

# Williams Lake Skating Club

Terms of Reference  
Policy and Procedure Manual

Updated: May 2018



**SKATECANADA**  
**WILLIAMS LAKE SKATING CLUB**

## Williams Lake Skating Club Terms of Reference and Policy and Procedures

The purpose of having Terms of Reference and a Policy and Procedure Manual is to ensure the consistent running of the Club on a day to day, season to season basis. It will provide the Board of Directors and coaching staff with concrete guidelines for making decisions.

This manual should be reviewed annually to ensure the appropriateness of these guidelines for the upcoming season. Changes from the Club's national governing body, Skate Canada and provincial governing body, BC Section and our regional governing body, Cariboo North Central Region, are ongoing. Therefore the Williams Lake Skating Club will endeavour to meet these new requirements.

The policies and procedures outlined in this manual are in addition to The Williams Lake Skating Club Constitution and By-Laws. In the case of a conflict between these policies and procedures and the Constitution and By-Laws and/or Skate Canada Rules and Regulations, the latter will supersede.

## **BOARD OF DIRECTORS TERMS OF REFERENCE**

### *Purpose*

This policy gives the board of directors' clear direction as to their responsibilities and duties to the club. Each board position as named in the By-Laws will be given a list of more specific duties.

In general, the board is to foster and promote the sport of skating to enhance the physical, social and emotional well-being of all skaters, regardless of age, experience, or level of ability. They are to encourage sound club operations and support the coaches who are striving for purposeful training and technical excellence. The board will encourage fairness and friendliness among skaters, parents and coaches. The board will be concerned for the supervision of club and skaters, and may be responsible for the discipline of members. The board will execute leadership and willingly explore new initiatives implemented by the other governing bodies.

### *President*

- Is elected at the Annual General Meeting
- Provides leadership and overall direction and administration to the business and operation of the club
- Is responsible for correspondence and responding to phone messages or may ask Secretary to do so.
- Prepares meeting agendas or asks Secretary to do so
- Chairs all regular and special meetings of the Board of Directors
- Provides guidance to the board for the monitoring, reviewing and approval of policies and procedures developed by the Board of Directors
- Guides and directs the planning of programs and schedules
- Ensures that all operations and activities of the Club are in accordance with its Constitution and By-Laws, those of the CNC Region, BC Section and Skate Canada

### *Immediate Past President*

- Is a member of Board of Directors
- Runs the election of Board of Directors at Annual General Meeting
- Can serve on other special sub-committees that arise

### *Vice President*

- Is elected at the Annual General Meeting
- Takes on all duties of President when they are unable to do so
- Is responsible for maintenance and repairs of all club equipment (photocopier, fax/phone, music players –CD/ I-Pod, video and camera equipment, head sets, and stop watches)
- Can take on duties of other positions for a year term (For example, newsletter, maintain web-site)
- Can oversee a particular fundraising project

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- Can be a representative between parents and Board for CanSkate, Junior Academy, Intermediate/Senior
- Can serve on other special sub-committees that arise

## *Secretary*

- Is elected at Annual General Meeting
- Records all minutes of Board of Directors Meetings, Committee Meetings if requested, and the Annual General Meeting
- Prepares minutes and distributes to board members and makes available to general membership
- For AGM receives reports and compiles meeting packages, prepares a sign-in sheet, voting cards, and reports quorum
- Completes and submits Sanction forms when necessary
- Maintains up to date Policy and Procedure Manual

## *Treasurer*

- Is elected at the Annual General Meeting
- Attends all meetings and provides a current financial report
- Prepares annual budget in consultation with board members
- Arranges for review of Annual Financial Statement as advised by Board and presents at Annual General Meeting
- Maintains bank accounts: General, and Gaming and GICs
- Makes all deposits on behalf of the Club within a timely fashion (within two weeks of cheque date)
- Pays all approved expenses promptly
- Pays Skate Canada, CNC Region, BC Section and SOCAN Fees as required
- Calculates payroll as per Employee Contracts and current regulations
- Prepares and pays required monthly payroll deductions to Revenue Canada
- Prepares and submits annual T4 summary and Employee T4's to Revenue Canada
- Reconciles all bank statements monthly
- Handles settlement of any NSF or returned cheques
- Prepares Community Gaming Grant proposals with assistance from board members
- Prepares annual and special reports to Gaming Enforcement Branch
- Following AGM completes and Submits Form 100 to CNC Region
- Completes and submits BC Society Act Annual Report within 30 days of AGM

