,
- 5) The BC Societies Act.

Where discrepancies between the documents exist, the following order of precedence to follow is:

- 1) BC Societies Act takes precedence over any and all other law,
- 2) Skate Canada and Constitution,
- 3) BC Section Bylaws and Constitution,
- 4) Club Bylaws and Constitution,
- 5) Policies and Procedures Manual.

# 1. BOARD

## 1.1 BOARD RULES

- Policies and Procedures Manual is a day to day guide to running the Club.
- Meetings shall run by Roberts Rules of Order.
- No member of the Board of Directors shall be empowered to make decisions without the previous approval of the Board of Directors.
- No member of the Board of Directors shall be empowered to make expenditures in excess of \$100.00 without the previous approval of the Board of Directors
- There are 6 or more elected voting positions (5 core positions, and 1 or more Director positions) on the Board of Directors, of which 1 or more are Directors-at-Large. In addition there is a Past-President and a Coaching Representative (elected by the coaching staff).
- Core Executive positions cannot be shared, with the exception of Secretary-Treasurer.
- If an Executive member holds two or more positions on the board, it will count only as one (1) vote.
- Only one (1) family member may sit on the Board at any given time unless previously agreed by the Executive Board. They will, however, only hold one (1) vote, if allowed.
- Core Board positions that are voted in at the annual AGM are the following: President, Vice-president, Treasurer, Secretary, and Registrar. Non-core positions to be voted on are one (1) or more Directors, of which no more than 1 shall hold the title Director-at-Large. Directors are expected to take a core position within the Board, with the exception of the Director-at-Large.
- No Executive member may hold office with any other skating club while holding office with The Sunshine Coast Skating Club.
- A person may not be elected or serve as a Director if he or she:
  - a) Is not a member of the Club;
  - b) Is not a registrant in good standing with Skate Canada;
  - c) Is less than 19 years of age;
  - d) Has been declared by a Court of Canada or elsewhere incapable of managing his or her own affairs or person or both;
  - e) Is an undischarged bankrupt; or
  - f) Has been convicted in the previous five (5) years of an offence involving fraud for which no pardon has been granted.

## 1.2 CONFIDENTIALITY AGREEMENT AND CRIMINAL RECORD CHECKS

- All Executive Board members must sign a confidentiality agreement at the first (1<sup>st</sup>) meeting following the AGM and it is to be kept on file by the President. See Appendix for copies.
- All Executive Board members are to have a criminal record check to be handed in by the first (1<sup>st</sup>) Executive meeting following the AGM and kept on file by the Registrar.
- *\*\*Criminal record checks can be done at no charge for volunteer organizations through the RCMP.\*\**

### **1.3 ELECTED DIRECTORS ROLES**

NOTE: not all positions are voting positions. More detailed position descriptions are available as a separate document entitled “Sunshine Coast Skating Club Board of Directors Job Descriptions (condensed) Spring 2011.”

#### **PRESIDENT**

(core, voting, elected in even numbered years)

Shall supervise the Club's affairs and activities, and preside at all meetings. He/she shall make an annual report and shall be Club counselor under the constitution of Skate Canada. Prospective Presidential candidates must have minimum one-year prior experience on the Sunshine Coast Skating Club Executive.

(See Job Description hand-out for more detailed information)

#### **PAST PRESIDENT**

(core, voting, non-elected)

To mentor President and Board, advise the Executive on past procedures, provide information to help the SCSC maintain quality and continuity. Shall be a member of the Executive for the one-year term immediately following the term of President; assume role of ‘Acting President’ in the event of President’s absence and work on committees as help is needed.

(See Job Description document for more detailed information)

#### **VICE PRESIDENT**

(core, voting, elected in even numbered years)

Shall preside at meetings and assume the duties of the President in the absence of the President and/or Past-President and shall carry out any other duties assigned by the President. Shall work on committees as help is needed.

(See Job Description document for more detailed information)

#### **SECRETARY**

(core, voting, elected in odd numbered years)

Shall keep an accurate and current record of all meetings and shall keep a record of the names and addresses of all voting and non-voting members and shall also conduct the correspondence of the Club and file a copy of letters written and received. Shall keep and provide record of all minutes at each meeting for review if needed. Secretary shall keep binder of all advertising, handouts, newsletters, media/publicity etc. for easy reference. Keep all government paperwork current (i.e. BC Societies Act, etc.). Communicate effectively with Club members and the general public regarding general Club announcements, other written correspondence such as thank you’s, etc.. Shall give Notice of Meeting for AGM in accordance with the Club Constitution.

(See Job Description document for more detailed information)

**TREASURER**

(core, voting, elected in odd numbered years)

Shall be responsible for and have custody of all monies and grant discharge of same. The Treasurer shall prepare a report of receipts and disbursements for each Board meeting and a budget-to-actual income and expenses comparison report for each Board meeting. The Treasurer shall prepare a statement of receipts and disbursements and a balance sheet for the Annual General Meeting. Will assist in preparing accurate pricing for programs, prepare budgets, etc.. Shall assist in preparing Gaming application, preparing Gaming Summary Reports, and other grant applications.

(See Job Description document for more detailed information)

**REGISTRAR**

(core, voting, elected in even numbered years)

Shall look after registration and the collection of all fees at each session after which he/she will turn over to the Treasurer (can include buy-on fees). Create and maintain an updated contact list of membership. Assist in coordinating advertising to coincide with programming.

(See Job Description document for more detailed information)

**COACHING REPRESENTATIVE/DIRECTOR OF SKATING**

(core, appointed or elected, voting)

The Club coaches appoint this position; however, there is only one coach vote per Executive meeting. The Club coaches determine the division of the duties of this role.

(See Job Description and Skate Canada documents for more detailed information)

**DIRECTOR(S) AT LARGE**

(non-core, elected, voting)

All Board Directors shall assume a core position on the Board with the exception of the Director-at-Large. The Director-at-Large will assume a variety of duties throughout the year when needed, on an as needed basis.

(See Job Description document for more detailed information)

**OTHER BOARD POSITIONS:****COMMITTEE CHAIRS AND COMMITTEE MEMBERS**

*Please also refer to constitution.*

**TEST CHAIRPERSON**

(non-core, elected or appointed, voting)

Distribute and collect test documents, submit all fees to Treasurer, submit documents and fees to Skate Canada as required and keep a record of all test results (Preliminary and up). Schedule and liaise with coach to organize test days.



