



**Policy Manual of the Foothills Skating Club (o/a FSC, Foothills Figure Skating Club, FFSC)**

# **Foothills Skating Club**

**(o/a FSC, Foothills Figure Skating Club, FFSC)**

## **Policy Manual**

Update: January 16, 2023

**Please also refer to Skate Canada Policies & Procedures.**



## **Policy Manual of the Foothills Skating Club (o/a FSC, Foothills Figure Skating Club, FFSC)**

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## **Policy Manual of the Foothills Skating Club (o/a FSC, Foothills Figure Skating Club, FFSC)**

Section 1 - Framework

Policy Number: 1.3.1-1

Policy Name: Mission Statement (Skate Canada)

Skate Canada is an Association dedicated to the principles of enabling every Canadian to participate in skating throughout their lifetime for fun, fitness and/or achievement.

Original Approval Date: April 12, 2017

Date of Last Amendment/Approval: January 16, 2023

Date for Review: Annually



## **Policy Manual of the Foothills Skating Club (o/a FSC, Foothills Figure Skating Club, FFSC)**

### Section 2 - Board Self Governance

Policy Number: 2.1.1-1

Policy Name: Policy & Procedure Adoption

Policies of the FSC address either:

- 1) A response to legal, finance or funding mandates that ensure the organization does not abuse the privilege of exempt status; or
- 2) All other aspects of sound operations and well-informed self-governance.

The President or a board member can request consideration of a policy change to the FSC Policy and Bylaws Committee (consisting of the current Elected Board). The committee will meet to consider all proposals to add, delete or revise existing organization policies. In considering policy changes, the committee may seek input from the board, coaches, community members or other resources.

All policies require a majority vote at a board meeting to be implemented immediately.

A proposed policy change will be presented to the board in writing and included on the agenda.

The date of the board meeting, when board approval or board review appears on the agenda, will be added to each policy. Policies as changed, will be made a part of the minutes of the meeting at which the action or review was taken. The dated policy will be added to the policy manual, only current revisions will be kept in the policy manual.

Non-substantive editorial revisions, including changes in references, need not be presented to the board.

### **Manuals**

The Elected Board will develop and maintain a current policy manual which contains the policies and procedures of the FSC. The manual is intended as both a tool for management as well as a source of information to board members, coaches and community members about how the FSC operates. To that end, the policy manual will be easily accessible.

### **Board or Administrative Procedures**

The Elected Board may develop such administrative procedures, including forms, as are necessary to ensure consistent implementation of policies adopted. Such procedures need not be approved by the board. Procedures and forms will be included as part of the policy manual.