## *Up to 5 Directors at Large*

- Is elected at AGM or by Board of Directors
- Two (2) directors to be voted in each year for a term of two (2) years
- One (1) position to be filled by the Coach's Representative, as appointed in writing, and signed by all club coaches, each year. In the event the club has only one (1) coach, that coach is automatically deemed to be the Coach Representative each year.

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- Can take on duties as determined by the executive at any general meeting from time to time
- Can oversee a particular fundraising project
- Can be a representative between parents and Board for CanSkate, Junior Academy, Intermediate/Senior
- Can serve on other special sub-committees that arise

## **POLICY AND PROCEDURES**

### **Meetings**

#### Purpose

This policy ensures that all Board members are prepared for Board Meetings and participate fully.

#### Policy and Procedures

- Board of Directors Meetings will be held once a month throughout the whole year
- Any board member may submit agenda items up to the day of the regular scheduled meeting
- The President (Vice-President or Secretary) will publish the agenda and send it out via e-mail prior to the regularly scheduled meeting
- The agenda should follow this format:
  - Call to order
  - Adopt the agenda
  - Adopt previous minutes
  - Business Arising from Minutes
  - Reports
  - New Business
  - Adjournment
- Meetings will be conducted according to *Robert's Rules of Order*
- A time frame should be honoured
- In minutes those responsible for a task and a time frame for completion should be recorded
- Meetings will be open to the public, except when an in camera session is requested by a board member
- Quorum is 50% of board membership plus 1.
- Board members must not miss more than three consecutive regularly scheduled board meetings.
- The Annual General Meeting has a different agenda and guidelines that are to be followed as stated in the By-Laws

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## **Travel Expenses**

### *Purpose*

This policy provides remuneration for board members or other club members who are willing to attend out of town meetings or conferences on behalf of the skating club.

### *Policy and Procedures*

- The Board of Directors will give approval for any skating club member to attend an out of town event hosted by Skate Canada Board of Directors, BC/YK Section Board of Directors, or CNC Region Board of Directors and will incur expenses such as mileage, accommodation and meal allowance. An estimate must be provided at the time of request Mileage
- Hotel
- Meals
- Travel expenses will be reimbursed from original receipts.

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## **Programs**

### *Purpose*

This policy will ensure that all programs are delivered to the minimum standards of Skate Canada and that the interests of all skaters are respected.

### *Policy and Procedures*

- The club will operate CanSkate programs with at least one (1) Skate Canada Canskate Trained coach and several program assistants and follow the most recent minimum program delivery standards as set by Skate Canada
- Coaches keep up with Starskate and Competitive competition technical structures as set out by Skate Canada and the BC/YT Section
- Programs (like CanPowerSkate) will be offered if there is a need or an appropriate Skate Canada coach is available to do the program.
- Parents are provided with information about the programs through the web-site, social media, a handout and/ or a meeting with board members and coaches
- The club is committed to ensuring the progress of skaters at all levels through various talent ID opportunities like Regional Development Camps, local development camps & seminars, Super Series and Club competitions.
- The Club will assist a club skater if they qualify for a Canadian or Challenge Event to apply for all applicable bursaries and awards offered through the CNC Region Board, BC/YK Section and Skate Canada.



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## **Coaching**

### Purpose

This policy will ensure that the club is hiring and retaining qualified coaches. This policy will ensure that coaches receive appropriate feedback to assist with their professional growth as well as run effective programs

### Policy and Procedures

- A coach may be evaluated at least once within the contract period.
- This evaluation may be done by surveying program participants
- Program Assistants may receive a verbal or written performance evaluation from the supervising coach/s
- Coaches will provide a written letter of intent for employment for the following skating season by the AGM
- A special sub-committee will be established to hire coaches as well as negotiate new contracts with present coaches
- Coaches must present the board of directors with a copy of their professional coach membership card in September of every year
- Coaches may be supported financially when participating in professional development activities.
- The board of directors will support the coaches as they strive to fulfill their duties and responsibilities **See Appendix A**

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## **Registration**

### *Purpose*

This policy will ensure that all new and returning skating club members follow the registration procedures and are properly registered with Skate Canada.