(See Job Description document for more detailed information)

#### **ICE ALLOCATION CHAIR**

(non-core, elected or appointed, non-voting)

Book and cancel ice, attend ice allocation meetings with SCRD and other ice user groups, prepare ice schedule with Director of Skating, review ice bills for accuracy, monitor yearly costs.

(See Job Description document for more detailed information)

#### **FUNDRAISING CHAIR**

(non-core, elected or appointed, voting)

Publicize and organize fundraising events and look after the collection and reporting of all monies for each event after which he/she will turn over to the Treasurer. The Fundraising Chair will encourage parent participation in fundraising events and keep well informed of the financial position of the Club so as to manage fundraisers accordingly.

(See Job Description document for more detailed information)

#### **HOSPITALITY CHAIR**

(non-core, elected or appointed, non-voting)

Lead and contribute to the planning and delivery of events to support the Club in promotion and recognition. Lead and organize all special events such as Halloween Skate, Christmas Skate within the expectations of the Executive. Actively participate in Executive and Club activities as agreed by the Executive.

(See Job Description document for more detailed information)

#### **MEDIA AND PUBLICITY CHAIR**

(non-core, elected or appointed, non-voting)

(See Job Description document for more detailed information)

#### **PARENT COORDINATORS/SESSION CHAIRS**

(non-core, elected or appointed, non-voting)

(See Job Description document for more detailed information)

#### **PARENT VOLUNTEER CHAIR**

(non-core, elected or appointed, non-voting)

(See Job Description document for more detailed information)

#### **WEBMASTER**

(non-core, elected or appointed, non-voting)

(See Job Description document for more detailed information)

## 1.4 REMOVAL OF DIRECTOR/BOARD MEMBER

- a. Non-attendance at three consecutive meetings can be considered grounds for cessation of Directorship.
- b. Less than 60% attendance at all Board meetings within 1 year can be considered grounds for cessation of Directorship.
- c. Non-active participation on the Board can be considered cessation of Directorship.
- d. Breaches of Codes-of-Conduct can be called into review by the Board and can be considered grounds for cessation of Directorship.

## 1.5 EXECUTIVE TRAVEL POLICIES

### OBJECTIVE:

To provide remuneration for Executive members engaged in Club activities for such events as out of town conferences that involve a significant amount or cost of travel.

### RESPONSIBILITY OF:

Club Executive, Club Treasurer, Club President

### PROCEDURE:

- The Club Executive will approve at a meeting or online vote for any Executive member to attend an out-of-town or other activity on behalf of the Club which incurs expenses such as mileage, accommodation, or meal allowance.
- Whenever possible, an estimate of intended expenses shall be provided at the time of request for Board approval.
- All receipts are to be turned in immediately with an expense form following the event to the Treasurer.
- Mileage is paid at the current Skate Canada rate (48 cents per kilometer). Please use Travel Expense Form.
- Only the driver is eligible to claim mileage.
- Mileage may not exceed the lowest return excursion airfare.
- **All expenses except mileage must be backed by receipts or they will NOT be paid**
- Childcare expenses are not allowable unless approved in advance by the SCSC Board or BC Section.
- Travel meals will be paid to a maximum of Breakfast \$12.00, Lunch \$15.00, Dinner \$23.00.

## 1.6 BEREAVEMENT GIFT POLICY

When a member of the SCSC Board of Directors or Coaches immediately family member dies, that member will receive a floral tribute or a memorial donation to the charity of the member's choice up to a maximum value of \$20.00 along with a card of condolence.

## **1.7 GIFT POLICIES**

- Maximum \$50.00 value per gift for coaches or test judges, or as per current Skate Canada or Section guidelines on behalf of the Board.
- Maximum \$25.00 value per gift for PAs, helpers, skate/dance partners, visiting Skate Canada officials (section, region or national), and Board Members or as per current Skate Canada or Section guidelines on behalf of the Board.
- Progressive Gift cards or donated gifts to be used whenever possible.

## **2. REGISTRATION**

No skater may skate until the completed registration forms, waivers and payment, including the volunteer form and post-dated volunteer levy cheque, are received by the Registrar.

All skaters must be current members in good standing with Skate Canada. This fee is paid, per skater, once per 'skating year,' which runs from Sept 1 to Aug 31 of the following year. The Skate Canada fee is non-refundable and cannot be pro-rated. All fees are non-transferrable and are payable upon registration.

### **2.1 ASSOCIATE MEMBERSHIP FEE**

There is an Associate Membership Fee of \$75 for skaters who join SCSC but do not buy a session over \$75 in value. This fee only applies to skaters who will be competing or testing, as these items involve Club overhead in completing forms, documents, postage, photocopying, etc.

### **2.2 VOLUNTEER LEVY FEE AND FORM**

All skater's registering in the fall/winter season must complete a volunteer registration form and pay a pre-determined volunteer levy that may be returned if the pre-determined volunteer hours criteria is met. Please see Club Handbook for more details.

*\*\*Criteria/Hours to be determined at first (1<sup>st</sup>) Executive meeting following the AGM in order to be prepared for the upcoming season.\*\**

### **2.3 BOARD MEMBERS AND PA'S**

All Board members and Program Assistants (PA's) that are not registered skaters need to be registered with Skate Canada for insurance purposes. The Club pays the Skate Canada fee on their behalf.

## **3. PAYMENTS**

### **3.1 POST-DATED CHEQUES**

The SCSC policy regarding post-dated cheques is that a maximum of two (2) per term/session will be allowed (maximum four (4) per full season).

### **3.2 VOLUNTEER LEVY**

All skater's registering in the fall/winter season must pay a pre-determined volunteer levy that may be returned if the pre-determined volunteer hours criteria is met. Please see current Club Handbook for more

details.

*\*\*Criteria/Hours to be determined at first(1<sup>st</sup>) Executive meeting following the AGM in order to be prepared for the upcoming season.\*\**

### **3.3 NSF CHEQUES**

The SCSC policy regarding returned cheques states that any person having issued two or more returned cheques to the SCSC must make all subsequent payments to the Club by either cash, certified cheque, money order or bank draft. A fee of \$50.00 will be charged for each NSF cheque returned to the Club. A fee of \$50.00 will be charged if the provided Visa or MasterCard is denied upon processing.

### **3.4 PRO-RATING**

Late registrations and refunds will be pro-rated after October 1<sup>st</sup> or four (4) weeks into the skating session only. Late registration fee of \$25.00 applies after October 1<sup>st</sup> or four (4) weeks into the skating session. The Skate Canada membership fee cannot be pro-rated.

