

Revelstoke Skating Club

Policies and Procedures Manual
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Table of Contents

1) Purpose	3
2) Registration Policy and Procedure	4
3) Refund Policy	5
4) Hiring Policy	6
A. Freelance Coaching	7
5) Financial Policy	7
A. Budget	7
B. Banking	8
C. Expenditures	8
D. NSF Cheques	9
E. Delinquent Accounts	9
F. Donations & Sponsorships	9
G. Payment/Bills	9
6) Member Communication	10
7) Coach Communication	11
8) Fundraising Requirements	11
9) Member Code of Conduct	12
A. Skater Code of Conduct	12
B. Parent Code of Conduct	13
C. Infractions to the Code of Conduct	15
10) Dress Code	16
A. All Skaters	16
B. Kidskate / Canskate	16
C. Junior	16
D. Intermediate & Senior	17
11) Coach Responsibilities	17
A. Roles and Responsibilities of the Professional Club Coach	17
12) Role of Program Assistant (PA's)	18
A. All Program Assistants (PA's)	18
B. Senior Pa's	19
C. Program Assistant/Coach Training	20
13) Board Member Responsibilities	20

14)	Accident Reporting Policy	21
A.	On Ice Injuries	21
B.	Competition/Test Day Injuries	22
C.	Follow-Up for Any Injury Requiring First Aid	22
15)	Testing & Competitions	22
A.	Pre Can Skate/Canskate	22
B.	Juniors	23
C.	Primary (Star 1)	23
D.	Intermediates/Seniors (Start 2-6)	23
E.	Competitions	24
16)	Travel Expenses	24
17)	Travel Grants	25
18)	Equipment	26
19)	Lost and Found	26
20)	Awards	27
A.	Pre-Can Skater of the Year	27
B.	Canskate Skater of the Year	27
C.	Most improved Skater of the Year -PreCan/Canskate/ Junior	28
D.	Most improved Skater of the Year -Intermediate/Senior	28
E.	Most dedicated Skater of the Year-PreCan/Canskate/ Junior	28
F.	Most dedicated Skater of the Year-Intermediate/Senior	28
G.	Most sportsmanlike Skater of the Year-Kid/Canskate/ Junior	28
H.	Most Sportsmanlike Skater of the Year -Intermediate/ Senior	29
I.	Gold achievement award	29
J.	Program Assistant of the Year (optional)	29
21)	Skate Canada Helmet Policy	29

1) Purpose

The purpose of creating a Policies and Procedures Manual for the Revelstoke 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.

Each Policy and Procedure shall be reviewed on an annual basis to ensure the appropriateness of such for the upcoming season. The Policies and Procedures in this manual are in addition to The Revelstoke Skating Club Constitution and By-Laws. The Constitution will supersede the Manual in case of conflict between these two documents.

2) Registration Policy and Procedure

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

The President will act as registration chairperson, unless a Registration Chairperson (registrar) is voted in during the RSC Annual General Meeting and election of the Executive.

The registration chair (registrar) will ensure that all registration information is updated to reflect current information and registration needs. Registration will take place online through the club's online registration software. Representatives of the club will attend Mass Registration to share information about the program. The registrar will ensure that skating will be advertised in any city publications approved by the board (such as the Parks & Recreation Leisure Guide, fall edition).

Skate Canada membership fees will be billed at registration and are paid directly to skate Canada through the online registration software. If this changes, the registrar is responsible for confirming Skate Canada registrations. The Skate Canada fee must be paid in full prior to the member stepping onto the ice.

Registration Payment Options:

- 1) Pay in full via etransfer or credit card or 2) With credit card (not etransfer), pay half at registration and the remainder in 6 equal monthly payments, charged the 1st of the month.

The club accepts payment in the form of e-transfers to revskateclub@gmail.com and credit card payments. The credit card service fee is added to the skater's invoice and is not paid by the club.

Late registration may be pro-rated at the discretion of the registrar/treasurer.

Registered members will receive a Skate Canada membership number. This number enables the member to access the Skate Canada website, after obtaining a password by phone or email (refer to the website).