### *Policy and Procedures*

- Registration forms must be filled out completely before being accepted
- Payment includes Program Fees, Skate Canada Fee and Insurance Fee, a WLSC Administration Fee, a deposit (cash or cheque) and post -dated cheques or full payment (cash or cheque)
- Junior Academy, Intermediate, or Senior skaters registering after start date fees will be pro-rated after November
- All registering members must sign consent for release of photography or video to be used to promote skating as a sport or the club.
- All registered members will be registered on–line with Skate Canada within a week
- All board members, and local officials will be registered on–line with Skate Canada following the AGM
- The club will only refund registration fees upon a letter of request. In some cases this letter of request may need a physician’s note indicating a medical issue. The request will be presented to the board of directors for approval. The refund may be in full, pro-rated or denied. Fees for Skate Canada membership or WLSC administration fee will not be refunded.

## **Member's Code of Conduct**

### Purpose

This policy will ensure a safe and respectful environment for skaters, families and coaches. All members are responsible for ensuring that their own behaviour is in accordance with either the Skaters' and Parents' Code of Conduct. This code is applicable to all arena activities, out of town competitions, test days, seminars and training sessions and any other activities supported by our skating club

### Policy and Procedures

- Each member will adhere to the applicable Code of Conduct
- All Intermediate and Senior skaters and their parents are to read and sign the Code of Conducts' provided during registration
- Coaches and Board of Directors have the authority to enforce the Skater's Code of Conduct
- When there is an infraction the following disciplinary action will be taken:
  - Initial or minor offences will result in a verbal warning from coach
  - Continued minor offences will result in removal from ice session and the coach will contact a parent
  - Continued minor offences or major offenses may result in long term suspension as recommended by disciplinary committee
- If necessary, a disciplinary committee will be organized that consists of the Club President, Coach involved and one other Board member
  - The disciplinary committee will meet with all involved parties to try to reach a verbal agreement on disciplinary action
  - The actions of the disciplinary committee will be reported at next Board Meeting and recorded in meeting minutes
- Any grievances brought forth between adults will follow the Conflict Mediation Policy as set out by the BC/YT Section Policy and Procedures Manual

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## **Dress Code**

### Purpose

This policy will promote safety and comfort for all skaters and coaches as well as encourage the most productive development of skating skills.

### Policy and Procedure

- CanSkate Program
  - All skaters must wear a CSA Approved Helmet
  - All skaters must wear gloves or mittens
  - All skaters must wear warm, non-restrictive pants and jackets
- Junior Academy Program
  - All skaters must wear gloves or mittens
  - All skaters must wear either figure skating attire (dresses and skirts for girls and stretchy pants for boys) or fitted pants such as jazz pants or sweat pants.
  - All skaters must wear warm, light weight sweaters or jackets, but these must not have hoods
- Intermediate and Senior Programs
  - All skaters must wear their hair neat and off the face
  - All skaters must wear either figure skating attire (dresses and skirts for girls and stretchy pants for boys ) or fitted pants such as jazz pants or sweat pants
  - No jeans or hoodies
  - Clothing should be respectful
- All Lost and Found items will be stored in the Skating Club Office
- Skating equipment can be stored in the office with permission from coaches.
- Skaters can change in the Changing Room #11 and store items in lockers using personal locks, but are doing so at their own risk.
- The office is not to be used as a change room.

## **Accident Reporting**

### Purpose

This policy will make every effort to ensure the safety and security of all members during club activities.

