

# TERRACE SKATING CLUB

*Policy and Procedure Manual  
Effective November 4<sup>th</sup>, 2021*

## Terrace Skating Club Policy & Procedure Manual

*The purpose of creating a Policy and Procedure manual for the Terrace Skating Club is to ensure the consistent running of the Club on a day to day, season to season basis. This gives all members an opportunity to expect specific policies and procedures and to meet these expectations.*

*The intent is to have each, and every policy or procedure reviewed on an annual basis to ensure the appropriateness of such for the upcoming season. As trends and rule changes from the Club's national governing body, Skate Canada and provincial governing body, BC/Yukon Section and our Cariboo North Central Region governing body, are recognized, the Terrace Skating Club must endeavor to meet these new requirements and set forth a pace that is in the best interest of the Terrace Skating Club and its members.*

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

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## **Accident Reporting Policy & Procedure**

*Though the TSC makes every effort to ensure the safety and security of all members during club activities, there may be instances when members are injured in the course of participating with the TSC. The following policy and procedure is in place for all members.*

The TSC has a first aid kit on site. The large first aid kit is stored in the TSC cage/office in the main arena and is normally brought to rink side (by a coach) during each TSC session. The designated coach is responsible for ensuring that the First Aid kit is stocked and available during all TSC program times. A coach who uses items from the first aid kit must replace the item or let the TSC designated person know that supplies need to be ordered promptly.

All TSC coaches are qualified first aid attendants. No skater may go on the ice unless a qualified first aid attendant is in the ice arena area. The first aid attendant shall make sure the first aid kit is readily available. Off ice training sessions also require the presence of a qualified first aid attendant and first aid kit within the building.

### ON ICE and OFF ICE Injuries:

1. The first aid attendant will administer first aid as applicable to the injured member. This may include calling for emergency services such as 911.
2. The first aid attendant will ensure that parents/guardians are contacted as soon as possible.
3. The first aid attendant will use the online Skate Canada Incident Report form which can be found at [members.skatecanada.ca/-US/safe-sport/submit-an-incident-report/](http://members.skatecanada.ca/-US/safe-sport/submit-an-incident-report/)
4. The first aid attendant will forward an electronic copy of the submission to the Club President and skater(s) involved.

### Competition / Test Day, Seminars and Ice Shows:

Competition, Test Days, Seminars and Ice Shows hosted by TSC require a full-time presence of a first aid attendant. The skating coach can act as the first aid attendant. It is optional for the hosting club to bring in extra first aid attendants.

Policy Created: 2004

Policy Updated: 2010, December 19<sup>th</sup> 2012, June 10<sup>th</sup> 2014, May 4<sup>th</sup> 2017, April 8<sup>th</sup>, 2021

Policy Reviewed by TSC Board: September 9<sup>th</sup> 2014, June 1<sup>st</sup> 2017, April 8<sup>th</sup>, 2021

**Policy Adopted by TSC: April 8<sup>th</sup>, 2021**

## Awards Procedure

*It is in the best interest of the TSC and its members to recognize members who display an exemplary example of the spirit of skating in their efforts and or achievement over the current skating season. Recognizing hard work, dedication, contribution and achievement in a public forum encourages others to strive to meet and exceed these achievements.*

The TSC will strike an Awards Committee that shall consist of all TSC coaches and possibly the Test Chairperson and / or Competition Chairperson.

The Awards Committee shall meet at least once to determine award recipients based on criteria noted below. In the event that a fitting recipient is not determined for any particular award, that award will be deleted from that year's award ceremony. Awards for both volunteers and skaters are to be given during the annual awards ceremony and dinner banquet held at the end of each skating season. The following awards and the criteria for receipt are as follows:

### **1. Tot Skate of the Year Award**

This award is to be awarded to the Can Skater (of Tot age 3-5) who displays a love of skating. This is the skater who listens carefully to instruction, tries their best at all times, has a friendly demeanor when on the ice and has shown progress in skating skills.

A medal will be purchased and engraved (TSC, name, year).

Skaters name and year will be engraved on the club plaque.

### **2. Can Skater of the Year Award**

This award is to be awarded to the CanSkate skater who displays a love of skating. This is the skater who listens carefully to instruction, tries their best at all times, has a friendly demeanor when on the ice and has shown great progress in skating skills. The skater should embody the love of skating and be likely to continue on with skating.

A medal will be purchased and engraved (TSC, award, name, year).

Skaters name and year will be engraved on the club plaque.

### **3. Can Skate Champions (2 awards)**

This award is to be awarded to one male and one female CanSkater who displays a love of skating. This is the skater who listens carefully to instruction, tries their best at all times, has a friendly demeanor when on the ice and has shown progress in skating skills. The skater should embody the love of skating and be likely to continue on with skating.

A medal will be purchased and engraved (TSC, name, year).

#### **4.Can Power Skater of the Year Award**

This skater will have shown improvements in their skating skills, have good attendance, come to sessions with a positive attitude, and who works constructively. The skater will also display good sportsmanship and be a good role model for other Can Power Skaters. The skater will be respectful of all the coaches.

A medal will be purchased and engraved (TSC, award, name, date).

#### **5. Most Improved Pre-Junior of the Year Award**

This award is to be awarded to the Pre-Junior skater who has shown a definite improvement in their level of skating skill over the skating season. This skater must also be respectful of coaches and other skaters, have a positive attitude on the ice and a determination to improve their level of skating. This skater shines when on the ice and embodies the spirit of a life-long skater.

Note – skaters who started the season in Can Skate will not be eligible for this award (but will be eligible for the Can Skate awards).

A trophy will be purchased and engraved (TSC, award, name, year).

Skaters name and year will be engraved on club plaque.

#### **6. Most Dedicated Junior Skater of the Year Award**

This award goes to a Junior skater who arrives early to training, works hard and effectively until the session is over. She/he gladly participates in all areas of skating (freeskate, skills, dance, interpretive, synchronized, stroking, field moves, off-ice training etc.). This skater has goals and strives to achieve them. This junior skater should also be respectful of all coaches and skaters, have a positive attitude on and off the ice.

A trophy will be purchased and engraved (TSC, award, name, year).

Skaters name and year will be engraved on club plaque.

#### **7.Most Dedicated Intermediate Skater of the Year Award**

This award goes to an Intermediate skater who arrives early to training, works hard and effectively until the session is over. She/he gladly participates in all areas of skating (freeskate, skills, dance, interpretive, synchro, stroking, field moves, off-ice training etc.). This skater has goals and strives to achieve them. This intermediate skater should also be respectful of all coaches and skaters, have a positive attitude on and off the ice.

A trophy will be purchased and engraved (TSC, award, name, year).

Skaters name and year will be engraved on club plaque.

#### **8.Most Dedicated Senior Skater of the Year Award**

This award goes to a Senior skater who arrives early to training, works hard and effectively until the session is over. She/he gladly participates in all areas of skating (freeskate, skills, dance, interpretive, synchro, stroking, field moves, off-ice training etc.). This skater has goals and strives to achieve them. This senior skater should also be respectful of all coaches and skaters, have a positive attitude on and off the ice.

A trophy will be purchased and engraved (TSC, award, name, year).

Skaters name and year will be engraved on club plaque.

### **9. Most Improved Junior of the Year Award**

This award is to be awarded to the junior skater who displays an obvious improvement in their skating. Improvement in competition standings and testing results can be used as measurement of their success and improvement. This junior skater should also be respectful of all coaches and skaters, have a positive attitude on and off the ice and a determination to improve their level of skating. This skater shines when on the ice and embodies the spirit of a life-long skater.

Note – skaters who started the season in Pre-Junior will not be eligible for this award (but will be eligible for the Pre-Junior award).

A trophy will be purchased and engraved (TSC, award, name, year).

Skaters name and year will be engraved on club plaque.

### **10. Most Improved Intermediate of the Year Award**

This award is to be awarded to the intermediate skater who displays an obvious improvement in their skating. Improvement in competition standings and testing results can be used as measurement of their success and improvement. This intermediate skater should also be respectful of all coaches and skaters, have a positive attitude on and off the ice and a determination to improve their level of skating. This skater shines when on the ice and embodies the spirit of a life-long skater.