### **3.5 REFUNDS**

Any requests for refunds must be put in writing and addressed to the Board of Directors. No refunds will be given to skaters leaving on their own accord. All refunds will be at the discretion of the Board. The Skate Canada fees and insurance are non-refundable. A \$25.00 administration fee will be charged for any refund or credit. Refunds will only be considered and potentially given for major medical conditions or injuries affecting the skater and confirmed by a physician's statement. The skater must miss a minimum of five (5) consecutive registered skating days to qualify. A cash refund will only be considered for those moving off the Coast with sufficient documentation.

## **4. BUY-ONS**

### **4.1 BUY-ON RULES**

- a) Skaters may buy-on to sessions they are not normally registered for, providing they have a current Skate Canada membership, and have purchased a skating package with the Club. Skaters are expected to skate on the sessions for the package they have purchased. Skaters must buy-on to the appropriate ice (i.e. Jr. Academy skaters on Jr. Academy ice) that they are qualified for.
- b) Turn in payment to the Registrar, Director of Skating, or a Board member before stepping onto the ice. You must submit enough money for the entire session (no exceptions).
- c) Buy-on's are always priced higher than registered sessions, e.g. the per hour cost a session is higher when buying on rather than registering for a full season.
- d) You can buy-on at the beginning of any session that is not full with the permission of the Director of Skating (e.g. a session with less than 5 paid members). The buy-on does not include participation in the paid class running unless specified in the table below. Please note that unless you have purchased a package for your level which includes group instruction, group instruction is not included in the buy-on. The paid class has the right of way. Please refer to **Appendix 8 – Ice Rules** for more information.

- e) ~~Pre-paid punch passes are available in quantities of 5 and 10 drop-in sessions and are strongly recommended to be purchased to eliminate the necessity for cash. The Director of Skating will keep the punch pass on file. **This option is not available for the 2016-17 season.**~~

## 4.2 BUY-ON RATE

| Drop-In fees (members)** | Session        | Rate                            | Rate   |
|--------------------------|----------------|---------------------------------|--|
|                          | Open Freeskate | \$15.00 per 1 hour <sup>1</sup> | \$20.00 for over 1 hour but under 2 hours <sup>1</sup> |

**\*\*Non Sunshine Coast Skating Club members, must add \$3.00 to all drop-in fees.\*\***

Please NOTE: Maximum skaters on ice: 22 Junior/Open; 20 Intermediate; 18 Senior.

## 5. MUSIC

### 5.1 FREESKATE SESSIONS

- Buy on skater's music will follow in the order of handing in their payment.
- Coach's request is a priority and supersedes all rules pertaining to music rotation.
- A coach may ask for a skater's music while the skater is in a lesson.
- Skaters are not allowed to request music.

### 5.2 SKILLS AND DANCE SESSIONS

- Skaters may request a specific dance to be played.
- Coach's request is the priority.
- Buy-on skaters will have last priority as on any other session.

## 6. GRANT/BURSARIES ALLOCATION

*\*\*Grant/bursary allocations will be subject to and determined upon the availability of funds and are not guaranteed each season.\*\**

### 6.1 SKATERS GOING TO PROGRESSIVE/PROVINCIAL/SECTIONAL OR OTHER HIGH-LEVEL COMPETITION

If a skater will be attending the Skate Canada BC Section Figure Skating Championships, SuperSeries Finals (Provincials), or a higher-level or progressive competition, the Club will work to support or build a fund to help offset costs.

*\*\*The Sunshine Coast Skating Club will do it's best to provide support to skaters qualifying for or being invited to events outside of the region.\*\**

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<sup>1</sup> Private Lesson rates may apply. Please contact the Director of Skating for more information.

## **6.2 GRANT QUALIFICATIONS**

To be eligible for scholarships, grants, bursaries, or Ice Show solos/features, a skater must be a current registered Sunshine Coast Skating Club home Club member for at least one full calendar year immediately prior to the presentation of the grant.

### **CRITERIA**

Must apply in writing, must meet eligibility requirements as above, must be applied to furthering education or skating, and any monies granted to be paid directly to institution.

## **6.3 SCHOLARSHIP PROGRAM GUIDELINES**

The Sunshine Coast Skating Club has up to 2 scholarships available annually (dependent upon Club financial status) to skaters who are graduating or who have recently graduated from high school.

### **ELIGIBILITY:**

1. Must have been an active SCSC skater (where SCSC is the Home club) for a minimum of 4 years.
2. In grade 12 at time of application, attending post-secondary schooling OR finished high school within the past 12 months.
3. B (3.0) or better GPA will be given priority consideration.
4. Active community or SCSC Volunteer is considered an asset.

### **UTILIZATION:**

Confirmation of enrollment to a post-secondary educational program is required at time of application.

### **QUALIFICATION CRITERIA:**

1. Academic Achievement
2. School and community service and participation
3. Skating Participation
4. Demonstration of leadership qualities and good character

### **HOW TO APPLY:**

Applicants must apply to the SCSC board of directors in writing. The following documentation must accompany the form:

1. Letter from at least one community member (teacher, coach etc.) attesting to leadership, community involvement and service qualities.
2. Cover letter from applicant outlining qualifications and plans for the future.
3. Official Copy of the most recent school report card or College or University progress report or Official Copy of High School transcript (if available).

### **SELECTION:**

Applications will be reviewed by the SCSC Board of Directors. Applicants will be notified in writing if chosen.

**PRESENTATION:**

Awards will be presented at Club AGM (Date and time TBA) and/or at the high school graduation ceremonies if applicable.

**DEADLINE FOR SUBMISSION:**

Application form and supporting documents must be received by the SCSC no later than March 30<sup>th</sup>. Please submit to [info@sunshinecoastskatingclub.ca](mailto:info@sunshinecoastskatingclub.ca).

## 7. AWARDS

### 7.1 AWARD CRITERIA

The following is a list of past and potential awards for each season. Each award listed is not necessarily handed out each year. Determining factors of awards could be membership numbers, finances, etc.

The criteria for all figure skating award categories to be based on a selection or combination of the following criteria and chosen by the Coaching team:

- Punctuality
- Work ethic
- On/Off ice manners
- Sportsmanship
- Improvement
- Competition and Test results
- Fundraising done by Skater
- Volunteerism
- Enthusiasm

### 7.2 YEAR-END AND MONTHLY AWARDS

Criteria will be set by coaches. Criteria to be posted on website and in the copy of the Policies and Procedures to be handed out to all membership by the Board each season

Monthly Skater Plaque is sponsored and will hold past month pictures (i.e. September skaters of the month will be selected at the end of the month to be posted for October).