Original Approval Date: April 12, 2017

Date of Last Amendment/Approval: January 16, 2023

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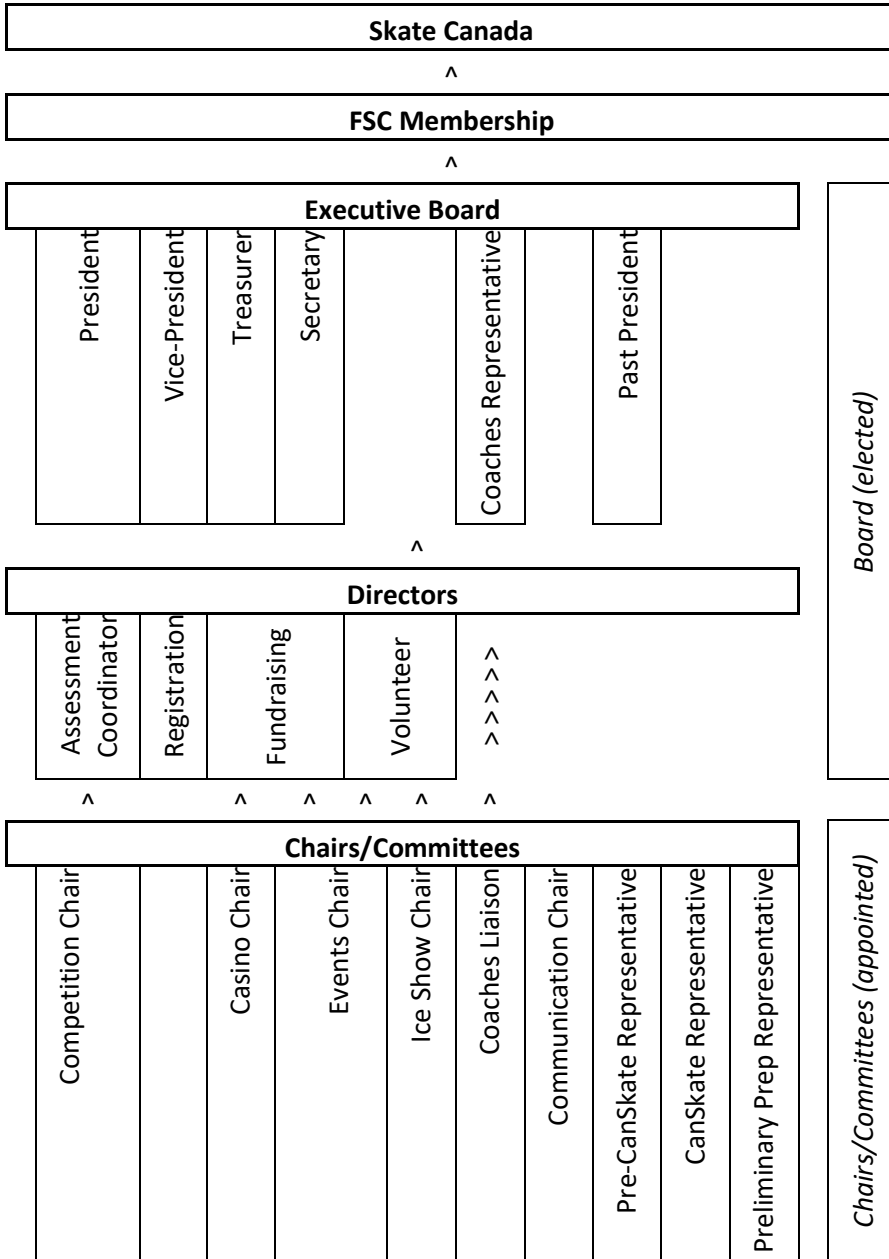


**Policy Manual of the Foothills Skating Club (o/a FSC, Foothills Figure Skating Club, FFSC)**

Section 2 - Board Self Governance

Policy Number: 2.2.1-1

Policy Name: Organization Chart & Job Descriptions





## **Policy Manual of the Foothills Skating Club (o/a FSC, Foothills Figure Skating Club, FFSC)**

*These job descriptions are to clarify roles, responsibilities and expectations for members of the Board of the Foothills Skating Club (FSC). They are also to help parents choose volunteer position in the FSC that they are capable of handling. Please let a current Board member know if you are interested in volunteering your time as an Executive or Volunteer Board member.*

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### **Executive Board Members (elected):**

1. Past President (if applicable)
2. President
3. Vice-President
4. Treasurer (Term ends at current fiscal year end, July 31)
5. Secretary
6. Professional Coach Representative

### **Directors (elected):**

7. Registration Chair
8. Assessment Coordinator
9. Fundraising Chair/Co-Chairs
10. Volunteer Coordinator

At the Annual General Meeting, these Members are elected for a one year term which commences at the conclusion of the AGM itself. There are three exceptions: the President, Vice President and Treasurer are two year terms.

### **Volunteer Chair/Committees (appointed by Elected Board):**

11. Coaches Liaison
12. Competition Chair (in applicable seasons)
13. Casino Chair (in applicable seasons)
14. Events Coordinator
15. Ice Show Chair
16. Pre-CanSkate Representative
17. CanSkate Representative
18. Preliminary Prep Representative

Volunteer Members are asked to commit to a one year term, commencing at the conclusion of the AGM. Any open board positions with FSC will be communicated to all members as soon as possible via email.