Note – skaters who started the season in Junior will not be eligible for this award (but will be eligible for the Junior award).

A trophy will be purchased and engraved (TSC, award, name, year).

Skaters name and year will be engraved on club plaque.

### **11. Most Improved Senior of the Year Award**

This award is to be awarded to the senior skater who displays an obvious improvement in the skating skills. Improvement in competition standings and testing results can be used as a measurement of their success and improvement. This senior skater should also be respectful of all coaches and skaters, have a positive attitude on and off the ice and a determination to improve their level of skating. This skater shines when on the ice and embodies the spirit of a life-long skater.

Note – skaters who started the season in Intermediate will not be eligible for this award (but will be eligible for the Intermediate award).

A trophy will be purchased and engraved (TSC, award, name, year).

Skaters name and year will be engraved on club plaque.

### **12. Overall Skater of the Year**

This award may be awarded to any skater in the Pre-Junior, StarSkate or Competitive skating category. This skater must have achieved a major milestone throughout the year regarding testing or competitive results. In addition, this skater must also be an asset to the TSC with regards to work ethic, volunteer ethic, uphold the highest standard of sportsmanship and embody the spirit of amateur sport with regards to figure skating (including being respectful of all coaches and skaters, have a positive attitude on and off the ice).

A larger trophy will be purchased and engraved (TSC, award, name, year).

Skaters name and year will be engraved on club trophy.

### **13. Program Assistant of the Year Award**

This award is to be awarded to the Program Assistant who has participated in PA training, attends Come Skate With Us (if applicable), is on time for sessions, is willing to do "extra" (sessions, duties, etc.), is friendly with all CanSkate members, shows dedication to coaching, stays on task while assisting the program, enthusiastic and energetic on and off the ice and is generally fun to be around on CanSkate time.

A trophy will be purchased and engraved (TSC, award, name, year).

Skaters name and year will be engraved on club plaque.

### **14 .Monica Lessard Volunteer of the Year Memorial Award**

This award goes to a volunteer member of the TSC who has volunteered above and beyond other volunteers of the season. This member is a valuable contributing member without who the TSC would not have had such a successful season. Criteria for consideration can include fundraising totals (dollars), volunteer duties (hours), and responsibilities to the TSC. Nominees may be considered from any skating group and can include parents/guardians, board members, other volunteers and coaches.

A gift will be purchased or donated approximately \$50-\$100(examples: massage, pedicure, flowers in an engraved vase etc).

Volunteers name and year will be engraved on club plaque.

### **15. Graduating Skaters**

Skaters achieving their high school graduation during the season of skating are to be recognized with a framed photo collage of their skating time with the TSC. This should be awarded by either their private coach or the current president of the TSC.

Photo frame and collage will be purchased by the TSC (approximately \$50). Bouquet of flowers is often purchased as well, but not mandatory.

### **16. Gold Test Recognition**

A skater achieving a gold test level in any discipline is to be recognized during the Awards Banquet. Their name and date of test will be added to the Gold Test Plaque.

### **17. Quadruple Gold Recognition**

A skater achieving all four gold tests (Skills, Interpretive/Artistic, Dance & Freeskate) to be recognized during the Awards Banquet. The TSC will purchase a figure skating print to present as a celebration gift to the skater. Bouquet of flowers is often purchased as well, but not mandatory.

### **18. Club Spirit Award**

This is awarded to a skater in the Pre-Junior, Star Skate or Competitive Skate programs who treats others with respect, fairness and generosity. This skater will be pleasant and helpful to all members. The skater shows enthusiasm and works hard to obtain personal goals. The skater is able to take loss or defeat well and without complaint but is also able to accept victory without gloating. The skater can celebrate others success and encourages fellow skaters.

A trophy will be purchased and engraved (TSC, award, name, year).

Skaters name and year will be engraved on club plaque.

#### **19. Beyond BC**

For TSC skaters to be recognized who have qualified for an out of the province of BC TSC will purchase a 'dog tag' and engrave it (TSC, award, skater, year).

Skaters name, the year and the event will be engraved on the trophy.

**All** Tot/Can Skate and Can Power skate participants who attend the year end banquet will receive a certificate.

**All** Program Assistants and Helpers will receive a flower, as budge permits.

Policy Created: 2004

Policy Updated: March 15<sup>th</sup> 2010, June 10<sup>th</sup> 2014, May 4<sup>th</sup> 2017, October 11<sup>th</sup> 2017, May 13<sup>th</sup> 2019.

Policy Reviewed by TSC Board: May 13<sup>th</sup> 2019.

**Policy Adopted by TSC: May 13<sup>th</sup> 2019.**



## **Business Travel Expenses Policy & Procedure**

*The Terrace Skating Club is run by volunteers. The TSC understands that there may instances whereas a representative of the TSC may need to travel to attend conferences and meetings for the benefit of the TSC. The following policy and procedure outlines eligible expenses for reimbursement or payment when TSC representatives are attending such events.*

All travel expenses when incurred on behalf of the Terrace Skating Club for the direct purpose of club business whether performed by coaches, board member or other representatives are to be pre-approved and decided upon at a board meeting prior to travel or registration for the event.

Estimates of costs are to be provided to the TSC board for financial clarity and decision. Once the TSC board has approved the expense and the details are recorded in the minutes of the board meeting, the following reimbursement will apply when receipts are received.

Registration: As indicated on request

Travel: \$0.55 per Kilometer of travel by car

Airfare

Bus/train fare

Accommodation: Shared accommodation only. Single occupancy requires prior approval from the TSC board

Meal Per Diem: \$50.00 per day (no receipts required)

\$12.00 breakfast (if travelling prior to 10:00 am)

\$15.00 lunch (if travelling between 11:00 am and 2:00 pm)

\$23.00 dinner (if travelling between 4:00 pm and 7:00 pm)

\*Any form of alcohol may not be considered an eligible expense

Policy Created: January 2010

Policy Updated: March 15, 2010, May 11, 2012, June 1<sup>st</sup> 2017, May 13<sup>th</sup> 2019

Policy Reviewed by TSC Board: May 13<sup>th</sup> 2019

**Policy Adopted by TSC: May 13<sup>th</sup> 2019**

## Buy-On Policy & Procedure

Currently registered Skate Canada members who are also a currently registered TSC member and have purchased a current TSC package may buy-on to available TSC sessions as follows:

- Regular season sessions (September-mid March) buy on is at a rate of \$10 per hour or any portion of an hour.
- Off season sessions (Mid-March to August) buy on is at a rate of \$15 per hour or any portion of an hour.

Currently registered Skate Canada members who have NOT purchased a package with the TSC may buy on to available TSC sessions as follows:

- Regular season sessions (September-mid March) buy on is at a rate of \$15 per hour or any portion of an hour.
  - Off season session (Mid-March to August) buy on is at the discretion of the TSC Registrar and Director of Skating (to reflect actual cost) but must not be less than \$15 per hour or any portion of the hour.
- TSC coaches must buy-on if they wish to skate on club ice times.
  - Skaters will be permitted to participate in club paid coaching lessons (such as stroking, field moves etc).
  - There cannot be more than 22 skaters on the ice at one time. TSC registered program skaters will never be bumped off the ice time they have pre-purchased by a buy-on skater.
  - There will be no buy on to Tot/Can Skate group sessions, Pre-Power Skate group sessions, Can Power Skate group sessions, Pre-Junior group session, and Synchronized skating group sessions.
  - There may be buy on permitted (at TSC Board discretion) to ice times that include group session allowing the use of partial ice.
- Skate Canada members wishing to buy on to StarSkate / Competitive Skate sessions must meet the required test level to ensure they are skating with similar leveled skaters. Speak to a TSC Director of Skating for current grouping levels.
  - Those wishing to buy on must check with the Director of Skating more than 24 hours in advance if there is room on the session to buy on.
  - To buy on you must register/pay online through the club website / Uplifter program, then forward the proof of payment to the Director of Skating more than 24 hours in advance of the buy on ice time.