### Policy and Procedures

- A well supplied First Aid Kit is on site. The kit is stored on the music stand.
- The coaches are to inform the Board of Directors if supplies are needed for the kit
- For ice injuries, the first aide attendant (coach) will administer first aid as applicable
- The first aide attendant (coach) will call for emergency services such as an ambulance as needed
- The first aide attendant (coach) will contact the parents/guardians regarding injury
- The first aide attendant (coach) will submit a written report or form and submit this at the next Board Meeting for all incidents requiring medical attention other than the on-site first aid attendant (coach)
- The club will forward a copy of the incident report requiring further medical attention, on to BC/YK Section and Skate Canada
- The incident report, and all pertinent information will kept for a period of no less than 7 years or longer as directed by Skate Canada or their representative
- If hospitalization results, a board member will contact the injured skater's family and maintain communication between the board and family. A written record of all such communication will be maintained and kept for a period of no less than 7 or longer as directed by Skate Canada or their representative

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## **Financial**

### *Purpose*

This policy will ensure that all financial matters are handled responsibly while being coordinated with the Treasurers' duties.

### *Policy and Procedures*

- Any expenditure over \$100.00 must receive approval from the entire board of directors and documented in the meeting minutes.
- In the case of board member or coaches' travel an estimate can be presented to the board for approval. This will avoid a member being out of pocket for expenses. Once travel has been completed, all receipts will be provided
- All NSF cheques will be subject to a \$25.00 fee.
- Any member who is delinquent in their account (registration fees, competition fees, test fees, coaches' fees) will receive a written notice after 30 days. In the event that the account is not cleared after 60 days upon receiving the notice, they will be considered "not in good standing" and not be eligible to participate in competitions or test days.
- To subsidize coaches' travel for competitions and test days, each skater participating will pay \$40.00 towards the expenses to the club, through the Treasurer, and then the club will pay for the coaches' mileage, accommodation and meal allowance as submitted by the Coach.

## **Competitions and Test Days**

### **Purpose**

This policy encourages parents to be actively involved in their skaters programming and communicate regularly with their coach

### **Policy and Procedures**

- Parents must fill in all the necessary forms completely, including getting coaches' signature and submit these, with correct payment of fees to the Treasurer
- Late applications for tests are not accepted and refunds shall be governed by the CNC Region Test Policy & Regulations
- Director designated to oversee Tests & Competitions will ensure all members are informed about when their skate times are for all competitions and tests, once a schedule is made available. This may be through web-sites, e-mail, newsletter, and/or on the club bulletin board
- All registration and travel expenses (including a \$40.00 subsidy for coaches' expenses if they are attending) are paid for by the skater's parents/guardians when attending competitions, or test days.
- Coaches will accompany their skaters to competitions and test days. If only 1-2 skaters are attending it will be up to the discretion of the board of directors as to whether the skater's personal coach will attend.
- If a skater is attending a provincial event like Sectionals, their personal coach will accompany them
- Travel expenses for the coaches will be paid for by the club and are subsidized by the parents

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## **Ice**

### Purpose

This policy encourages the appropriate and fair use of ice to benefit all skaters' development

### Policy and Procedures

- If a club skater wishes to buy-on extra ice they may do so during a regularly scheduled Intermediate / Senior skating session with approval from a coach, at a rate of \$15.00 per hour session. Buy-ons must be paid in full prior to stepping on the ice.
- If a past club skater wishes to buy-on ice they must have Skate Canada membership paid, inform a coach and pay a rate of \$15.00 per hour session.
- If another club skater wishes to buy-on ice they must have Skate Canada membership paid, inform a coach and pay a rate of \$20.00 per hour session.
- Intermediate skaters are encouraged to skate a minimum of 3 days per week and attend 2 weeks of summer school
- Senior skaters are encouraged to skate a minimum of 4 days per week , at least one of these sessions must be a morning session and attend 2 weeks of summer school
- If an Intermediate/Senior club skater misses two or more sessions due to illness or unforeseen circumstances they may skate another session within a two week period to make up for the missed session with the approval of a coach. Approval from coach must be at least 1 day before make up session
- Ice schedule changes will be communicated to affected skaters
- On cold weather days when school buses do not run, CanSkate programs will be cancelled, at the discretion of the coach. Notices will be posted at arena and left with the Arena administration desk.
- Junior Academy, Intermediate, and Senior skating will run as usual on cold weather days
- Booking and schedule of ice is responsibility of Head Coach and President and is subject to board approval
- Coaches have priority on what music is played during all skating sessions.
- On occasion the coaches may request regular ice sessions be changed to practice ice for a special event or simulation in preparation for competitions.