## **Policy Manual of the Foothills Skating Club (o/a FSC, Foothills Figure Skating Club, FFSC)**

### **All Board Members (Executive and Volunteer Board positions) shall:**

- Be responsible to implement, follow and enforce all bylaws, constitutions, rules, regulations, policies and guidelines of the Foothills Skating Club (FSC), Calgary Region, Alberta - NWT/Nunavut Section and Skate Canada.
- Be a Member in good standing and act honestly and in good faith, properly exercise powers and avoid conflicts of interest.
- Work to create and maintain a positive learning environment for skaters and families.
- Promote and encourage all members of the FSC to participate in the full program opportunities offered by the FSC.
- Carry out duties as delegated in a responsible and timely manner.
- Be aware of other Board Members and Chairpersons duties.
- Be aware of professional coach's contractual list of duties / responsibilities.
- Attend FSC Board monthly meetings regularly and advise the President or Secretary when you must be absent. All Board and Volunteer Chairpersons should prepare a written update for monthly Board meetings and a written update for the Annual General Meeting, to be emailed to the President or Secretary in advance of the AGM.
- Ensure that provisions in Skate Canada's Club Code of Ethics as well as the Club's Skater Etiquette and Rules are upheld; ensuring that there are rules governing behaviour on or around the ice surface.
- Take immediate action if there is danger or perceived danger to a skater or other skaters and report the issue to the Coach or President to ensure corrective action is taken.
- Assist with Club activities.
- Monitor and support Club activities while at the Arena.

A Hiring Committee will consist of no less than three Elected Board members. From time to time, some of these positions may not be a part of the hiring committee due to conflict of interest; during these times another Elected Board member shall step in.

The members of the Elected Board and volunteer chair/committee members agree to respect decisions and motions made during meetings regardless of their personal opinions. Once meetings are adjourned, all Board of Directors and committees will "speak with one voice" on any issues outside of board meetings. Discussions, motions, etc. are expected to be kept confidential and between attendees of the meeting.



## **Policy Manual of the Foothills Skating Club (o/a FSC, Foothills Figure Skating Club, FFSC)**

### **Past President**

The Past President shall:

- Serve as Advisor to the President and the Board of the FSC; and
- Assist in the duties of any Board Member or the President, as required.





## Policy Manual of the Foothills Skating Club (o/a FSC, Foothills Figure Skating Club, FFSC)

### President

The President is responsible for the overall operation of the FSC. The President will guide the FSC to achieve the mission of enabling everyone to participate in skating throughout their lifetime for fun, fitness and/or achievement.

- Provide direction and leadership to the FSC;
- Call and preside over all executive, coaches, general and special meetings according to the FSC's Procedure for Meetings, also develop agendas for all meetings and proofread minutes provided by the Secretary;
- Work with the Vice-President in updating the FSC's By-Laws, board job descriptions and policies on an annual basis and make recommendations to the Board. Must be aware of timeline requirements for policy amendments. Make sure the updates to all items are updated on the FSC website as applicable. Make sure all needed updates are sent to the Region, Section or Skate Canada as needed;
- Ensure the manuals, by-laws and rule books used by the FSC are current and maintained;
- Ensure the FSC follows the Skate Canada rulebook and the FSC By-Laws;
- Assist with Parent Information Sessions;
- Assist with distributing information to parents and skaters;
- Review ice schedule for the upcoming season with the Vice-President and Coaches to ensure all dates are accurate for times and any special events (including Test Days, Ice Show Rehearsal, Ice Show, etc.), make changes as needed;
- Main contact for scheduling with the Arena Staff;
- Act as ex-officio or regular member of all FSC committees;
- Represent the FSC at Arena Users' Meeting, Region Meetings and Section Meetings as necessary;
- Provide guidance to all members of the FSC Executive;
- Delegate responsibility to the Board Members;
- Be familiar with the FSC's operations;
- Update any insurance requirements, including any Ice Show specific insurance (lights, etc.);
- Responsible for communications with FSC Coaches along with the Coach Liaison;
- Responsible for signing and administering contracts with Coaches along with the Vice President and Coach Liaison;
- Along with the Vice-President and Coach Liaison discuss Coaches' appraisals and FSC goals;
- Primary club contact between skaters, parents, Coaches and the FSC;
- Form and chair Hiring Committee when required;
- Read and distribute all incoming correspondence, responsible for sending out weekly emails to club membership;
- Apply for sanctions as required (including ice show), 1 month prior to the event
- Has signing authority including all bank accounts that the FSC holds;
- Maintain historical records;
- Assist other Board members when needed with large events;
- Along with the Vice-President, recruit new Board members when a full Board is not complete;
- Along with the Vice-President, ensure there are 2 designated Board members and 2 designated non-Board members (for a total of 4 people) to be the nominating committee in advance of the AGM Elections;
- Prepare a written report for the Annual General Meeting and email in advance to Secretary; and
- Participate in annual Budget and Fee Review Meeting (summer) & Fundraising and Volunteer Review Meeting (summer).