Policy Created: 2004

Policy Updated: 2010 (eliminated), June 2014, May 2017, May 2018, May 13<sup>th</sup> 2019

Policy Reviewed by TSC Board: May 13<sup>th</sup> 2019

**Policy Adopted by TSC: May 13<sup>th</sup> 2019**

## Dress Code Policy

*For the safety and comfort of all skaters and coaches as well as for the most productive observation of skating skills the following dress code is in effect for all skaters with the TSC.*

### **Tot Skate / Can Skate:**

- All skaters must wear a properly fitted, valid, CSA approved hockey helmet with chin strap (per the Skate Canada policy).
- All skaters must wear gloves or mittens.
- Warm, though not restrictive pants and jackets should be worn.

The skaters should be able to move freely but be comfortably warm for the entire session.

### **Pre-Junior:**

- All skaters must wear a properly fitted, valid, CSA approved hockey helmet with chin strap.
- All skaters must wear either figure skating attire (dresses and skirts with tights for girls, flexible pants for boys), or fitted jazz pants or fitted sweat pants.
- Sweaters and jackets can be worn but must not have a hood.
- Hair must be tied back and clipped away from eyes. Long hair must be in a bun or low tight braid.

The Pre-Junior parent may ask one of the coaches for direction on what clothing is best suited for their child on the Pre-Junior session.

### **Star Skate, Competitive Skate & Synchronized Skate:**

- Hair must be tied back and clipped away from eyes. Long hair must be in a bun or low tight braid.
- Female figure skating attire such as dresses and skirts with tights or spandex leggings or fitted jazz pants is appropriate.
- Male figure skaters may wear skating pants or close fitting flexible pants.
- Sweaters and jackets may not have a hood.
- Clothing worn by both male and female skaters must be respectful and fitting of amateur sport. Bare midriffs (stomach and back) and chests are not permitted.

Layering of clothing is encouraged so that the skater is warm but has the opportunity to cool down.

### **Can Power Skate:**

- Skaters to wear full gear as mandatory by BC Hockey Association or BC Ringette Association.
- Full gear required (including CSA approved neck guard, hockey helmet, body gear, gloves etc).
- Sticks are used during this program.

### **Coaches:**

- According to the Skate Canada Coaches Code of Ethics, coaches must dress neat and tidy and in a professional manner.

Policy Created: 2004

Policy Updated: 2010, June 2014, April 22<sup>nd</sup> 2015, April 8<sup>th</sup>, 2021

Policy Reviewed by TSC Board: June 2014, April 2015, June 1<sup>st</sup> 2017, April 8<sup>th</sup>, 2021

**Policy Adopted by TSC: April 8<sup>th</sup>, 2021**

## **Equipment Policy**

*The Terrace Skating Club has equipment for use by TSC members for TSC purposes. Club equipment is to be stored appropriately and treated with respect. Current lists and tracking of equipment are kept by the TSC Equipment Chairperson.*

TSC does not rent out or lend out any of their equipment for any reason.

Exception will be for competitions hosted by the TSC; club head sets or radios may be used by the competition (volunteers, judges, referee).

Policy Created: 2006

Policy Updated: March 15, 2010, May 11, 2012, *October 2014*, May 4<sup>th</sup>, 2017, January 10<sup>th</sup>, 2018

Policy Reviewed by TSC Board: January 10<sup>th</sup>, 2018

**Policy Adopted by TSC: January 10<sup>th</sup>, 2018**

## Evaluation Policy & Procedure

*The TSC strives to make every season better than the last. This can only be done by evaluating what has happened prior and the effectiveness of it. TSC evaluations will be completed for club coaches, program assistants, program effectiveness and administration effectiveness. These evaluations will occur at least annually and be reviewed by the TSC board in its entirety in order to make changes necessary for improvement as well as to maintain procedures that are working well.*

The Evaluation Committee must consist of the Club/Coach Liaison and one other member.

Evaluation of programs offered by the TSC will be in the form of a written survey by participants in that program. Each set of sessions will be evaluated. If the TSC offers 3 sets of CanSkate in one, then 3 surveys will be completed within the season. Program surveys will be collected and reviewed once received by the board.

Evaluation of coaching staff will occur annually. The TSC will strive to have a Performance Plan and Review with each coaching staff member in January of that season. The Performance Plan and Review will be used to recognize what professional goals the coach has and what assistance is needed from the TSC in order for the coach to reach their goals. A copy of the Coaches Performance Plan and Review will be maintained in the coaches' file and a copy will be provided the coach being evaluated

\*Please refer to Appendix 1 for a copy of the Coaches Performance Plan and Review Program Assistants will be evaluated informally on an ongoing basis by the Director of Skating &/or Head Can Skate Coach in collaboration with all contracted CanSkate coaching staff. Formal evaluation and recommendations will occur on an annual basis. A copy of the formal evaluation will be maintained in the Program Assistant file and a copy will be provided to the Program Assistant being evaluated.

Policy Created: 2004

Policy Updated: 2008, January 2010

Policy Reviewed by TSC Board: June 1<sup>st</sup> 2017.

**Policy Adopted by TSC: 2010/11**

## Financial Policy & Procedure

*The responsibility for ensuring the financial feasibility of the Terrace Skating Club rests upon the elected Board of Directors. Funds are generated through registration fees, fundraising and various grants from the community and government. Procedures are put in place to ensure that expenditures are within the TSC financial means and that funds remain from one season to the next.*

### **BUDGET**

A comparison budget (comparing actual expenses/income from past seasons to proposed and actual expenses/income for the current season) needs to be created annually. The budget must include an estimation of expenses/income expected to ensure that any proposed spending is within the TSC financial means. The TSC board may wish to create a 2 year budget to assist in procuring specific grants. The budget committee will consist of the Treasurer, President and one other board member at minimum.

Monthly financial reports prepared by the bookkeeper or Treasurer will be presented at monthly board meetings.

### **BANKING**

The TSC will maintain a minimum of 2 bank accounts. One account is to be a Gaming Account and the other a General Account. Deposits and debits from the Gaming Account must be eligible under the Gaming Funding agreement. Deposits and debits from the General Account will include all other deposits and debits.

### **EXPENDITURES**

Any expenditure over \$200.00 must receive approval from the majority of the TSC Board of Directors and documented in the board meeting minutes prior to be expensed.

In the case where individual representatives are being requested by the Board to travel on Club business, the representative will investigate, and provide to the Treasurer, estimates of costs based on service quotes. This will avoid a member being out of pocket for Club expenses. Once the travel has been completed, the representative will provide all receipts for travel for reconciliation.

### **NSF CHEQUES**

All NSF cheques will be subject to a TSC \$25.00 fee. Reimbursement for a NSF cheque will need to be either cash or certified cheque or money order.

### **DELINQUENT ACCOUNTS**

The expectation is that all TSC invoices are paid in full within 2 weeks of the invoice date. If payment is not received in full within 30 days of invoice date, the skater will not be permitted to participate in any further TSC activities (such as but not limited to ice sessions, off-ice sessions, tests, seminars, ice show, competition simulations etc.) until the invoice is paid in full.

### **DONATIONS & SPONSORSHIP**

Donations and sponsorship in cash will be deposited into the General Account. All donations received whether cash or in kind will receive a written thank you card or notice. The Sponsorship Chair will be responsible for sending such thanks to the donator. If appropriate, a thank you notice can be in the form

of a public advertisement in the local newspaper. Sponsorship of specific events will follow the same procedure. Donations and sponsorship for specific events may include postings and publications at the event.

At the end of each season, approximately in April of each year, the Sponsorship Chair shall put a thank you in the local newspaper listing all sponsors from the past season.

Policy Created: January 2010

Policy Updated: May 4<sup>th</sup> 2017, May 7<sup>th</sup> 2018

Policy Reviewed by TSC Board: June 1<sup>st</sup> 2017, May 7<sup>th</sup> 2018

**Policy Adopted by TSC: May 7<sup>th</sup> 2018**

## Fundraising Policy & Procedure

*The Terrace Skating Club elected board has the responsibility of maintaining the financial viability of the TSC. In addition to registration fees, fundraising is an expectation of each and every member to ensure the continued financial success of the TSC and its members. The following policy describes TSC expectations with regard to the fundraising commitment for each member.*

To ensure equitable and fair fundraising benefits, the TSC has created a fundraising commitment schedule for all skaters that enrol in a Can Skate, Pre-Junior, Star Skate and Competitive Skate programs. Skaters enrolling in Can Power programs are not expected to fundraise. TSC members that are buy on Skaters only (not enrolled in a program pkg.) are not expected to fundraise.