Newspaper submission (including photo) will be done for each month.

~~CAN SKATER OF THE YEAR~~ — and 2 CanSkate Champions will be chosen according to the criteria set out by Skate Canada.

~~PA OF THE YEAR~~ — this is presented to a skater who is eager to help other young skaters learn and enjoys working with the younger skaters. This individual has good attendance, and can be relied upon by coaches, Club, and skaters.

~~SPIRIT OF SKATING~~ — 2 awards (STAR/CompetitiveSkate and Jr. Academy)

~~MOST IMPROVED SKATER~~ — 2 awards (STAR/CompetitiveSkate and Jr. Academy) will be chosen by coaching staff.

~~**MOST SPORTSMANLIKE** — 2 awards (STAR/CompetitiveSkate and Jr. Academy) will be voted on by the skaters in each group i.e. Jr. Academy will vote for Most Sportsmanlike Jr. Academy.~~

~~**AGGREGATE AWARD** — 2 sponsored awards (STAR and CompetitiveSkate). The aggregate awards will be based on points accumulated in the BC/YT Section Super Series.~~

~~**THE SHELLY CROMIE OFF-ICE AWARD** — 2 awards (STAR/CompetitiveSkate and Jr. Academy). Based on criteria provided by Dominique Hutchinson on behalf of the late Shelly Cromie. Named after one of our off-ice coaches Shelly Cromie, who passed away unexpectedly, the criteria are as follows:~~

~~-Commitment, attendance, improvement, attitude, respect, and passion~~

~~**EXCEL SPORT AND PERFORMANCE SCHOOL** — all participants in this program will be recognized with a certificate and/or token.~~

**IMPORTANT NOTE:** the preceding awards are not available for the 2016-17 season.

Skaters competing in Performance Evaluation categories to be acknowledged

## **8. PROGRAM ASSISTANTS**

Recognition will follow the guidelines and criteria set out by Skate Canada. See also Club Handbook for more details.

## **9. CLUB CONTACT INFORMATION**

### **MAIL**

Sunshine Coast Skating Club  
Box 1316  
Sechelt, BC  
V0N 3A0

### **WEB**

[www.sunshinecoastskatingclub.ca](http://www.sunshinecoastskatingclub.ca)  
info@sunshinecoastskatingclub.ca

## **10. COMMUNICATION**

### **10.1 GENERAL CORRESPONDENCE**

All correspondence is to be brought forward at each monthly Board meeting.

Sensitive topic correspondence: sensitive information that includes coaches, staff or named skaters should be discussed in a closed (in-camera) session (minutes are not posted).

### **10.2 PRIVACY OF MEMBERS**

Only Executive members should have access skater email addresses and they should be used for Club business only.



Email correspondence should use blind copies (BCC) so that Club members do not have their email address exposed to all other Club members.

At no time should any personal information be given out other than to immediate Board members.

Individual financial information (i.e. cheques, visa #) should be kept strictly confidential.

### **10.3 BUSINESS SOLICITATION**

No business solicitation will be accepted during Club sessions. All solicitations must be sent in writing to the Club website email or PO Box.

### **10.4 MEMBER COMMUNICATION**

#### **CLUB COMMUNICATION PROTOCOL**

##### **OBJECTIVE**

- a) to ensure communication to the Board of Directors and Membership is received in a timely and legitimate fashion.
- b) to effect a communication model that acknowledges that many members of the SCSC Board of Directors and Professional Coaching Staff have professions and occupations that prohibit instant responses to member queries, complaints and other communication.

##### **BOARD MEMBERS RESPONSIBLE**

- a) President
- b) Secretary

##### **PROCEDURE**

All formal requests of the SCSC Board of Directors will be directed in writing to the SCSC mailing address to the attention of the SCSC Board of Directors. These requests must be dated and signed by the requesting individual.

Members making such requests should not expect a response from the Board of Directors until after the subsequent regularly scheduled Board meeting of the SCSC.

Responses to such requests will be provided in writing by the SCSC Board of Directors.

Items received by the SCSC after the agenda has been set for the regularly scheduled SCSC Board of Directors meeting will be set aside until the next meeting of the Board of Directors unless agreed by the board to amend the agenda.

Telephone and/or verbal requests are not considered a formal method of communication and will be disregarded until a written request with the signature of the person (s) making the request is received.

### **11. TEST DAY PROCEDURES**

1. All test applicants must submit the proper signed application along with full payment of all test fees prior to the test day. Test fees are set by and sent directly to Skate Canada and are non-negotiable. Cheques are to be made out to:

The Sunshine Coast Skating Club

2. Administrative fee is charged 'per skater' rather than 'per test' application
3. Administrative fees:
  - a. Administration fee covers ice and admin costs only
  - b. \$10.00 for all Club members
  - c. \$15.00 for all non-Club members
4. All expenses in relation to judge/evaluator/partner such as thank you gifts, travel costs, etc, will be divided equally between all skaters testing:
  - a. EXAMPLE: \$100.00 expense for judging, 4 skaters testing = \$25.00 per skater over and above all other test fees
  - b. These expenses will be billed on Test Day and payment must be received by non-members prior to leaving the test day.
5. Coaching fees are not included in any test fees and will be billed individually to each skater by the coach
6. All skaters are expected to contribute a quality food item for the judge/evaluator/partner/coach room. If a food item cannot be supplied a 'food surcharge' will be applied to the skaters final test bill to help cover the costs of food for the judge/evaluator/partner/coach. If there is an excess of food, it will be distributed for the skaters.
7. The judge/evaluator/partner/coach room is off limits to skaters and parents
8. Skaters will show up for test day following basic competition procedure, i.e. 1 hour prior to start, complete competition dress, hair and make-up, music etc.
9. Upon arrival skaters will check the starting order, check in at the desk, and hand in their music
10. All skaters are required to check in upon arrival with the test chair and then immediately report to their coach
11. All skaters are required to remain at the arena until they receive their test results/forms from their coach and their Judge/Coach consultation is complete

## **12. PHOTO/VIDEO POLICY**

"In accordance with SCR D policy, The SC Skate Club prohibits photo/video taking unless previous arrangements have been made with Coaching Staff and Club Board.

There are privacy issues at stake with minors and this policy is for the protection of all membership.

Should you wish a photo/video of your skater on the ice, please ensure to make prior arrangements with a Board member and alert the Coaching staff. Thank you for your co-operation and understanding."