## Policy Manual of the Foothills Skating Club (o/a FSC, Foothills Figure Skating Club, FFSC)

### Vice-President

The Vice-President assists the President and Board as requested with all aspects of running the FSC. Assumes President Office if the President is unable to complete term, and at any time the President is unavailable. The Vice-President will have the same authority as the President in his/her absence.

- Become familiar with all aspects of the FSC;
- Work with the President in updating the FSC's By-Laws, board job descriptions and policies on an annual basis and make recommendations to the Board. Must be aware of timeline requirements for policy amendments. Make sure the updates to all items are updated on the FSC website as applicable. Make sure all needed updates are sent to the Region, Section or Skate Canada as needed;
- Assist with Parent Information Sessions;
- Assist with distributing information to parents and skaters;
- Assist Board Members and FSC Committees as needed;
- Represent the FSC at Arena Users' Meeting, Region Meetings and Section Meetings as necessary;
- Responsible for signing and administering contracts with Coaches along with the President and Coach Liaison;
- Hold a seat on the hiring committee when necessary;
- Provide photography for the local newspaper as well as the FSC bulletin board (ensure skaters in the photos have signed a photo release prior to releasing photos to media), clip and save any newspaper clippings about FSC;
- Manage candid photography and photofinishing of skaters and FSC events;
- Monitor to be sure the music policy is being followed by all coaches and music player and deal with any complaints, discussions and suggestions regarding music, maintain Music calendar;
- Has signing authority including all bank accounts that the FSC holds;
- Look for opportunities for the STARSkate Skater Fundraising Account, maintain schedules for events and keep track of each Skater's account, along with the Treasurer;
- Assist other Board Members when needed with large events;
- Along with the President, recruit new Board members when a full Board is not complete;
- Along with the President, ensure there are 2 designated Board Members and 2 designated non-Board members (for a total of 4 people) to be the nominating committee in advance of the AGM Elections;
- Prepare a written report for the Annual General Meeting and email in advance to Secretary;
- Oversee the use of the FSC and Skate Canada Logos as per Board direction;
- Participate in annual Budget and Fee Review Meeting (summer); and
- Participate in annual Fundraising and Volunteer Review Meeting (summer).



## Policy Manual of the Foothills Skating Club (o/a FSC, Foothills Figure Skating Club, FFSC)

### Treasurer

The Treasurer will ensure that all funds and securities are properly managed and that all financial management and reporting obligations set out in the Corporations Act are fulfilled.