Associate Membership

In the event that a skater who is already a member in good standing of another club wishes to purchase ice and/or lessons from the RSC and/or the coach, this skater will be known as an Associate Member. Associate members will be requested to pay an annual Associate Member fee of \$25 in addition to regular ice fee rates for the ice that they are purchasing. Fundraising obligations will be waived for associate members.

3) Refund Policy

The purpose of a refund policy is to ensure the financial viability of the RSC and the consistency of applying and providing refunds without discrimination or favouritism to any one member.

Cancellations requested within 2 weeks of registration may receive a full refund of program fees. After the first two-weeks, Pre-Can skaters may receive a half-season refund if a child is unwilling or unable to participate. Partial refunds may be granted at the Revelstoke Skating Club Board's discretion for injury, prolonged illness etc. Refunds do not include the SkateCanada membership fee (\$58 - confirm an and are subject to a \$40 admin fee.

RSC is not responsible for scheduling conflicts or missed sessions and will not be awarding partial refunds for those missed skating days. An example would is you signed your skater for the 3 day option, due to a volleyball conflict for 3 months they can only skate 2 days a week. RSC will not refund the lost days.

In the event that a program is cancelled by the RSC, all registration fees will be fully refunded. In the event of reduced ice time, the RSC will calculate hourly rates for a fair refund.

4) Hiring Policy

The purpose of this policy is to ensure that the RSC 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 RSC board will request from all current coaches a letter of intent for employment for the following skating season sometime before Christmas break, to be due by the end of January. Verbal confirmation from the coaches is also acceptable (at the discretion of the president). This will allow adequate time for the advertisement of new coaches for the following season.

The executive shall form a hiring committee with at least three members of the executive. In the absence of a hiring committee, the President is responsible for the following: he/she will review all letters of intent and indicate to the rest of the Board his/her recommendation for the hiring of a new coach.

In the event that the recommendation is to hire one or more coaches outside of the pool of returning coaches, advertising for such position will be made on the RSC website, BC/YT Section website, Skate Canada website as well as any other publications and social media outlets deemed applicable.

The advertisement will indicate the level of coach the club is seeking, what programs the RSC offers, an estimation of the 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/president will endeavour to recommend the best coaching situation for the club reflective of the RSC current and projected

coaching needs and Skate Canada Program Delivery Standards. This recommendation will be brought forth to the RSC board for approval and contract discussion.

All coaches being offered a club position with the RSC will have contracts written that reflect the hours of employment, wages for compensation, expectations and dates of effectiveness to be signed by the RSC president, and the Coach.

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

A. Freelance Coaching

The RSC Board reserves the right to decide who coaches during RSC ice times. A skater may purchase private ice time through the City and privately hire a freelance coach if he/she desires. The Board may agree to bring in a freelance coach during RSC ice time if the existing head coach is fully booked.

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 RSC

5) Financial Policy

The responsibility for ensuring the financial health of the RSC rests upon the elected Board of Executive 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 RSC financial means and funds remain from one season to the next.

A. 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 RSC financial means. The RSC board may wish to create a 2 year budget to assist in procuring specific grants. If a budget committee is created, it will consist of the treasurer, president and one other board member at minimum.

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

B. Banking

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

C. Expenditures

Any expenditure over \$300 must receive approval from the entire board and be documented in the board meeting minutes prior to the expense occurring.

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 for 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.

Members are expected to submit any expense receipts as soon as possible.

March 31 is the Club's fiscal Year End. Receipts and relevant documentation should be submitted to the Treasurer no later than April 4. Any receipts or documentation pertaining to the recently ended fiscal year will not be reimbursed after April 4.

D. NSF Cheques

The Bank charges the RSC an NSF charge. All NSF cheques will be subject to an RSC NSF fee. The first time the RSC will charge the bank service charge only, any subsequent NSF cheques will be charged a \$25 administration fee. Reimbursement for an NSF cheque will need to be either cash or certified cheque of money order.

E. Delinquent Accounts

Any member who is delinquent in their account (registration fees, competition fees, test fees, fundraising commitments, and private coaching fees) will receive written notice after 30 days. In the event that the account is not cleared after 30 days of receiving a delinquency notice, the account balance owing may be sent to a collection agency. In the event that an account is sent to a collection agency, that member will not be eligible to register in any RSC program or retain a RSC coach until their debt is paid in full.