## **13. CRIMINAL RECORD CHECKS**

All volunteers who have direct contact with children are required to have a criminal record check to be handed in prior to their volunteering.

*\*\*Criminal record checks can be done for volunteer organizations at no charge through the RCMP.\*\**

## **14. LIABILITY WAIVERS AND RELEASE FORMS**

### **14.1 WAIVER**

Re: [Insert name of skater]

It is understood and agreed, as a condition of participation in skating programs offered by the Sunshine Coast Skating Club and Skate Canada, that neither the Club nor Skate Canada shall be liable for any injury, loss or

damage suffered by the above-noted member while travelling to or from or while participating in skating practices, competitions or other activities, however caused.

It is further agreed that neither the Club nor Skate Canada is responsible for any injury, loss or damage caused by the member while travelling to or from or while participating in the said practices, competitions or other activities.

The member, or his/her parent/legal guardian who has signed this form, shall indemnify the Club and Skate Canada and hold them harmless from any claims, demands or actions arising from or in respect of such injury, loss or damage.

\_\_\_\_\_

\_\_\_\_\_

Athlete or Parent/Legal Guardian Signature

Date

### **14.2 LIABILITY AGREEMENT**

I, as parent/guardian of the aforementioned registered skater, agree to hold harmless, the Sunshine Coast Skating Club, their officers or employees for any claims or injuries sustained by during the skating session, on or off the ice.

\_\_\_\_\_

\_\_\_\_\_

Athlete or Parent/Legal Guardian Signature

Date

### **14.3 PUBLICITY WAIVER**

I, as parent/guardian of the aforementioned registered skater, hereby give my consent to the Sunshine Coast Skating Club to use the above named skaters image in the form of a photograph, videotape, likeness or any other recording or reproductions for promotional purposes without payment of any fee or charge.

\_\_\_\_\_

\_\_\_\_\_

Athlete or Parent/Legal Guardian Signature

Date

### **14.4 DISCLAIMER**

By registering, participants agree that they have read, acknowledge, and consent to abide by the SCSC Policies, Procedures, Rules and Regulations, Privacy Policy, and Publicity Waiver as determined by Skate Canada, and the Board of Directors, and as posted on the SCSC website. The SCSC, its Board members, coaches, and volunteers are not responsible for any accidents, injuries or loss of personal belongings either on or off the ice. The SCSC is not responsible for cancellation of classes due to unavailable ice, and does not provide refunds, but will make every effort to reschedule, if possible. Any notices including changes in ice time will be posted on the website and notice board, when possible. We reserve the right to cancel sessions with low registration. Schedule and all programs subject to change or cancellation.

***All Parents/Legal Guardians are responsible for their children while at the arena. Do not leave your children unattended. The Club (including Board, volunteers, and professional coaches) is not responsible to provide child supervision.***

## **15. CODES OF CONDUCT AND ETHICS**

*\*\*The Complete SCSC Codes of Conduct and Codes of Ethics are separate documents and can be found in the Appendix and Club Handbook for reference, and will also be posted in the Club website for reference.\*\**

# APPENDIX 1

## PARENT CODE OF CONDUCT

Skate Canada is committed to ensuring that all skaters have the opportunity to participate in a safe and welcoming environment that is encouraging and promotes their overall development. Parents have an enormous influence on skaters' experiences in the sport.

The quality of a skater's experience is determined by their relationships with parents and the manner in which parents conduct themselves in the Skate Canada environment.

In this code "parents" shall refer to "parents and guardians". This code applies to all parents who are members of Skate Canada or have children who are members of Skate Canada. Parents shall abide by this code at all times while participating in any Skate Canada club or school, competition, or activity.

- All parents are expected to conduct themselves in a responsible manner consistent with the values of fair play, integrity, open communication and mutual respect.
- Parents shall always model positive and responsible behavior, and communicate with their son/daughter that they expect them to do the same.
- Parents will assume the major responsibility for their son/daughter's on ice conduct and attitude.
- Parents shall at all times treat all individuals and property with dignity, courtesy and respect, including but not limited to skaters, coaches, officials, volunteers, other parents, and all other individuals that are part of the club, skating school, Section or Skate Canada.
- Parents shall refrain from any behaviour or comments, which are profane, insulting, harassing, sexist, racist, abusive, disrespectful or otherwise offensive without hostility or violence.
- Parents shall emphasize the importance of values like sportsmanship, respect, cooperation, competition and teamwork to their son/daughter offering praise for competing fairly, participation and skill development.
- Parents shall model and encourage their son/daughter to maintain a healthy balance between skating and life. (i.e. school, other activities, social life, etc.)
- Parents shall model and encourage balanced, healthy food choices and subscribing to an active and healthy lifestyle.
- Parents shall set high, but reasonable expectations for their son/daughter's participation in skating focusing on development and enjoyment for the child.
- Parents shall instill confidence in their son/daughter's ability and skill development, always avoiding comparisons with other skaters.
- Parents shall celebrate the acquisition of skills and goals achieved by their son/daughter.
- Parents, along with the professional coach and the athlete, shall be considered members of a team whose main concern is the child's overall progress and development. Parents shall respect that the professional coach is responsible and empowered for the on-ice and off-ice development of the athlete. A parent's role

shall be to take a healthy interest in their child's progress and development and be responsible for the child's nutrition, rest, adherence to off-ice training regimen set by the coach or other fitness professional, overall health, life-balance, and moral and emotional support.

- Parents shall ensure their son/daughter wears proper skating clothing and equipment.
- Parents shall never provide alcohol or drugs to minors in a Skate Canada environment.
- Parents shall never provide or advocate the use of performance enhancing drugs or substances.
- Parents shall avoid any conduct, which brings their club, skating school, Section or Skate Canada, into disrepute, including but not limited to abusive use of alcohol, nonmedical use of drugs and gambling.
- Parents shall openly support and uphold this code of conduct policy and take action and steps to ensure other parents follow and uphold this code of conduct policy.
- Parents shall adhere to the policies, procedures, rules, standards, and ethics of Skate Canada at all times.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **APPENDIX 2**

### **SKATER CODE OF CONDUCT**

#### **1.0 ATHLETE EXPECTATIONS FOR ALL ON- AND OFF-ICE SESSIONS**

- Athletes will make every effort to be punctual for all sessions. Athletes must ask permission before entering the ice late for group sessions.
- Under no circumstances is a athlete to be on the ice while the zamboni doors are open. A coach (or other ice supervisor) must be present before entering the ice.
- Food and drink (other than water) are not permitted at the ice surface.
- Athletes are encouraged to keep water bottles at the ice surface.
- Athletes are expected to utilize their ice time effectively and to refrain from engaging in activity that would potentially jeopardize the safety of other athletes or coaches.
- Right of way is given firstly to the athlete in a lesson and secondly to athlete whose music is playing.
- Athletes are expected to refrain from interrupting lessons of other athletes.
- Athletes will exhibit respectful behaviour and engage in constructive conversation with others while engaged in Club activities, including in the dressing rooms.
- Electronic devices are not permitted on the ice.
- Athletes are expected to show respect for club and city property and keep locker and dressing rooms tidy.
- Athletes must knock and ask permission before entering the coach's room.
- Athletes must ask permission from a coach before leaving the ice surface during a session.