Each program will have a fundraising requirement schedule/plan set out by the Fundraising Chair of the TSC. This schedule/plan may change year to year. The fundraising plan for the current season will be outlined to the parents at the time of registration by the Fundraising Chair.

Each Can Skater will be required to pay \$50.00 per set (set 1 Oct-Dec and set 2 Jan-Mar) at time of registration. This fundraising requirement is added onto your program registration fee at time of registration. At the end of each set if your fundraising commitment is met the \$50.00 will be refunded in cash, by the TSC.

Each Pre-Junior / Star Skater / Competitive Skater will be required to provide one \$500.00 post-dated cheque no later than the Friday of the first week of skating in September dated for the 10<sup>th</sup> day of March of the current skating season. Any skaters registering late will be expected to fulfill the fundraising requirement and submit their post-dated fundraising cheque before stepping on the ice.

Pre-Juniors / Star Skaters / Competitive skaters who do not meet the full fundraising requirement, but have raised some of the funds by the 10<sup>th</sup> of March of the current skating season, will be invoiced for the difference. Once payment had been received by the TSC Fundraising Chair, the TSC will destroy the \$500.00 post-dated cheque. Any outstanding payment not received by April 10<sup>th</sup> of the current season will be invoice for the difference. If any or all of the fundraising commitment remains, the cheque in its entirety will be deposited and processed in the TSC general bank account.

Can Skaters who move up to the Pre-Junior program in January of the season, will need to provide a \$200.00 post-dated cheque no later than the Friday of the first week of skating in January dated for the 10<sup>th</sup> of March of the current skating season. All other above requirements for full season Pre-Juniors will be the same for half season Pre-Juniors.

Families have the option to pay out the fundraising fee in Uplifter (\$500) at the time of Set 1 registration. This must be done at the beginning of the season and cannot be added halfway through the year.

Families with multiple skaters registered with the TSC are expected to complete the fundraising for each skating member.

Skating families that have outstanding fundraising balances owing to the TSC will not be permitted to register for future TSC programs until balance has been paid and received by the TSC.

Policy Created: 2010

Policy Updated: June 2014, May 2016, June 1<sup>st</sup> 2017, June 5<sup>th</sup> 2017, April 8<sup>th</sup>, 2021

Policy Reviewed by TSC Board: June 2014, May 2016, June 1<sup>st</sup> 2017, June 5<sup>th</sup> 2017, May 30<sup>th</sup> 2018, April 8<sup>th</sup>, 2021

**Policy Adopted by TSC: April 8<sup>th</sup>, 2021**



## **Helmet Use Policy**

*This policy is to help prevent head injuries / concussions.*

### **Skate Canada Helmet Policy**

**Effective Date:** July 1, 2011 / **Revised Date:** October 1, 2011

#### **1.0 General**

All Skate Canada member clubs and skating schools who offer a Can Skate program must ensure all Can Skate and Adult Can Skate participants up to and including Stage 5 must wear a CSA approved hockey helmet while on the ice.

This policy also applies to all other Skate Canada programs, therefore anyone who lacks good control/balance when skating forward, backward and has difficulty stopping, as well as maneuvering around obstacles on the ice must wear a CSA approved hockey helmet.

Clubs and skating schools must ensure this policy is enforced during all skating activities including competitions, carnival days or any other special on ice activities throughout the season for this level of skater.

This policy is a minimum standard. Sections, at their discretion, may impose a higher standard which all clubs and skating schools within the sections' boundaries must adopt and implement.

#### **2.0 Helmet Use During a Competition or Test Day**

A skater beyond a Can Skate Stage 5 level that chooses to wear a CSA approved hockey helmet during a competition or test day will not be subjected to any deductions in relation to the use of a CSA approved hockey helmet.

Any updated helmet policy on the Skate Canada website would supersede the above.

### **Terrace Skating Club strongly enforces the above Skate Canada helmet policy and holds firmer standards:**

All Can Skaters, Learn to Skate Adult & Teens, Pre-Power, Can Power and Pre-Juniors must wear a CSA approved hockey helmet during all sessions, ice shows, fun days, competitions etc.

All newer Junior skaters competing at the Star 1 freeskate level must wear a CSA approved hockey helmet during all regular sessions and may be required to wear them for ice shows, fun days, competitions etc. as requested by the coach or parent.

All Junior skaters competing at the Star 2 freeskate level must wear a CSA approved hockey helmet or a helmet headband that helps reduce concussions during all regular sessions and may be required to wear them for ice shows, fun days, competitions etc. as requested by the coach or parent.

All Junior skaters competing Star 3 freeskate and higher must have permission from both their parent and the coaches to skate without a helmet or helmet headband.

Policy Created: 2011

Policy Updated: 2014, July 10<sup>th</sup>, 2020

Policy Reviewed by TSC Board: July 10<sup>th</sup>, 2020, April 8<sup>th</sup>, 2021

**Policy Adopted by TSC: April 8<sup>th</sup>, 2021**

## Hiring Guideline Procedure

*The purpose of having a hiring policy and procedure is to ensure that the club is successful in hiring and retaining qualified Skate Canada coaches to run club programs and to offer private lessons during club time in accordance with Skate Canada regulations. The following policy and procedure for hiring coaches will recognize and highlight the steps needing to be taken to by the TSC to meet these professional obligations for the betterment of the TSC and its members.*

The TSC board will request, via written letter, from all current coaches, a letter of intent for employment for the following skating season and include a due date for the receipt of such letter. The request for coaches' letters of intent will be the responsibility of the TSC President. Written requests for letters of intent must be provided to each current coach no later than December 31st of the current skating season. This allows adequate time for the advertisement of new coaches for the following skating season.

Once the due date for letters of intent as indicated in the request letter, has passed, the TSC will strike a hiring committee from the elected TSC board of no less than 3 members and no more than 5. The hiring committee will review all letters of intent received and indicate to the rest of the board their recommendation for the hiring of any new coaches. Recommendations will be done according to Skate Canada Program Delivery Standards.

In the event that the recommendation is to hire one or more coaches outside of the pool of returning coaches, advertisement for such position will be made in local newspapers, the TSC website, CNC Regional website, BC/YT Section website and Skate Canada website as well as any other publications that are applicable. The advertisement will indicate the level of coach the club is seeking, what programs the TSC offers, an estimation of ice time and coaching time available and any other information pertinent to the coaching of members in our club. All advertisements will include a due date for the acceptance of resumes and club contact information.

Once all resumes and letters of intent are received, the hiring committee will endeavor to recommend the best coaching situation for the club reflective of the TSC current and projected coaching needs and Skate Canada Program Delivery Standards. This recommendation will be brought forth to the TSC board for approval and contract discussion.

All coaches being offered a club position with the TSC will have contracts written that reflect the hours of employment, wages for compensation, expectations and dates of effectiveness to be signed (once agreed upon by all parties) by the TSC president, TSC treasurer and the coach. Freelance coaches (coaches only providing private lessons and not hired to coach club programs) will be exempt from entering into a contract for employment with the TSC, but will be required to sign a contract of agreed upon terms.

The TSC will make their best attempt to have all contracts signed and coaches hired by August 1 of the current skating season.

Policy Created: 2004  
Policy Updated 2007, May 2012, May 2019  
Policy Reviewed by TSC Board: June 1<sup>st</sup> 2017, May 13<sup>th</sup> 2019  
**Policy Adopted by TSC: May 13<sup>th</sup>, 2019**

## Ice Scheduling Procedure

*TSC recognized the need to plan far in advance for events, off season ice and next season ice.*

Near the end of a regular skating season (approximately March), the TSC Board will assign a committee of at least one coach and three Board members (Ice Chairperson, Treasurer, and President or Vice-President) to prepare schedule needs for the next season.

This committee will assess ice needs and requirements for the upcoming skating season and any off-season sessions.

Consideration will be made for the need of ice to accommodate the regular skating schedule (including possible summer, fall, winter and spring ice) as well as any pending Come Skate With Us, seminars, competitions, jamborees, test days, concerts, ice show etc.