F. Donations & Sponsorships

Donations and sponsorship in cash will be deposited into the General Account. All donations received whether cash or in kind will receive a thank you notice. In most cases, the thanks you notice will be presented on the Skating Clubs social media platforms. In special circumstances personal thank you cards can be delivered to the donator and a thank you notice can be in the form of a public advertisement in the local newspaper. Donations and sponsorship of specific events may include postings and publications at the event.

G. Payment/Bills

Coaches and others being paid for services to the RSC are asked to hand in their invoices to the Treasurer. The invoice should specify dates and kind of services as well as the mailing address and email address for the recipient. The Treasurer will forward the invoice to

the President or Vice President for approval before making out a cheque. The Treasurer will try to deliver the cheque within 10 days of approval of the amount either in person or by mail. Additionally, if the board has approved payment by e-transfer than the treasurer can pay the coaches invoices by electronic transfer.

6) Member Communication

Communicating information to all members is a priority for the RSC. Information needing to be disseminated includes registration information, policies and procedures, executive meetings, fundraising information, requests for volunteers, test day information, competition information and social activities. Though there are many different ways of communicating with members, the following policy ensures that members have various ways of accessing club information.

A monthly newsletter will be created that includes upcoming events, skater achievement recognition, fundraising activities, registration notices, monthly board meetings, important dates and general on goings within the RSC. The monthly newsletter will be done by the club administrator, Coach, President, or other member approved by the board. Monthly newsletters will be posted on the RSC bulletin and emailed to the skaters. The newsletter will also be available on our website.

Registration will be completed online through our website and uplifter. The skating schedule and important dates will also be available on the website. (www.revelstokeskatingclub.com).

Members of the RSC board will endeavour to be available during RSC skating sessions, specifically during busy or important times of the season, such as the first couple skating sessions, before carnival etc.

Advertising of the RSC programs will be in the Parks and Recreation Leasure Guide, fall edition and though various online social media platforms.

Notices regarding social activities, fundraising activities, pop concerts, ice shows, registration dates, competition information and test day information will be listed on the monthly newsletter and advertised on social media.

7) Coach Communication

Communicating information to all coaches is important for the success of the RSC. Though there are many different ways of communicating with coaches and this policy helps ensure everyone is aware of them.

When more than one coaches is being paid by the RSC, a monthly coaches meeting is to take place. This meeting is to be held at a time and place that works for everyone. The meeting is to communicate upcoming monthly events, discuss any issues, resolve problems, answer questions, discuss program progression and skills. This meeting will also allow for free communication between all coaches.

Throughout the season personal communication may occur between coaches via email or text. If any of the coaches involved in the communication are under the age of 18, there must be at least another adult included in the conversation. This is to ensure the safety of the young coach by confirming no manipulation or harassment ever occurs. The other adult can be the skater's parent, a board member or another coach who is not a direct part of the communication.

When text communication is used, the RSC would prefer all communication be sent to the entire coaching staff; via a group text. This will ensure there is always a non-partial adult available to monitor the conversations.

When email is used, it is the RSC policy to include the parent of the underage coach in all communications.

8) Fundraising Requirements

The RSC elected Board has the responsibility of maintaining the financial health of the RSC. In addition to registration fees, fundraising is an expectation of each and every member to ensure the continued financial success of the club and its members. The following policy describes RSC expectations with regards to fundraising for each member.

At the time of registration, members will be required to pay the fundraising fee of \$100.00 in full. If a member completes their fundraising requirements, then the \$100.00 fee will be reimbursed to the skater families at the annual AGM.

The fundraising requirements attached to the collected fee typically involve buying or selling merchandise or gift cards. Once the member has completed the fundraising requirement, their fee will be returned at the annual AGM. The RSC Board will try to outline all fundraising requirements or planned events at the time of registration. The fundraising requirements are also outlined clearly on the club website. Each member is expected to fundraise to the best of their ability.