#### **2.0 DRESS CODE**

- Athletes will dress appropriately for all sessions; girls are expected to wear skating dresses or pants appropriate for skating (tight-fitting, no sweatpants or jeans); boys are expected to wear skating pants or form-fitting pants appropriate for skating; hair must be kept off of the athlete's face; hoodies, and bulky jackets are not permitted in on- and off-ice classes.
- Please bring a yoga mat, skipping rope, and water bottle to all off-ice classes.

#### **3.0 PARENT/GUARDIAN EXPECTATIONS**

- Notify your coach as soon as possible if your athlete is unable to attend a session; coaches reserve the right to charge for lessons missed without advance notice.
- Parents are not permitted in the player's box.
- Parents and siblings of athletes are not permitted to coach from the boards or the stands.
- Parents should not interrupt lessons to talk to a coach, please wait for a flood/ice clean or a break.

- Parents must communicate in a positive manner with athletes, coaches, other parents, and executive members.

Failure to abide by the Club Code of Ethics may result in the athlete being asked to leave the ice without refund. Questions regarding any SCSC policy are to be directed to the Vice-President.

Athlete Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **APPENDIX 3**

#### **SKATE CANADA CLUB AND COACH CODES OF ETHICS**

Please see: <http://sunshinecoastskatingclub.ca/policies-procedures/>



## APPENDIX 4

### CLUB OATH OF OFFICE AND CONFIDENTIALITY

Respect for confidentiality is the cornerstone of trust and confidence. Board members must at all times respect the confidentiality of any Executive/Board members' names and/or circumstances that might identify them. Similarly, all matters dealt with the Executive/Board during in-camera meetings and matters related to personnel must be held in strictest confidence. Confidentiality means Directors may not relate such matters to anyone including immediate family members. The duty of confidentiality continues indefinitely after a Director has left the Executive/Board. Executive/Board members shall agree to an Oath of Office and Confidentiality upon joining the Board of Directors of this Club in the BC/YT Section of Skate Canada.

### OATH OF OFFICE AND CONFIDENTIALITY AGREEMENT

I, \_\_\_\_\_, a director of The Sunshine Coast Skating Club in the BC/YT Section of Skate Canada, declare that, in carrying out the duties as a Director, I will:

1. Exercise the powers of my office and fulfill my responsibilities in good faith and in the best interests of this Club and especially keeping in mind the protection of the children skating with this Club.
2. Exercise these responsibilities, at all times, with due diligence, care and skill in a reasonable and prudent manner.
3. Respect and support the Club's Bylaws, Policies and Procedures, Codes of Conduct, Club Handbook, and decisions of the Board and membership.
4. Keep confidential all information that I learn about members, personnel, contract negotiation and any other matters specifically determined by Board motion to be matters of confidence including matters dealt with during in-camera meetings of the Board.
5. Conduct myself in spirit of collegiality and respect for the collective decisions of the Board and subordinate my personal interest to the best of the Club.
6. Immediately declare any personal conflict of interest that may come to my attention.

Board Member: \_\_\_\_\_

Date: \_\_\_\_\_

Board Chair: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX 5

### CLUB BOARD MEMBER AGREEMENT

As a Board member of the The Sunshine Coast Skating Club, I am fully committed and dedicated to the purpose of the Club. I understand that my duties and responsibilities include the following:

1. I promise to be fiscally responsible, with other Board members, for this organization. I will make myself aware and knowledgeable regarding our budget and finances and will take an active part in reviewing, approving, and monitoring the budget and fundraising to meet the goals of our Club;
2. I understand my legal responsibilities for the Club and those of my fellow Board members. I am responsible for knowing and overseeing the implementations of policies and programs;
3. I accept the Bylaws, Club Constitution, and operating principles; and understand that I am morally responsible for the health and well-being of this Club;
4. I will actively engage in fundraising for this organization. This may include undertaking special events or other activities. I am making a good faith agreement to do my best in this endeavour;
5. I will actively promote the Club in a positive manner;
6. I promise to treat my fellow and other Club members with respect and when conflict occurs, I promise to respectfully disagree and work for/towards a compromise that is in the best interests of the Club; and
7. I will attend Board meetings, be available for phone consultations, answer emails in a timely manner, and serve on at least one Club committee. If I am not able to meet my obligations as a Board member, I will offer my resignation.

In signing this document, I understand that no quotas are being set and that no rigid standards of measurement and achievement are being formed. Every Board member is making a statement of faith about every other Board member. We trust each other to carry out the above agreements to the best of our ability.

Board Member: \_\_\_\_\_

Date: \_\_\_\_\_

Board Chair: \_\_\_\_\_

Date: \_\_\_\_\_



## APPENDIX 6

### BOARD MEMBER RESPONSIBILITY AGREEMENT

NAME: \_\_\_\_\_

REPORTS TO: Chair, \_\_\_\_\_

#### PURPOSE OF A BOARD POSITION:

To act as a voting member of the Board with full authority and responsibility to develop policies, procedures, and regulations for the operation of the Sunshine Coast Skating Club and to monitor financial health, programs and overall performance.

#### BOARD'S COLLECTIVE RESPONSIBILITIES:

1. Establish and support the implementation of policy;
2. Responsible for the operations of the Club Executive and support its actions;
3. Approve budgets, receive financial reporting necessary to carrying on business, review auditor's statement and recommendations;
4. Review and approve annual and long range plans; and,
5. Adopt and monitor key operating policies and procedures.