- Keep financial records using proper accounting procedures;
- Collect money as required and make bank deposits in a timely manner;
- Calculate profit made on fundraising events and work with Fundraising Co-Chairs as needed, including planning & budgeting;
- Maintain bank records and maintain current signing authorities with all the FSC's bank accounts;
- Make all withdrawals by cheque, signed by 2 of the 3 members of the Executive Board with bank signing authority;
- Monitor the financial statements monthly to ensure their accuracy;
- Assist the President / Vice-President with budget preparation;
- Assist with developing and monitoring financial policies and procedures;
- Prepare and process FSC payables on the direction of the Board Members;
- Collect Expense Reimbursement Forms from applicants and obtain approval of another Executive Board Member before processing as a payable;
- Present monthly financial report at Board Meetings including receipts and payment totals for the month;
- Keep a record of membership regarding fees paid and unpaid, work with Registration Chair to ensure this is accurate and up to date. Notify President and Vice-President of any outstanding fees to be collected;
- Ensure that cash floats are available for Raffle Table, Silent Auction, 50/50, etc. at the Ice Show and collect all monies at the conclusion of the event, reconcile and submit a report to the Ice Show Co-Chairs and Fundraising Chair/Co-Chairs to review;
- Collect volunteer cheques from the Registration Coordinator, communicate with Volunteer Coordinator at the season end for any members that do not fulfill their volunteer commitment;
- Complete required Society Return (January-February annually) and mail promptly;
- Complete required Casino Report (after casino is completed ALGC will mail a report to be filled in) and mail promptly;
- Maintain the STARSkate Skater Fundraising Account balances, along with the Vice-President;
- Deliver accounting records to the FSC's accountant for preparation of annual statement at year end;
- Print monthly statements from Skate Canada Website, ensure account stays up to date;
- Has signing authority on all bank accounts FSC holds;
- Present the annual financial statement to the members at FSC's AGM;
- Participate in annual Budget and Fee Review Meeting (summer); and
- Participate in annual Fundraising and Volunteer Review Meeting (summer).



## **Policy Manual of the Foothills Skating Club (o/a FSC, Foothills Figure Skating Club, FFSC)**

### **Secretary**

The Secretary is responsible for meeting minutes and other FSC correspondence on the direction of the President and Vice-President. The Secretary records and distributes minutes at meetings.

- Record minutes of Board Meetings and General Meetings and signs the minutes to attest to their accuracy;
- Promptly type and distribute minutes to the Board Members and all Coaches (after President has proofread). Place a copy of the minutes in the FSC Binder;
- Produce an abbreviated version of monthly minutes (without financial information and any discussions) to be published to the FSC's website;
- Assist at FSC Registration Night;
- Develop year end survey questions with the assistance of the Board and distribute to membership, compile and report results to Board;
- Assist in notices to the membership as necessary;
- Publish items or documents to the FSC's website, manage content of other forms of communication as needed;
- Maintain displays on FSC bulletin board and ensure it remains updated and orderly; and
- Gather, format and copy all compiled reports for the AGM for the membership, publish these reports to the FSC website.



## Policy Manual of the Foothills Skating Club (o/a FSC, Foothills Figure Skating Club, FFSC)

### Professional Club Coach Representative

- Represent the collective view of the Club coaches within the Club at Board and Club;
- Attend general meetings, normally for one-year term of office;
- Liaise immediately before and after Board meetings with the Club coaches in an honest and consistent manner;
- Communicate Club policies and procedures to the coaches and provide regular reports following Executive meetings;
- Communicate with all coaches in the Club (in writing or verbal) to ensure an effective communication network;
- Share information with all Club coaches as required;
- Attend all Board meetings and activities and protect the confidentiality of discussions at the Board table;
- Provide input and guidance on technical matters (including but not limited to ice scheduling, skating programs, rules, test procedures and on development of the sport);
- Take part and have a vote in meetings of the Board;
- Follow up on any work assignments delegated by the Board;
- Ensure that the process of electing a coaching representative to the Club Board takes place on an annual basis - this process may be done by secret ballot through an annual general meeting of the Club coaches;
- Ensure that an effective liaison is functioning within the Club between the Board and the coaches;
- Assist with the mentoring and enforcement of NCCP certification, first aid and Skate Canada membership requirements of Club coaches;
- Make recommendations to the Board, for the hiring of additional and/or new coaches to the Club;
- Monitor and assist with the handling of coaching-related complaints by ensuring that each matter is properly dealt with in accordance to Skate Canada rules and Terms of Reference of the Club;
- Avoid conflicts of interest between the position of Club Coaching Representative and Club Coach and if such a conflict does arise, declare that conflict before the Board meeting and refrain from voting on matters in which a personal conflict of interest exists;
- Recommend Skate Canada rule amendments, for changes deemed necessary from the coaches' perspective in order that the Club may prepare submission(s) to Skate Canada;
- Observe parliamentary procedures and consider others' point of view, make constructive suggestions and help the Board make decisions that benefit skaters and the sport of figure skating;
- Assume Club leadership roles when asked; and
- Represent the Club coaches and Skate Canada in a positive and supportive manner at all times and in all places.