In addition to the above, the RSC chooses to hold a year end carnival/skating show for the entire club. It is usually held in the middle of March near the end of the skating season. There is a list of tasks that require members to volunteer to ensure the evening's success. Examples of tasks include helping with props, costumes or backdrop. Participation at the Carnival is mandatory for everyone and is in addition to the fundraising requirements above.

9) Member Code of Conduct

The Revelstoke 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.

A. Skater Code of Conduct

1. Each skater is expected to attend all scheduled practices on time and prepared with all necessary equipment.
2. Skaters will take off any loose fitting jewellery (necklace, bracelets ear hoops, etc.) at the discretion of the coach, to avoid injuries.
3. Skaters will not be allowed to bring any beverage or food onto the ice except for a water bottle to be kept at the bench.

4. Each skater will strive to practice and compete to their greatest ability.
5. All skaters and members will refrain from speaking poorly of or making derogatory comments about other members and coaches.
6. Respectful behaviour towards fellow skaters, coaches and members is expected at all times.
7. City of Revelstoke staff (rink attendants, arena managers) will be treated respectfully.
8. All members will refrain from damaging property belonging to either the RSC, City of Revelstoke or any other city where RSC members are attending.
9. 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 RSC (prescription drugs under the care of a parent/guardian excluded).
10. All skaters are expected to wear RSC clothing (jackets, warm-up pants, etc) if available, while participating in out of town events unless otherwise stated.
11. Communication by members towards coaches will be directed outside of direct coaching time. If this is unsuitable for the circumstances, quietly indicate to the coach that you wish to speak to him/her and wait for the coach to approach.

B. Parent Code of Conduct

The purpose of the skating Canada Code of ethics/Conduct is to outline the organization/parent's expectations and guiding principles for appropriate decision making and behavior. The skating club is committed to ensuring that all skaters have the opportunity to participate in a safe and welcoming environment that is encouraging and promotes their overall development. Parents have an enormous influence on skater's experiences in the sport.

This code applies to all skaters, officials, coaches, employees, board members, volunteers, alumni, and hall of fame members of Skate Canada and its affiliate organizations. This code of ethics also applies to parents and guardians who participate in and observe related activities. In this code "parents" shall refer to all parents, guardians or support personnel.

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

- responsible for the child's nutrition, rest, adherence to off-ice training regimen set by the coach or other fitness professional, overall health, life-balance, and moral emotional support.
13. Parents shall ensure their son/daughter wears **proper skating clothing** and equipment.
 14. Parents shall never provide alcohol or drugs to minors in a Skate Canada environment.
 15. Parents shall never provide or advocate the use of performance enhancing drugs or substances.
 16. Parents shall avoid any conduct, which brings their club, skating school, section or Skate Canada, into disrepute, including but not limited to abusive use of alcohol, non-medical use of drugs and gambling.
 17. Parents shall openly support and uphold the code of conduct policy and take action and steps to ensure other parents follow and uphold this code of conduct policy.
 18. Parents shall adhere to any Health Canada protocols, procedures or screening that may be required at any time during the skating year.

By registering for the RSC program the member agrees to abide by the above Code of Conduct and understand that infractions against the Code of Conduct may result in disciplinary action.

C. Infractions to the Code of Conduct

1. If the incident involving a skater's conduct and it is considered minor by the coaching staff, the coaching staff has the authority to remove the skater from that practice.
2. When the coach removes a skater from the practice the coach must discuss the incident with the parent within 24 hours.
3. 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 RSC executive and Board.
4. The letter will be reviewed at the next executive meeting and a letter of response will be sent to the complainant within 7 days after that meeting.
5. If necessary, a disciplinary committee will be organized and consist of the President, Liaison and one other board member.

6. 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 within 7 days. At this time, the incident will be documented in the minutes of the next executive meeting.
7. Acceptable consequences for RSC 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 suspensions from attending the next competition or event.

10) Dress Code

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 RSC.

A. All Skaters

Cumbersome jewellery is not permitted on the ice. Please take off any loose fitting necklaces, bracelets, ear loops, etc. since they can get snagged and pose an injury risk. Ear studs are acceptable. This is at the coaches discretion and may vary depending on level of skills being learned.