#### INDIVIDUAL BOARD MEMBERS DUTIES:

1. Attend Board meetings and activities;
2. Serve and represent the interests of The Sunshine Coast Skating Club, Skate Canada: BC/YT Section and that of Skate Canada ("Association");
3. Become knowledgeable about the Club and the Section;
4. Come to Board meetings prepared and informed about issues on the agenda;
5. Receive reports of The Sunshine Coast Skating Club activity on a regular basis; approve requests for action as appropriate;
6. Observe parliamentary procedures and consider others' point of view; make constructive suggestions and help the Board make decisions that benefit skaters and the sport of skating;
7. May serve on committees, commissions and working groups as requested and participate in the accomplishment of their objectives;
8. As Chair of committees, commissions or working groups:
  - a) operate within the committee, commission or working group terms of reference and refer appropriate matters to the Board of Directors;

- b) call meetings as necessary until objectives are met;
  - c) ensure notice of meeting is distributed to all members, preferably six weeks in advance;
  - d) ensure the agenda and support materials are circulated to all members;
  - e) conduct the meetings in an orderly, fair, open and efficient manner; ensure discussion is limited to agenda topics and remains centered on the agenda items; encourage participation from all members; make assignments when work needs to be completed; facilitate decision making processes among members when disagreements arise;
  - f) encourage the open declaration of conflicts of interest related to the objectives of the meeting, and subsequently require those in conflict to abstain from voting
  - g) produce and distribute minutes of committee meetings and reports of commission and working group meetings to Board members in accordance with the approved Guidelines for Meeting Minutes;
  - h) adhere to approved plans and budgets;
  - i) Prepare policy changes as recommendations to the Board.
9. Represent the Club, Region, and Section in a positive and supportive manner at all times;
  10. Avoid conflicts of interest between the position of Board Member and your personal life. If such a conflict does arise, declare that conflict before the Board and refrain from voting on matters in which you have conflict;
  11. Support in a positive manner all decisions of the Board of Directors, creating a unified voice;
  12. Adhere to timelines established for effective Board operations, including the drafting of motions for consideration prior to the Board meeting;
  13. Protect the confidentiality of discussions at the Board table;
  14. Participate in Board self-evaluation programs, Board development workshops, seminars, and other educational events, which enhance Board Member skills.
  15. Assist, when in attendance at all major events of The Sunshine Coast Skating Club, in all activities and demonstrate support for skaters, sponsors, and event management.

I have read and fully understand the roles and responsibilities of a member of the Board of Directors and agree to carry out my duties consistent with the expectations as outlined in the above position description. If, for any reason, I find myself unable to carry out the above duties to the best of my abilities, I agree to resign my position as a member of the Board of Directors.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Name (print)



## **APPENDIX 7**

### **CONFLICT RESOLUTION PROCEDURES**

Violations that are serious and significant (discrimination, harassment, abuse of power, etc.) as defined in the Skate Canada Policies and Procedures will be referred to the National Complaints Review Officer of Skate Canada and will not be addressed by the Club Executive.

#### **CLUB INFORMAL CONFLICT RESOLUTION PROCEDURE**

- a. It is the intent of this policy to encourage members and coaches to resolve conflicts and foster good will through direct dialogue whenever possible, before following formal resolution procedures. The techniques of negotiation, facilitation, mediation, and arbitration are effective ways to resolve disputes.
- b. The individuals involved in the dispute must make every effort to resolve the conflict between them.
- c. Where reasonable efforts to resolve the conflict fail, a request may be made to the Club Executive for assistance to resolve the dispute.

#### **CLUB FORMAL CONFLICT RESOLUTION PROCEDURE**

- a. If a member of the Club believes another member has violated one or more of the Club's Bylaws or Regulations, the complaining member ("Complainant") may file a written complaint ("Complaint") with the Club Executive within two weeks of the alleged violation(s).
- b. Within two weeks of receiving a complaint, the Club Executive shall notify the member against whom the complaint is lodged ("Respondent") of the complaint and provide him or her with a copy thereof. The respondent may file a written response to the complaint ("Response") with the Club Executive no later than two weeks after his or her receipt of the complaint ("Response Period").
- c. At the next regularly scheduled Club Executive meeting following the expiration of the response period, the Club Executive shall consider the complaint and any response and either choose to summarily dismiss the complaint or render a decision thereon ("Decision"). Within a reasonable period of time thereafter, the Club Executive shall notify the complainant and respondent, in writing, of the dismissal or decision.

#### **SECTION FORMAL CONFLICT RESOLUTION PROCEDURE**

- a. The Club Executive may refer a dispute to the Section Dispute Resolution Process where:
  - i. reasonable efforts to resolve the conflict have failed; and
  - ii. both parties agree in writing of the dismissal or decision.

#### **SECTION FORMAL CONFLICT RESOLUTION PROCEDURE**

- a. The Club Executive may refer a dispute to the Section Dispute Resolution Process where:
  - i. reasonable efforts to resolve the conflict have failed; and
  - ii. both parties agree in writing to engage in dispute resolution to resolve the conflict.
- b. The Club Executive's decision to dismiss a complaint may be appealed to the Section.
- c. No person is permitted to disclose either the existence of a complaint or information about the complaint, except for the purposes of complying with the objectives of the Dispute.

## **DEFINITIONS**

“Club Executive” refers to the members of the Club Executive Board and includes the President, Vice-President, Past President, Treasurer, Secretary, Registrar, Coaches Rep/Director of Skating, and Members-at-Large.

For more information on Dispute Resolution, please see <http://sportbc.com/services/dispute-resolution/> or [http://www.skatinginbc.com/sites/default/files/club\\_mailing/resources/7.\\_conflict\\_mediation\\_policy.pdf](http://www.skatinginbc.com/sites/default/files/club_mailing/resources/7._conflict_mediation_policy.pdf).

**Note:** The Bylaws and Constitution of the Sunshine Coast Skating Club is a separate document from the Club Policies and Procedures. Where discrepancies exist, the Constitution and Bylaws document will take precedent over the Policies and Procedures.

## **APPENDIX 8**

### **ICE RULES**

Skaters must sign in prior to entering the ice on all STAR sessions. If skating on a session not registered for, skaters are expected to follow buy-on procedures.

#### **FREESKATE SESSIONS:**

- Soloists in a lesson have the right of way.
- Soloists not in a lesson have second priority.
- When the jump harness is in use, the skater in it has the right of way.
- Skater's music may be played once per program per session, time permitting.
- Spins are to be practiced in the center except when skating a program or in a lesson.
- Dance is not permitted during freeskate sessions.

#### **DANCE/SKILL SESSIONS:**

- Skaters in a lesson dancing to the music being played have the right of way.
- Skaters dancing to the music being play have second priority.
- Freeskating, spins, and jumps are not permitted.