The committee will set a proposed schedule and present to the Board at the Annual Spring Planning meeting (which normally takes place in the spring). Upon approval, the Ice Chairperson will request the ice needs and off-ice room booking needs to the City of Terrace Leisure Services office prior to the cut-off date set by the City of Terrace Leisure Services.

Policy Created: 2004

Policy Updated: 2010 (eliminated), June 10<sup>th</sup> 2014

Policy Reviewed by TSC Board: September 2014, June 1<sup>st</sup> 2017

**Policy Adopted by TSC: September 9<sup>th</sup> 2014**

## Ice Show Procedure

The TSC shall produce an ice show annually or bi-annually (pending an interested coach to take on 'Ice Show Director').

At each of TSCs Annual Spring Planning meetings, it will be discussed and decided if an ice show will be held in the upcoming season.

Ice will be booked by the Ice Chairperson before June 15<sup>th</sup> or the date set out by the City of Terrace Leisure Services.

An ice show budget will be prepared by the coach wishing to be Ice Show Director and be approved no later than August 15<sup>th</sup> of the current year.

A written contract will be prepared by the hiring committee and given to the coach wishing to be Ice Show Director no later than September 15<sup>th</sup> of the current year.

Ice Show Director will prepare a theme and basic plan by September 30<sup>th</sup> of the current year.

TSC will recognize skaters in the ice show as below:

- Graduating skaters in grade 12 will be highlighted in a solo, duet or feature.
- When doing bi-annual ice shows, grade 11 skaters will be highlighted in a solo, duet or feature.
- Any Quadruple gold skaters will be highlighted in a solo, duet or feature.
- Any skater who currently competes in the singles Novice, Junior or Senior competitive level will be highlighted as a solo, duet or feature.
- Synchronized skating teams will perform.
- Program Assistants (and possibly Helpers) will be highlighted in their own group number.
- All skaters will be part of at least one group number.

Policy Created: 2004

Policy Updated: 2010 (eliminated), June 10<sup>th</sup> 2014

Policy Reviewed by TSC Board: September 2014, June 1<sup>st</sup> 2017

**Policy Adopted by TSC: September 9th 2014**

### **Lost and Found Procedure**

*TSC recognized that members may from time to time, inadvertently forget to take items home with them. As replacing personal items can be costly and cause stress, the TSC has a procedure in place for lost items.*

TSC does not take responsibility for lost or missing personal items from the dressing room, rink or other areas.

TSC has an in-house lost and found bin in the cage/office area. All items left either on the boards, in the dressing room, or in the lobby can be turned into the lost and found bin. Unclaimed items will be donated to a local charity in December and April (at the end of each set) by the Equipment Chair.

Policy Created: 2004

Policy Updated: 2010 (eliminated), June 2014, May 4<sup>th</sup> 2017

Policy Reviewed by TSC Board: June 1<sup>st</sup> 2017

**Policy Adopted by TSC: June 1<sup>st</sup> 2017**

## **Member's Code of Conduct Policy & Procedure**

*The Terrace Skating Club is responsible for ensuring a safe and respectful environment for skaters, families and coaches. All members are responsible for ensuring that their own behaviour is in accordance with the TSC Code of Conduct. The following policy outlines conduct expectations applicable to all arena activities involving the TSC including those at our home arena, out of town competitions, test days and seminars and training or any other activities related to and supported by the TSC.*

*All members must adhere to the applicable Code of Conduct set out by Skate Canada in addition to the Terrace Skating Club's Code of Conduct*

1. All skaters Pre-Junior and up and their parents are to read and sign the TSC Code of Conduct provided during the time of registration
  
2. When there is an infraction of the TSC Code of Conduct or Skate Canada Code of Conduct, the following disciplinary action will be taken:
  - If the incident involving a skater's conduct is considered minor by the coaching staff, the coaching staff has the authority to remove the skater from that practice
  - When the coach removes a skater from the practice, the coach must discuss the incident with the parent within 48 hours
  - If the incident is of another, more serious nature, a formal letter of complaint will be received from the complainant within 7 days of the incident by the TSC Executive and Board
  - If necessary, a disciplinary committee will be organized and consist of the Club President and Coach Liaison and one other board member
  - The letter will be reviewed by the disciplinary committee and a letter of response will be sent to the complainant within 7 days
  - The disciplinary committee is to meet with all involved parties to try to come to a verbal agreement on disciplinary action should the situation warrant, and then report the outcome to the rest of the executive/board within 7 days. At this time, the incident will be documented in the minutes of the next executive/board meeting
  
3. Acceptable consequences for TSC Code of Conduct infractions include the following:
  - Initial or minor offences will result in a verbal warning from the coach
  - Continued minor offences will result in a removal or dismissal from the practice and a contact with the parent
  - Continued minor offences leading to major offences may result in a long term ( 1 week) suspension as well as possible suspension from attending the next competition or event
  - Consistently continued minor offenses leading to major offences may result in a disciplinary committee being formed and will consist of the Club President and Coach Liaison and one other board member

\*Please refer to the following Appendix 2 for a copy of the TSC Code of Conduct

Policy Created: January 2010  
Policy Updated: 2011, April 8<sup>th</sup>, 2021  
Policy Reviewed by TSC Board: June 1<sup>st</sup> 2017, April 8<sup>th</sup>, 2021  
**Policy Adopted by TSC: April 8<sup>th</sup>, 2021**

## Music Procedure

*The TSC recognizes the need for music during Tot Skate, Can Skate, Pre-Junior, StarSkate, Competitive Skate and Synchro Skate programs. In an effort to ensure fairness for all skaters, a procedure for music selection and rotation has been created.*

TSC has multiple forms of playing music.

1. IPod (wireless in Main arena or by a cord in Hidber arena) at rink side, operated by coaches, that is transmitted to the music room and played through arena speakers.
2. IPod plugged into the music room, played through the arena speakers and operated by a volunteer.
3. IPod plugged into the CD player that is plugged in at rink side and operated by the coaches.

Coaches are responsible to get their solo music to the designated person.

Tot/CanSkate Coach who is responsible for music will ensure there are old (previous years) or updated CDs and music on two of the clubs Ipods available for off-ice warm up as well as on ice sessions. This music must also be on the TSC ipod. Tot/CanSkate coach will be responsible for playing on ice music. Coach or PA will be responsible for playing off-ice music in the lobby. Designated person will be responsible to get all music on the IPods.

Pre-Junior Coach who is responsible for music will ensure music gets to the designated person and is on two of the TSC ipods.

Synchro Coach who is responsible for music will ensure music gets to the designated person and all needed Synchro music on two of the TSC ipod.

Star Skate / Competitive Skate coaches are responsible to get their solo music to the designated person.

The designated person will put all:

- The Junior session solos on one list in alphabetical order, by first name.
- The Junior session showcases or artistic's on one list in alphabetical order, by first name.
- The Intermediate / Senior session solos on one list in alphabetical order, by first name.
- The Intermediate / Senior session artistic's on one list in alphabetical order, by first name.
- The Junior, Intermediate, Senior session solos on both IPods in separate folders.
- Any other shared session folders that are needed.

Music may be listed in alphabetical order or in reverse alphabetical order.

Best efforts will be made to have all Freeskate music listed first, followed by all short program music. Then all Artistic music, followed by all Pairs music and then any other music.

Star 1 and Star 2 skaters share the same freeskate solo which will be listed at the bottom of the Junior session solos list.

Every skater on that session shall be listed once before another skater is listed for the second time.

If there is no music player:

The iPod will be played non-stop. Skaters must be ready at the starting position of the solo when the music comes on.

Coaches may decide to play music instead of allowing the iPod to play non-stop.

If there is a music player:

Music player will use the Music Book to play through skaters programs.

The music player must check off a skater who has had music played.

Once each skater has had one piece of music (one dance on skills/dance sessions) the music player can start playing a second piece of music for each skater.

The music player must look at previous days tracked; if a skater has only had their Artistic program played during the previous session the music player should play their freeskate program.

The music player should tell the skater when they are up next.

The music player should be playing music non-stop throughout the session.

Coaches who are teaching a lesson may interrupt the music rotation to play the solo music of the skater in a private lesson. This coach or volunteer music player is responsible to put the music back in rotation where it was interrupted.