B. Kidskate / Canskate

- All skaters up to stage 5 must wear a properly CSA approved fitted hockey helmet
- All skaters must wear gloves or mittens
- Warm, though not restrictive pants and jackets
- The skater should be able to move freely, but be comfortably warm for the entire session.

C. Junior

- Helmets are mandatory for all juniors up to and including level 7 (must be a CSA approved ski or hockey helmet – no bike helmets)
- All skaters must wear either figure skating attire or fitted pants such as leggings or sweat pants
- Sweaters and jackets should not be restrictive or baggy and should not restrict movement
- The skater's parent may ask one of the coaches for direction on what clothing is best suited for their child in the Junior session.

D. Intermediate & Senior

- Hair must be tied back and clipped
- Figure skating attire such as dresses and skirts with tights or spandex leggings is appropriate. Additionally, leggings or spandex pants with a club skating jacket is also acceptable.
- Males may wear skating pants or close-fitting flexible pants
- During morning sessions, all skaters are permitted to wear leggings or spandex pants
- Clothing worn by both male and female skaters must be respectful and fitting of amateur sport.
- Layering of clothing is encouraged so that the skater is warm but has the opportunity to cool down.

11) Coach Responsibilities

The purpose of the coach responsibilities is to ensure the coach conducts themselves in a manner appropriate for their position and in accordance with Skate Canada guidelines.

A. Roles and Responsibilities of the Professional Club Coach

- To abide by the Skate Canada Coaches Code of Ethics and maintain up to date membership with Skate Canada as a Professional Coach.
- To be an "expert" in coaching and figure skating.
- To identify and address potential moral or ethical issues.

- To be competent at guiding parents, preparing skaters, and club board members in skating and coaching related matters.
- To be clear, respectful and honest when communicating to skaters, parents and executive members.
- To communicate figure skating skills instructions and make coaching decisions effectively.
- To work with a team of coaches and resource personnel to ensure that the skater receives the best training possible.
- To assume leadership roles for other coaches when asked or needed.
- To communicate clearly goals and objectives developed with your skaters, parents, and executive members prior to the skating session debut.
- To be up to date with Skate Canada rules and rule amendments at all times.
- To be responsible for upgrading your skills and knowledge in the sport of figure skating on a regular basis.
- To develop lesson plans in order to improve your organizational and management skills
- To analyze, identify errors and provide constructive feedback to the skaters, and parents.
- To identify talented skaters with natural abilities.
- To organize and implement a fun, safe and enjoyable environment to all skaters.
- To administrate first aid actions when needed.
- To accept additional responsibilities in a professional manner.
- To train, supervise, assess and evaluate Program Assistants.
- To organize and lead parent information sessions.
- To provide advice on skating matters - e.g. equipment, progression to other programs and future opportunities.

12) Role of Program Assistant (PA's)

A. All Program Assistants (PA's)

- Assist the coach in delivering the program on-ice
- Demonstrate skills and teaching progressions
- Supervise practice sessions

- Lead warm-ups and cool-downs under the direction of the coach
- Reinforce learned skills (follow-up on coach instruction)
- Be a role model for young skaters
- As an intermediate or senior skater in our club you are required to participate as an assistant to the lower levels. The level of the assistance is to be determined by the coach.
- All program assistants (PA's) will receive 2 hours of training each year provided by the coach. Additionally, they will receive a document confirming their responsibilities and expectations for the season.
- In the event there are too many PA's the coach will set up a schedule to ensure even allotment.
- PA's are responsible for recording their attendance on a document in the coaches room after each session. Forgetting to do this may result in missed hours and loss of scholarship funds.

B. Senior Pa's

- Lead circuits, drills, group activities
- Distribute awards (stickers, badges, etc.) if instructed by the coach
- Take attendance, if instructed by the coaches
- Senior Skater Assistance will be compensated for their hours as a scholarship received when they graduate. Junior Pa's will be rewarded with a gift at the annual AGM in leu of compensation. The club coach is responsible for determining who is deemed a senior PA.
- The payment of senior PA's is to be confirmed & approved by the board yearly. This is to ensure financial security for the club. Money earned is to be set aside to ensure its availability when the skater graduates.
- The option to pay PA's will be reviewed, on a yearly bases, to confirm it is financially feasible. If unforeseen circumstances arise, the board has the option to cease payment anytime throughout the year; without notice to the skaters before hand.