#### **BUY-ONS:**

- Skaters must ensure session is not full.
- Maximum skaters on ice: 22 Junior/Open; 20 Intermediate; 18 Senior.
- Skaters must be registered with Skate Canada, complete a payment envelope or punch card with payment and submit to Director of Skating prior to stepping on ice.
- Skaters are expected to skate on the sessions for which they are qualified. Skaters are not permitted to sell or trade sessions. If you miss your regular session for particular day you may not skate on another session in lieu of the one you missed. You may not have another skater skate on sessions you are not able to attend.
- See Buy-Ons Rules for more information.

STAR and competitive skaters are expected to fill large holes in the ice surface with ice provided by the SCRD on each ice session.

Only water bottles are permitted at the ice surface. No pop, juice, etc. at rink side.

## APPENDIX 9

### FINANCIAL POLICIES AND PROCEDURES

#### WHY?

Implementing strict financial procedures is not an insult to the integrity and honesty of the Treasurer. In fact, they are a protection to these people and the Skating Club. Proper financial procedures help take the entire burden off the shoulders of the Treasurer and eliminate temptations for anyone involved in managing the assets of the Club.

#### SIGNING AUTHORITY

A standard safeguard is to require two (2) authorized signatures on all cheques. Often there are three (3) signing authorities but only two are required to sign. This procedure is rendered ineffective if one of the Board members signs a quantity of blank cheques ahead of time.

#### REGULAR REPORTING TO THE BOARD

The Board should specify a regular schedule of financial reporting and the level of detail that is required at every Board meeting. Monthly financial reports should include the current cash position and all income and expense for that monthly period. All Board members must receive a copy of this report. A budget-to-actual comparison is also very helpful.

The financial books and records are the property of the Skating Club and not the Treasurer and may be viewed or examined at any time by the Board of Directors.

#### ANNUAL BUDGET AND SPENDING LIMITS

An annual budget should be set up and approved by the Board of Directors. This then gives the signing authorities permission to purchase items within that budget without getting Board approval. For example, new clipboards for test days could be purchased without Board approval if there has been a budget for test days previously voted on. This allows the Treasurer to purchase items without having to wait for a Board meeting.

***A motion at the Board meeting must approve any expenditure not included in the budget.***

Current Club policy states that “No member of the Board of Directors shall be empowered to make expenditures in excess of \$100.00 without the previous approval of the Board of Directors.”

#### CASH

The handling of cash is a common occurrence and some safeguards should be put in place:

1. Have cash receipts counted and recorded as soon as possible from the time that they are received.
2. Always ensure that there are two people present when cash is being handled.
3. Once cash has been counted, lock it up where only authorized people can retrieve it.
4. Make bank deposits regularly to avoid having large amounts of cash on hand.
5. Written receipts should always be given when receiving cash.

#### CHEQUES

Cheques provide an easy paper trail to follow. One risk is forgery:

1. Keep all blank cheques in a safe place.
2. Keep all signed cheques in a safe place.



**EXPENSE CLAIM FORM**



**SKATE CANADA**  
Sunshine Coast Skating Club

**The Sunshine Coast Skating Club**

PO Box 1316 Sechelt, BC V0N 3A0

**EXPENSE CLAIM FORM**

Name \_\_\_\_\_ Director(s) approval \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

| Date | Purpose | Expense | Code<br>(Treasurer<br>ONLY) | Cost |  |
|------|---------|---------|-----------------------------|------|--|
|      |         |         |                             |      |  |
|      |         |         |                             |      |  |
|      |         |         |                             |      |  |
|      |         |         |                             |      |  |
|      |         |         |                             |      |  |
|      |         |         |                             |      |  |
|      |         |         |                             |      |  |
|      |         |         |                             |      |  |
|      |         |         |                             |      |  |
|      |         |         |                             |      |  |
|      |         |         |                             |      |  |
|      |         |         |                             |      |  |
|      |         |         |                             |      |  |
|      |         |         | <b>TOTAL</b>                |      |  |

Signature: \_\_\_\_\_ Treasurer Signature: \_\_\_\_\_

PLEASE ATTACH RECEIPTS FOR ALL EXPENSE CLAIMS. BOARD SIGNATURE APPROVAL ALSO REQUIRED (TOP OF FORM).

**TRAVEL EXPENSE FORM**



**SKATECANADA**  
Sunshine Coast Skating Club

**The Sunshine Coast Skating Club**

PO Box 1316 Sechelt, BC V0N 3A0

**TRAVEL EXPENSE CLAIM FORM**

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DEFINE ACTIVITY \_\_\_\_\_  
(event, location, dates)  
SIGNATURE \_\_\_\_\_  
DATE \_\_\_\_\_

- REGULATIONS**
1. All claims must be submitted within 30 days of activity.
  2. Where required, original receipts must be attached.
  3. Mileage rate for private car is \$0.48/km.

|                |
|----------------|
| APPROVAL _____ |
| DATE _____     |

|                        |  |  |  |  |  |               | OFFICE USE ONLY |         |           |
|------------------------|--|--|--|--|--|---------------|-----------------|---------|-----------|
| DATE                   |  |  |  |  |  | TOTAL CLAIMED | GST REBATE      | NET AMT | ACCT CODE |
| TRANSPORTATION         |  |  |  |  |  |               |                 |         |           |
| BUS/AIR/TAXI           |  |  |  |  |  |               |                 |         |           |
| OTHER TRAVEL (specify) |  |  |  |  |  |               |                 |         |           |
| PARKING                |  |  |  |  |  |               |                 |         |           |
| ACCOMMODATION          |  |  |  |  |  |               |                 |         |           |
| MEALS                  |  |  |  |  |  |               |                 |         |           |
| TELEPHONE/FAX          |  |  |  |  |  |               |                 |         |           |
| POSTAGE                |  |  |  |  |  |               |                 |         |           |
| OTHER (specify)        |  |  |  |  |  |               |                 |         |           |
|                        |  |  |  |  |  |               |                 |         |           |
|                        |  |  |  |  |  |               |                 |         |           |
| <b>DAILY TOTALS</b>    |  |  |  |  |  |               |                 |         |           |
|                        |  |  |  |  |  |               |                 |         |           |

PLEASE ATTACH RECEIPTS FOR ALL EXPENSE CLAIMS. SIGNATURE AND BOARD APPROVAL ALSO REQUIRED (TOP OF FORM).