If the CD player, IPod, wireless system or any other music system owned by the TSC is not working and needs repair, the TSC Equipment Chair shall be responsible to have repairs made in a timely matter.

Any concerns or problems with compliance of the music policy and procedure should be brought to the TSC Vice-President.

Policy Created: 2004

Policy Updated: 2011, June 2014, May 4th 2017, May 7th 2018, April 8th, 2021

Policy Reviewed by TSC Board: May 30th, 2018, April 8th, 2021

**Policy Adopted by TSC: April 8th, 2021**

### Participation Policy & Procedure

*The purpose of creating this policy and procedure is to ensure the TSC figure skaters participate and understand the importance of all areas of skating (including but not limited to freeskate, dance, skills, off-ice training, synchro, stroking, field moves) set out by the TSC Skate Canada Professional Coaches and Board of Directors per the Long-Term Athlete Development model set forth by Skate Canada. TSC wants to have committed skaters on their figure skating sessions. Non-committed skaters are a distraction for other skaters and cause Coaches/Instructors to interrupt their lessons/instruction.*

**1. All figure skaters (Junior to Senior level) who purchase a package are expected to come to the full day's session.** For example, but not limited to these examples:

a) a skater who has completed gold skills & dance would still be expected to skate the full days session if it included skills & dance time. They would not be allowed to skip that portion.

b) a skater who skates on ice sessions is not allowed to skip the off-ice portion of the day whether the off-ice is before or after the on ice portion of the day.

**c) If a skater cannot/will not commit to the full day's session, they shall not attend any portion of that day's session.** There will be extenuating circumstances now and then where a skater must leave during a session.

Consequences:

d) Skaters who do not come to the off-ice portion of the day PRIOR to ice time will not be allowed on the ice that day. Coaches will inform the skater they are not allowed on the ice and skaters can either; do off-ice practice on own, sit and watch, or their parent may choose to take them home.

e) Skaters who do not come to the off-ice portion of the day AFTER attending the ice time will not be allowed on the next ice session of freeskate/skills/dance/enrichment.

Option:

f) If a skater knows in advance that she/he cannot stay after the ice session for the off-ice training session, the skater may check in with the Coach in advance and complete their own off-ice training in the arena where the Coach can see her/him, prior to coming on for the ice time.



2. Unless there are extenuating circumstances pre-arranged with the coaches, **a skater who is more than five (5) minutes late for their session won't be allowed on the ice.**

As parents are responsible for their skater until they get on the ice, if the skater is late (therefore not allowed on the ice) the coach is not responsible for the skater.

3. Skaters who continue to disregard this policy or the club schedule set out by the TSC Coaches / Board of Directors may move forth to the Disciplinary Committee as noted in the Members Code of Conduct Policy/Procedure.

Policy Created: Off-Ice Policy May 2016 / Participation Policy November 2017

Policy Updated: May 2016, May 2017, November 2017, November 6<sup>th</sup>, 2019.

Policy Reviewed by TSC Board: November 6<sup>th</sup>, 2019.

**Policy Adopted by TSC: November 6<sup>th</sup>, 2019.**

### **Program Assistant Policy & Procedure**

*The purpose of creating this policy and procedure is to ensure the TSC learn to skate programs have enough support to aid the coaches to ensure a strong program is delivered.*

### **Can Skate (& Learn to Skate) PAs:**

Eligible TSC skaters are expected to participate in the Program Assistant (PA) program. **PAs** will assist the club coaches with the TSC programs as needed (Tot, Can Skate, Power Skate, Pre Junior, Adult).

**Helpers** will assist the club coaches with the TSC Tot/Can Skate program.

PAs and Helpers must attend training dates as set out by the coaches.

Eligibility – Skaters who want to **PA** must:

- Maintain TSC as their home club
- Be at least 12 years of age as of December 31<sup>st</sup> of the current skating season.
- Have a personality suited to fulfilling the duties required of a PA and teaching others.
- Have passed the Preliminary/Star 3 Freeskate test or scheduled to take this test.
- Note – coaches have the right to alter the above eligibility if additional PAs are needed.

Eligibility – Skater who want to be **Helpers** must:

- Maintain TSC as their home club
- Be at least 10 years of age as of December 31<sup>st</sup> of the current skating season.
- Have a personality suited to fulfilling the duties required of a Helper and helping others.
- Have passed the Preliminary Dances/Star 3 Dance or scheduled to take complete these tests.
- Note- coaches have the right to alter the above eligibility if additional Helpers are needed.

TSC Credits - Eligible **PAs** must meet the following criteria before obtaining any TSC credits:

- Must attend at least one PA training date.

- Must complete 10 hours of volunteer PA after training OR have completed 10 hours of assisting as a Helper in the past.
- PA must be able to lead a group on their own (per Program Coaches discretion).
- Rates are set annually as set out by Skate Canada. Program Assistants will be credited \$5.00 per hour/session.

TSC Credits - Eligible **Helpers** must meet the following criteria before obtaining any TSC credits:

- Must attend at least one PA training date.
- Must complete 10 hours of volunteer assisting as a Helper after training.
- Helper will be credited half of the Program Assistant rate set annually by Skate Canada. Helpers will be credited \$2.50 per hour/session,

All registered skaters who are not PA's or Helpers, but have passed Star 3 Dance may be required to volunteer for the first 2 weeks of each CanSkate set. They will not be eligible for TSC Credits.

All PAs and Helpers who assist for a session will be credited minimum of 1 hour.

Program coaches will track the PAs & Helpers volunteer time/attendance.

TSC credits will be issued monthly to PAs & Helpers by the program coach.

The program coach will send a monthly summary of TSC credits to the TSC Treasurer.

Parents of the PA/Helpers or the PA/Helper can collect their earned TSC Credits from the club cage.

TSC credit vouchers are as cash and will not be replaced if lost.

TSC credits will not be paid out in cash by the TSC for any reason.

Evaluations for PAs will be ongoing by Coaches.

All other volunteer skaters assisting with the learn to skate programs will be considered "Volunteer Helpers" and are not eligible to obtain TSC Credits.

Policy Created: 2004

Policy Updated: May 13<sup>th</sup>2019, November 6<sup>th</sup>, 2019, July 8<sup>th</sup>, 2020, April 8<sup>th</sup>, 2021

Policy Reviewed by TSC Board: July 8<sup>th</sup>, 2020, April 8<sup>th</sup>, 2021

**Policy Adopted by TSC: April 8<sup>th</sup>, 2021**

### Quadruple Gold Policy & Procedure

The TSC recognizes outstanding achievement by its skaters who have achieved a quadruple gold test level. This means the skater has achieved a gold status in testing Skills, Interpretive/Artistic, Dance and Freeskate. In an effort to promote this level of skating within our club, the TSC has invoked a policy to encourage quadruple gold level skaters to remain with the TSC as a registered member.

- Quadruple gold skaters who are currently registered TSC members will be eligible to pay only 50% of the regular season fees (September-mid March). Quadruple gold skaters will be responsible for Skate Canada registration/insurance fees, admin fee, and other fees that are *not already included* in TSC regular season registration fees (examples could be: off season registration fees, test fees, competition fees, jamboree fees, seminar fees, ice show fees, fundraising).
- Quadruple gold skaters who are of high school age are still responsible for meeting fundraising commitments implemented by the TSC. Quadruple gold skaters, who are adults (have graduated high school), do not have to complete the fundraising but are encouraged to participate.
- Quadruple gold skaters will only be eligible to have regular season registration fees discounted by 50% during registration prior to the beginning of the regular season (starting in September). Skaters achieving a quadruple gold status part way through the regular winter season will not be eligible for a refund of ice registration fees nor will they receive a discount at the January registration. This is to help the Board with yearly budgeting.
- The above 50% discount on regular season fees only apply to skaters that have been TSC members for at least 2 (two) consecutive years prior to attaining the Quad Gold Status.
- The above 50% discount on regular season fees only applies to skaters who meet the above criteria and are 21 years of age or younger at time of registration.
- ❖ Quadruple gold skaters (who may have or may not have purchased a TSC package) wishing to buy on must pay the full buy on rate.