C. Program Assistant/Coach Training

The RSC believes that training your coaches is an excellent way to ensure the success of the Can Skate program and to present leaving skaters with tools to better their future. When a senior PA turns 15 years old, and has completed a start 5 test, they are eligible to take the Can Skater Training Certification Program.

The board will discuss and approve the training on a yearly basis. They will take into consideration things like, the number of coaches, the financial burden of the training and coach salary on the club; as well as the skaters applying. The board has the right to terminate this program at any time.

In the event that multiple skaters reach this milestone in the same year, the club requests a letter of intent be submitted by each applicant. The letter is to outline why they believe they should receive the training and how it will benefit them/the club. Each year the board will

13) Board Member Responsibilities

The purpose of this list of board member responsibilities is to ensure everyone is conducting themselves in a member becoming of a board member for the RSC.

- To observe the Bylaws, Policies and Procedures of the RSC.
- To devote the appropriate amount of time required for the position to ensure effective leadership of the club.
- To ensure that club funds are spent in an efficient way to maintain fiscal health of the club.
- To be aware of conflict of interest situations. In the event of a conflict of interest the board member will abstain from discussing and voting on that issue.
- To abide by the majority decisions made by the board and accept these decisions as an essential part of the democratic process and not undermine these decisions.
- To hold the closed business of the board in strict confidence and to continue to do so even after retiring from the board.
- Observe proper decorum and behaviour at all times.
- To treat fellow board members with respect and consideration in order to facilitate a full and open discussion of the business at hand.

- To endeavour to attend all board meetings or other meetings they are appointed to attend. As a courtesy, they will notify the president or chair of the meeting of any absences.
- To refer club members' concerns to the president or present them to the board at the next possible opportunity via email or at the next meeting.

14) Accident Reporting Policy

Though the RSC 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 participation with the RSC. The following policy is in place for all members.

The RSC has a first aid kit on site. The kit is stored in the coaches' room in the top shelf and will be pulled out for the skating sessions. The coach is responsible for ensuring that the first aid kit is stocked and available during all RSC program times.

A. On Ice Injuries

- The first aid attendant will administer basic first aid as applicable to the injured member. This may include calling for emergency services such as ambulance. A phone is accessible in the office of the arena. Or a personal cell phone can be used.
- The first aid attendant will ensure that parents are contacted ASAP. Any skater's emergency contacts information is available off the uplifter site; which every coach has access to.
- The first aid attendant will submit a written report of the accident to the club president who will report the accident at the next board meeting.
- The board must submit to the RSC insurer, a claim form as per our insurance policy, if warranted.

B. Competition/Test Day Injuries

- The attending adult will contact the closest first aid attendant in the arena.

- The attending adult will contact the parents/guardians of the injured skater as soon as possible.
- The attending adult will stay with the injured skater until either the skater is transported to hospital or the parent/guardian arrives at the facility.

C. Follow-Up for Any Injury Requiring First Aid

- A representative of the RSC board will contact the injured skater's family and inquire as to their status within 24 hours of the accident.
- The contacting representative will inform the board as to the skater's health status.
- Ongoing communication between the RSC representative and the injured skater's family.

15) Testing & Competitions

The RSC is dedicated to ensuring that each skater can learn and advance their skills in a professional environment. This policy outlines expectations pertaining to competitions, testing, etc.

A. Pre Can Skate/Canskate

- The coach decides when a skater is ready to be tested for their next badge. This will be done during their regular lessons and consistently throughout the season. The coach will spend a designated amount of time to check every required skill either in a group or one on one. It is the coach's call when and where to test, however the coach will try to encourage skaters to achieve the next goal in a timely manner.
- The coach will record the achievement. At the annual AGM all achieved badges will be presented to the skaters. Depending on the skaters progress badges can also be given out at Christmas if the coach deems it appropriate.

B. Juniors

The Junior continues to work on his/her badges, and will be tested when the coach determines he/she is ready.