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## **Volunteers**

### Purpose

This policy will promote involvement by all members, both with daily and special activities

### Policy and Procedures

- All parent/guardians of Intermediate and Senior skaters are expected to volunteer a minimum of 10 hours, per season, for fundraising activities, competitions, test days, or special events.
- If Intermediate and Senior parents do not wish to participate in fundraising activities, a \$100.00 surcharge shall be charged per season, at registration, to be deposited immediately, and refunded once volunteer hours are fulfilled.
- All parent/guardians of CanSkate and Junior Academy skaters are expected to volunteer a minimum of 2.5 hours, per season, for fundraising activities, competitions, test days, or special events.
- If CanSkate and Junior Academy parents do not wish to participate in fundraising activities, a \$25.00 surcharge shall be charged per season, at registration, to be deposited immediately, and refunded once volunteer hours are fulfilled.
- Senior or intermediate skaters may volunteer to work as Program Assistants for the CanSkate Program. After volunteering 20 hours and have reached the age of 12 years old, they will receive a \$5.00 per session credit to be used towards club fees. The coach will keep track of the sessions PA's have attended and provide regular summary to Treasurer
- Any past or present skaters who wish to apply Program Assistant volunteering for high school work- related experience can do so if approved by the coach and if they pay the Skate Canada and WLSC admin fee applicable for the season applied for.
- Volunteers will be recognized for their contributions

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## **Awards**

### Purpose

This policy ensures that the club recognizes hard work, dedication, and achievement in a public forum which will then encourage others to strive for their personal best.

### Policy and Procedures

- Applicable pins, ribbons or other awards, will be awarded annually to skaters when they have completed test(s)
- Senior Skaters who achieve Gold or Diamond Level Testing in any discipline will be presented with an individual Plaque recognizing the name of test and date.
- Skaters achieving their high school graduation while skating with the club will be recognized and may apply for CNC Region Bursary for further education

## APPENDIX A DUTIES AND RESPONSIBILITIES OF COACHES

The Employee's duties and responsibilities include but are not limited to the following:

Must have current certificates in the following: Skate Canada Membership, NCCP Certificate and First Aid Certificate;

- Participate in professional development activities in which registration and expenses may be paid for by the Club;
- Present self as an enthusiastic, professional, sportsmanlike role model;
- Plan, oversee and direct athlete development;
- Report unacceptable ice conditions to the board;
- To administer first aid when needed;
- Conduct and evaluate Jr. Academy sessions;
- Offer semi-private lessons if requested;
- Provide competition and test skaters with the required solo music; within 2(two) weeks of skater returning to ice;
- Conduct private lessons in such a manner as to provide the opportunity for skaters to obtain adequate training and to preclude preference or favour;
- Plan and conduct group stroking sessions for a total of 30 (thirty) minutes per week for either Intermediate and Senior skaters;
- Train skaters for competitions according to standards established by Skate Canada standards;
- Assist skaters in developing skills commensurate with their age and potential;
- Develop ~~long-range~~ training strategies for skaters;
- Organize educational/motivational sessions for athletes;
- Provide incentives for retention and advancement of skaters;
- Provide regular feedback to athletes and parents;
- Encourage parent involvement in club activities;
- Promptly notify registrar of any skater status changes;
- Provide skaters with pre-competition strategies and post-competition assessments;
- Be responsible for the individual and collective conduct of the skaters at all practices, competitions and activities;
- Advise board on disciplinary matters;
- A coach must be on the ice prior to the commencement of each session;
- Ensure there is adequate supervision of skaters for the duration of any session;
- Ensure all skaters are aware of and comply with the rules and regulations of the Club. Discipline must be maintained for skaters safety;
- Attend, at the discretion of the Club Board , all Club Test Sessions and/or competitions, in which the Coach's Skaters are participating;
- Assist with the preparation and production of competitions, ice shows, test days and other special events;
- Attend board meetings and be involved in the development and implementation of club goals;
- Abide by Club bylaws and Skate Canada's Coaching Code of Ethics;
- Make travel arrangements and submit all hotel/gas/food receipts from travel.