Policy Created: 2004

Policy Updated: January 2010, June 2014, February 2016, June 2017, May 13<sup>th</sup> 2019

Policy Reviewed by TSC Board: September 2014, February 2016, May 2016, June 2017, May 13<sup>th</sup> 2019

**Policy Adopted by TSC: May 13<sup>th</sup> 2019**

## Refund Policy & Procedure

*The purpose of creating a refund policy and procedure is to ensure the financial viability of the TSC and the consistency of applying and providing refunds without discrimination or favoritism to any one member.*

The TSC will only accept a written/typed letter of request for registration refund from any member.

For refunds based on medical reasons, the letter of refund request must be accompanied with a physician's note indicating a medical need for the member to cease participation with the TSC. Once received, the letter will be presented to the TSC board for discussion (at the next TSC Board meeting) and decision made by majority to either approve or deny the request for registration refund. The decision may include but is not limited to, refunding a prorated registration amount, refunding the full amount or denying the refund request in its entirety with the exception of the Skate Canada membership fee, Skate Canada Safe Sport fee and TSC Administration fee. The President, Vice president or Registrar (at the request of the President and reflected in the Board Meeting Minutes where approval is granted) of the TSC will inform the requesting member of the board's decision regarding their refund request.

In the event that a member requests a registration refund prior to the start of the season for which they are requesting the refund, the TSC will refund registration fees with the exception of the Skate Canada membership fee, Skate Canada Safe Sport fee and the TSC Administration fee. For Can Skate only, the \$50 fundraising fee will be fully refunded if the refund request has been granted.

Exception (As noted in the TSC Registration Policy): There will be no refunds of registration fees after the cut off date (cut off date is the day registration is due prior to the late fee) for off-season programs. Off-season programs include summer skating, spring break skating, spring skating.

In the event that a program is cancelled by the TSC prior to the start of the program, all registration fees will be fully refunded with the exception of the Skate Canada membership fee and the Skate Canada Safe Sport fee (if registration with Skate Canada has already been completed).

For refunds requested due to lack of readiness or interest as deemed by the parent, after written request of refund has been received by the Board, a pro-rated or full refund may be granted (at the discretion of the Board), with the exception of Skate Canada membership fee, Skate Canada Safe Sport fee, TSC Administration fee and a \$25.00 TSC Processing fee. The President, Vice president or Registrar (at the request of the President and reflected in the Board Meeting Minutes where approval is granted) of the TSC will inform the requesting member of the board's decision regarding their refund request. This must occur within the first two weeks of the Set of lessons. For Can Skate only, the \$50 fundraising fee will be fully refunded, if the refund request has been granted.

In the event that a figure skating competition or test day is cancelled, fees may be refunded at the discretion of the hosting club minus any fees required by Skate Canada.

Any refund request outside this policy must be received in writing/typed to the TSC Board and will be reviewed at the next TSC Board meeting. The decision will be made at the discretion of the TSC Board.

If any additional monies are owed to the club at the time a refund request is received (e.g. test fees, fundraising fee), these fees will also be deducted from the applicable refund amount.

Policy Created: 2004

Policy Updated: 2012, 2014, April 2017, November 7<sup>th</sup>, 2018, September 2<sup>nd</sup>, 2020, Nov 4<sup>th</sup>, 2021

Policy Reviewed by TSC Board: June 2014, May 2017, November 7<sup>th</sup>, 2018, September 2<sup>nd</sup>, 2020, Nov 4<sup>th</sup>, 2021

**Policy Adopted by TSC: October 6<sup>th</sup>, 2020**

## Registration Policy & Procedure

*The purpose of the Registration Policy & Procedure is to ensure that all returning and new members of the TSC are aware of the requirements necessary for registration and the procedure the TSC Registration Chairperson follows to ensure that all members are registered correctly with Skate Canada.*

The TSC will vote in one person to be the registration chairperson during the TSC Annual General Meeting and election of Board of Directors. Because the Registration Chairperson deals with club funds, this position must be an elected Director of the TSC (not a non-voting volunteer position).

The registration chair will ensure that all online registration programs are updated to reflect current information and registration needs. She/he will send all needed information to the Publicity Chair to be added to the TSC website. There will be no in person registration days, everyone is expected to register online. Registration opening dates to be advertised within the community via the TSC website, TSC bulletin board, Sportsplex bulletin board, radio, newspaper and television at least one month in advance of the TSC program start date by the Publicity Chairperson and with assistance from the Registration Chairperson.

Full payment is required at the time of registration (including registration fees, fundraising fees, Skate Canada insurance fees, ice show fees etc.), no payment plan is available. Payments must be made online with a credit card. No cash or cheque. Exception is those who are funded skaters.

Registration information must be entered onto the Skate Canada site, by the Registration Chairperson, prior to the member stepping onto the ice. Late registration (registration occurring after the start of the season) may be prorated at the discretion of the registration chair and will be reflected in the Child Fitness Tax Credit receipt.

Prorating will not occur during the first 3 (three) weeks of any program.

Can Skaters will not be able to register after the first 2 (two) weeks of classes have passed.

Returning and new members are responsible for accessing the TSC website online registration during days prior to the program start date.

All registering members must completely fill out registration info online and provide payment by credit card credits. Skaters who have TSC credits can contact the Registration chair to find out the amount they can put toward their registration fees.

All registering members must agree to consent for release of photography or video to be used to promote the TSC. If there are legal reasons why consent cannot be given, the legal guardian must inform the TSC in a written/typed letter.

All registering members must agree to the fundraising obligation as laid out in the TSC Fundraising Policy & Procedure and set out by the Fundraising Chairperson.

Parent's are responsible for printing their tax/program receipt and accessing their assigned Skate Canada membership registration number on their skater's Uplifter registration account.

There will be no discounts on registration for families with multiple skaters enrolling in the TSC.

As noted in the TSC Refund Policy: There will be no refunds of registration fees after the cut off date (cut off date is the day registration is due prior to the late fee) for off-season programs. Off-season programs include summer skating, spring break skating, spring skating.

Policy Created: 2004

Policy Updated: 2013, 2014, 2015, May 2016, May 4<sup>th</sup>, 2017, May 8<sup>th</sup> 2018, Sept 2<sup>nd</sup>, 2020

Policy Reviewed by TSC Board: June 2017, May 30<sup>th</sup>, 2018, Sept 2<sup>nd</sup>, 2020

**Policy Adopted by TSC: October 6<sup>th</sup>, 2020**

## **Social Media Policy**

*Please refer to Skate Canada BC/YK Social Media policy.*

*A link is located on the TSC website under: Policies & Procedures, Bylaws.*

Policy Created: 2017  
Policy Updated: 2017  
Policy Reviewed by TSC Board: 2017, May 30<sup>th</sup> 2018  
**Policy Adopted by TSC: June 1<sup>st</sup> 2017**



## Travel / Competition Expense and Grant Policy & Procedure

*It is understood that travel to competitions, competition entry fees, and having a TSC Coach travel to a competition is costly and may be a barrier to participation to some skaters. Competitions are a major component of figure skating and are necessary for the development of the skater. The following policy and procedure ensures that skaters will not be disadvantaged by financial means with regards to participating in competitions.*

**The TSC will only offer these travel / competition expense and entry grants if budget allows and if approved by the TSC Board of Directors.**

### Kla-How-Ya / Interclub Competition Expenses:

TSC will pay up to \$300.00 toward expenses for a TSC coach to attend this area competition (when there are TSC registered skaters attending). These funds will help with the coach's hotel, travel, food (in this order). Receipts must be given to the TSC Treasurer. This will reduce the cost to the skating parents. A formal request must be made by at least one parent (whose skater is attending the competition) to the TSC Board of Directors prior to the competition entry cut off date. This subsidy is to assist TSC package skaters in good standing.

### CNC Regionals Competition Expenses:

TSC will pay up to \$300.00 toward expenses for a TSC coach to attend this region competition (when there are TSC registered skaters attending). These funds will help with the coach's hotel, travel, food (in this order). Receipts must be given to the TSC Treasurer. This will reduce the cost to the skating parents. A formal request must be made by at least one parent (whose skater is attending the competition) to the TSC Board of Directors prior to the competition entry cut off date. This subsidy is to assist TSC package skaters in good standing.