C. Primary (Star 1)

The coach determines if a skater is ready to test. The coach should inform the test chair and skaters/skaters parents of the upcoming test. All star 1 test can be completed by the club coach certified by Skate Canada. The skating tests can include dances, skills, artistic, syncro and free skate.

D. Intermediates/Seniors (Start 2-6)

- The coach determines if a skater is ready to test. The coach will inform the test chair and skater/skaters parents of the upcoming tests. The majority of the test can be completed by the club coach as indicated by Skate Canada. Skaters will be tested by Skate Canada judges in dances, skills, interpretive and freeskate.
- If the skater is required to travel for a test, the Coaches will be able to find out when official test days are held. It is the coach's responsibility to inform the skater of these available dates and the test chair if there are skaters that qualify.
- The coach will inform the RSC board of any skaters that have achieved a new level during their coach's report.
- The test chair will ensure all completed test results are recorded to Skate Canada. Two [2] test fee's will be collected at registration from every skater. This will cover the associated test fees. If multiple additional tests are taken by a skater, the treasure/test chair will contact the skaters regarding compensation for the Skate Canada test fees. Test fees can be paid to the club by cheque, cash or e-transfer. The value of a test is set by Skate Canada and is subject to change. The requested test fees collected at registration will reviewed in August and adjusted if necessary to match Skate Canada.

E. Competitions

The coach will determine when and who is eligible to attend a competition and will let the parents and skater know. The parents have to inform the coach if their child is going to participate. Any parent wondering if their child is ready to test or compete should contact the coach.

16) Travel Expenses

The Revelstoke Skating Club executive consists solely of volunteers. The RSC understands that there may be instances where a representative of the RSC may need to travel to attend conferences and meetings for the benefit of the RSC. The following policy and procedures outline eligible expenses for reimbursement or payment when RSC representatives are attending such events.

All travel expenses when incurred on behalf of the RSC for the direct purpose of club business whether performed by coaches, board members 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 RSC board for financial clarity and decision. Once the RSC 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 receipt

Travel: \$0.61 per kilometre of travel by car
Airfare & other travel fair must be approved by the board prior to travel

Accommodation: shared accommodation only. Single occupancy requires prior approval from the RSC board. Reimburse average hotel rate for the area at time of booking.

Meal per Diem: Up to a maximum of \$75.00 per day will be allotted for food. If the member is travelling only a portion of the day (ex. Dinner only) then the club with the rates listed below:
\$18.00 breakfast (traveling prior to 10:00 am)
\$22.00 lunch (traveling between 11:00 am and 2:00 pm)
\$35.00 dinner (travelling between 4:00 pm and 7:00 pm)

Any form of alcohol will not be considered an eligible expense.

17) Travel Grants

It is understood that the cost of travelling to competitions is great 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 ensures that skaters will not be disadvantaged by financial means with regard to participating in competitions they have qualified for.

Travel grants may be awarded by the RSC to skaters who are registered with the RSC at the time they qualified for the competition for which they are requesting a travel grant. Travel grants may be awarded for any provincial competition (BC Sectionals, Pacific Skate) or out of province competition (Western Challenge, Nationals, etc.) whereby their entry into such competition was awarded as a result of their achieving a position at a qualifying competition or by achieving a qualifying test.

Travel grants may be granted to reimburse the cost(s) of travel, and /or accommodation and/or skater meals. Grants will be awarded based on a set cost for travel and exact accommodation costs. Set costs for transportation will be fuel (based on fuel receipts), airfare and accommodation (based on hotel receipts). For families travelling and or staying together, copies of original receipts must be submitted by both families and costs will be equally divided. Reimbursement from one family to another for travel or accommodation costs will be the responsibility of each family to organize prior to the start of travel.

Travel grants will not exceed the costs as indicated on the receipts submitted and will not exceed the maximum reimbursement allotment as indicated in the table below. All receipts for reimbursement must be received by the RSC Treasurer no later than 2 weeks after returning from the competition.

Expense	Details	Maximum
Travel/Accommodation	within 1200km from home	\$300
Per Day	within 1500 km from home	\$400
	over 1500 km from home	\$500

18) Equipment

From time to time RSC members, other user groups and clubs may wish to borrow equipment belonging to the RSC. In an effort to work together with all members and community user groups, for the benefit of the RSC and the community, the following policy is in place.