### ALSO

TSC will pay up to \$250.00 per TSC package skater in good standing (may be less depending on number of skaters attending) toward the cost of the skater's CNC Regional competition event entry fees. Competition entry receipt must be submitted to the TSC Treasurer by the specified date for refund. A formal request must be made by at least one parent (whose skater is attending the competition) to the TSC Board of Directors prior to the competition entry cut off date.

### Other BC Competition Expenses:

TSC will pay up to \$500.00 toward expenses for a TSC coach to attend any Super Series competitions in BC (must be outside of our CNC Region) (when there are TSC registered skaters attending). These funds will help with the coach's hotel, travel, food (in this order). Receipts must be given to the TSC Treasurer. This will reduce the cost to the skating parents. A formal request must be made by at least one parent (whose skater is attending the competition) to the TSC Board of Directors prior to the competition entry cut off date. This subsidy is to assist TSC package skaters in good standing.

### Qualifying Competition Grant:

Travel grants may be awarded by the TSC to skaters (in good standing with TSC) who are registered with the TSC at the time they qualified for the competition and when they attend the competition for which they are requesting a travel grant (see form in appendix). Travel grants may be awarded for Western

Challenge, Nationals or beyond. The competition entry must have been awarded as a result of the skater achieving a position at a Provincial qualifying competition or beyond.

Travel grants are to assist with the cost of skater's travel or accommodation to/at the event. No receipts are needed for this grant. A maximum to a skater will be \$300.00 *per qualifying competition* each season (September– May).

Policy Created: January 2010

Policy Updated: May 7th 2018

Policy Reviewed by TSC Board: March 2010, May 2012, June 1<sup>st</sup> 2017, April 7<sup>th</sup> 2018, May 30<sup>th</sup> 2018

**Policy Adopted by TSC: May 30<sup>th</sup> 2018**

## Volunteer Policy

*This policy was created to ensure all figure skating parents are giving some of their time to the TSC each season. Without volunteers our club cannot run. Many hands make light work for all.*

There will be a Volunteer Coordinator who will set up the schedule. If you cannot make your scheduled time, you need to use the TSC message app to find another parent to cover for you.

There will be a designated binder in the TSC club room where the Parent will record their own volunteer time (date, start and end time, description of volunteer work done) or, if stated by the Board, the Volunteer Coordinator will record the time.

The following items are examples of things you could use toward your volunteer hours: Volunteer during regular session per schedule as a Screener or Music Player, Playing music at a Competition simulation, Ice Captain or Den Parent at a Competition simulation, Door person at the Christmas concert, playing music at a test day, all day set up for an Ice Show.

Our club must have two (2) volunteer parents at each session.

Board members who attend monthly meetings and conduct TSC business per their job description will be credited 10 hours per season.

Completing your mandatory fundraisings such as but not limited to selling your raffle tickets or Purdy's chocolates are not volunteer hours.

Helping with special events will be expected on top of the volunteer hours. Any parent who has a skater participating in special events must help. (example: a competition or Jamboree the TSC is hosting, helping take down at an Ice Show, volunteering during an Ice Show).

There will not be any TSC Credits given for these volunteer hours.

### Pre-Junior Parent Hours

The parent must do 12 hours of volunteering directly for the TSC during that season (August to March)  
The number of hours required will be determined at the beginning of the season by the TSC Board.

### Junior / Intermediate / Senior Parent Hours

The parent must do 20 hours of volunteering directly for the TSC during that season (August to March)  
The number of hours required will be determined at the beginning of the season by the TSC Board.

Should parents not reach their minimum number of volunteer hours, or be on track to reach their volunteer hours, by March 1<sup>st</sup> of the current skating season their skater will not be eligible for the subsidized ice fee for any Spring ice beyond the end of the regular season.

Policy Created: July 8<sup>th</sup>, 2020

Policy Updated: July 8<sup>th</sup>, 2020, April 8<sup>th</sup>, 2021

Policy Reviewed: July 8<sup>th</sup>, 2020, April 8<sup>th</sup>, 2021

**Policy Adopted: April 8<sup>th</sup>, 2021**

**Coach Performance Plan and Review**

Coach:

Program:

Date of Performance Plan:

Date of Review:

Coach Liaison:

**A: REVIEW OF PREVIOUS PERFORMANCE OBJECTIVES**

*1. Performance Objective:*

*Results expected:*

*Measures:*

*Target date:*

*2. Performance Objective:*

*Results expected:*

*Measures:*

*Target Date:*

Club comments:

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Coach's comments:

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**B. NEW PERFORMANCE OBJECTIVES:**

*1. Performance Objective:*

*Results Expected:*

*Measures:*

*Target Date:*

*2. Performance Objective:*

*Results Expected:*

*Measures:*

*Target Date:*

**C: Other key aspects of this position which will be reviewed on an annual basis:**

NCCP certification provided to the club

First Aid certification provided to the club

Pertinent personal information for the purposes of registration with Skate Canada

**D: The following assistance is required from my club or has been offered by my club:**

**E: In order to meet my current objectives, the following Professional Development/Training is required:**

I have read and accept this Performance Plan and Review

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Coach Signature

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Date

OR

I have read and do not accept this Performance Plan and Review

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Coach Signature

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Date

---

Coach Liaison Signature

---

Date

## APPENDIX 2: TSC CODE OF CONDUCT

*This Code of Conduct works along with the Club Code of Ethics.*

### Terrace Skating Club **CODE OF CONDUCT**

The Terrace Skating Club and its members are committed to providing a skating club focused on supporting each individual skater to reach his or her greatest potential. The following Code of Conduct, once read and signed by the skater and parent, will ensure that each member of the club is able to participate in the spirit of amateur skating and sport with respect and security.

1. Each skater is expected to attend all scheduled practices on time and prepared with all necessary equipment
2. Each skater will strive to practice and compete to their greatest ability
3. All skaters and members will refrain from speaking poorly of or making derogatory comments about other members and coaches
4. Respectful behaviour towards fellow skaters, coaches and members is expected at all Times
5. City of Terrace staff (rink attendants, receptionists and facility managers) will be treated Respectfully
6. All members will refrain from damaging property belonging to either the Terrace Skating Club, City of Terrace or any other city where TSC members are attending
7. All skaters will refrain from possessing or using alcohol, tobacco or any other drug substance while participating in any event as a representative of the Terrace Skating Club (prescription drugs under the care of a parent/guardian excluded)
8. All skaters are expected to wear TSC clothing (jackets, warm up pants, etc.) while participating in out of town events unless otherwise stated

9. Communication by members towards coaches will be directed outside of direct coaching time. If this is unsuitable for the circumstance, quietly indicate to the coach that you wish to speak to him/her and wait for the coach to approach

10. All members will direct complaints and compliments in accordance with the Complaints and Compliments procedure as indicated in the TSC Policy Manual

*I have read and understand the above Code of Conduct. I will abide by the expectations as set forth. I understand that infractions against the Code of Conduct may result in disciplinary action.*

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*Skater's Signature*

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*Parent/Guardian Signature*



APPENDIX 3: TRAVEL GRANT REQUEST FORM

Name: \_\_\_\_\_

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

Are you a current TSC member? YES NO

Were you a TSC member when you qualified for the event you are requesting the grant for? YES NO

Will you be a TSC member when you compete at the competition you are using the grant for? YES NO

Competition you qualified for: \_\_\_\_\_

Competition Location: \_\_\_\_\_

Competition Dates: \_\_\_\_\_

Event: \_\_\_\_\_

**Total Amount Requested (per TSC policy)** \_\_\_\_\_

I certify that all the information above is true:

\_\_\_\_\_  
*Parent/Guardian Signature*

\_\_\_\_\_  
*Date*

*Or skater if 18 & older*

**The grant is intended to be used toward skater's travel and or accommodation to/at the qualifying event. No receipts will be required.**

(For completion by TSC treasurer)

**TOTAL TRAVEL GRANT approved:** \$ \_\_\_\_\_

**Cheque Number:** \_\_\_\_\_

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

**TSC Treasurer:** \_\_\_\_\_

*Appendix 3 form updated May 30<sup>th</sup> 2018*