The board may decide (on a case by case basis) on a request to borrow any equipment. Any request may be brought forward to the president or any board member and will be discussed at the next board meeting. Sufficient notice is required.

All borrowers will be responsible for the repair costs of any equipment damaged while in their care. Equipment may include, but not be limited to:

- Cameras
- Headsets
- Stopwatches
- Spot Lights
- Ice show props
- Ice show curtain
- Canskate supplies
- Extension Cords
- Costumes
- Hockey helmets
- Used club skates (very limited supply)

A rental fee and damage deposit may be requested on more valuable items at the board's discretion.

19) Lost and Found

The RSC recognizes that members may from time to time forget to take items home with them. As replacing personal items can be costly and cause stress, the RSC has a policy in place for returning lost and found items to their rightful owner.

Lost and found items will be kept in the coaches' room and can be reviewed upon request by asking the coach. Unclaimed lost and found items will be added to the areas lost and found display at the end of the season. Also, the rink attendant can be asked about the Forum's lost and found box.

20) Awards

It is in the best interest of the RSC 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 coaches will be asked close to the end of the season to nominate award recipients for a number of skating season awards. Awards for both volunteers and skaters are to be given during the annual awards ceremony held at the end of each skating season. The awards given each year may vary slightly depending on the clubs enrolment levels and coach discretion. Typical awards are as follows:

A. Pre-Can Skater of the Year

This award is to be awarded to the Pre-Can skater who displays a love for skating. This skater listens carefully to instructions, tries her/his best at all times, has a friendly demeanour when on the ice and has shown progress in skating skills.

B. Canskate Skater of the Year

This award goes to the Canskater who displays a love for skating. This skater listens carefully to instructions, tries their best at all times, has a friendly demeanour when on the ice and has shown progress in skating skills.

C. Most improved Skater of the Year -PreCan/Canskate/ Junior

This award goes to the 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 the life-long skater.

D. Most improved Skater of the Year -Intermediate/Senior

This award goes to the skater who displays an obvious improvement in their skating skills. Improvement in competition standings and testing results can be used as measurement of their success and improvement. This skater should also be respectful of all 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.

E. Most dedicated Skater of the Year-PreCan/Canskate/ Junior

This award may be awarded to any skater that is always on time and shows great work ethic, listens to the coach and uses time wisely on the ice. She embodies the spirit of amateur sport with regards to figure skating.

F. Most dedicated Skater of the Year-Intermediate/Senior

This award may be awarded to any skater that is always on time, shows great work ethic, helps out as a Kid/Canskate Program Assistant on a regular basis and embodies the spirit of amateur figure skating, listens to the coach and uses time wisely on the ice.

G. Most sportsmanlike Skater of the Year-Kid/Canskate/ Junior

This award goes to the skater that shows outstanding respect for team mates, helps out when someone falls or needs assistance otherwise. It rewards the skater that encourages younger skaters and generally has a positive attitude on and off the ice towards skaters and coaches and upholds the highest standard of sportsmanship and embodies the spirit of amateur sport with regard to figure skating.

H. Most Sportsmanlike Skater of the Year -Intermediate/ Senior

This award goes to the skater that shows outstanding respect for team mates, helps out when a fellow skater falls or needs assistance otherwise. It rewards the skater that encourages younger skaters and generally has a positive attitude on and off the ice towards skaters and coaches and upholds the highest standard of sportsmanship and embodies the spirit of amateur figure skating.

I. Gold achievement award

This award will go to skaters achieving Gold levels. It will be awarded for each discipline that the skater has achieved Gold.

J. Program Assistant of the Year (optional)

This award is to be awarded to the Program Assistant who has participated in PA training, is on time for sessions, is willing to do ‘extra” (sessions, duties, etc), is friendly with all PreCan/Canskate members, shows dedication to coaching, enthusiastic and energetic on and off the ice and is generally fun to be around on Kid/Canskate time. Nominees for the PA award will be requested before the Awards Ceremony.

21) Skate Canada Helmet Policy

A CSA certified hockey helmet is required to be work at all times when on the ice up to and including Can Skate level 5