## Policy Manual of the Foothills Skating Club (o/a FSC, Foothills Figure Skating Club, FFSC)

### Registration Chair

- With the Events Coordinator, organize and manage Registration Night (late August or early September), including distributing information within the community, organize volunteers to assist, inform Coaches and be present to collect registrations, issue receipts and forward payments to Treasurer;
- Collect on-going and late registrations, issue receipts, forward any payments to Treasurer;
- Assist the Treasurer in keeping a record of membership regarding fees paid and unpaid;
- Prepare and update Registration Forms, ensure FSC forms are accurate and published on FSC's website;
- Ensure all registration forms are completed, signed and properly filled out;
- Check registration emails are valid by sending out a test email, requiring a response;
- Register all skaters with Skate Canada in a timely fashion;
- Register & submit names and addresses of FSC Board Members to Skate Canada;
- Maintain a membership list, including Skate Canada number, parent's names and phone numbers. Provide this list to the Board and Coaches as required;
- Ensure that Emergency Contact, Medical Information Sheets for each skater are added to the FSC Coaches binder each season that is kept on site;
- Ensure Town report is submitted to the Town in a timely fashion, complete with physical land description of each skater's address;
- Prepare a written report for the Annual General Meeting and email in advance to Secretary; and
- Participate in annual Budget and Fee Review Meeting (summer).



## Policy Manual of the Foothills Skating Club (o/a FSC, Foothills Figure Skating Club, FFSC)

### Assessment Coordinator

The Assessment Coordinator is responsible for the overall operation of the STARSkate Program in the FSC. There may be Assessment Coordinator Assistants to support the Assessment Coordinator as directed.

- Assist at Registration sessions and assist President with Parent Information Sessions;
- Attend Coach / Executive meetings and monitor FSC's STARSkate program;
- When another club is hosting the test day:
  - Be the FSC contact for test day questions or concerns;
  - Complete test and summary sheets for FSC skaters and distribute to host club prior to test day;
  - Distribute schedules/test fee information to FSC skaters and collect fees. Make sure host club is paid all fees;
  - Produce a letter acknowledging skater(s) is/are in good standing with our club for any out of town test days;
  - Coordinate with Coaches for dance partner(s) and partner fees; and
  - Collect summary sheets and completed test papers following test day and update skater records.
- When FSC organizes the Test Day:
  - Keep current with all Skate Canada test policies, Rule Book and the Assessment Coordinator's Handbook;
  - Consult with Club executive, coaches and other Clubs to determine test dates and submit Test Day Requests to Region in established timeframes;
  - Communicate with other Assessment Coordinators, particularly clubs within our pod, to coordinate centralized Test Days;
  - Determine budget and fees for test day, on a break-even basis;
  - Prepare and communicate all schedules, fees and test day information to FSC skaters and coaches and other Club Assessment Coordinators, collect necessary paperwork and fees from other Assessment Coordinators;
  - Prepare test sheets and summary sheets (for FSC skaters only);
  - Collect all fees and give to Treasurer for deposit, following test day give the treasurer a report of unpaid test fees and expenses relating to the test day;
  - Keep all club, Section and Skate Canada records updated;
  - Work with Region Test Coordinator for High Test Evaluators and communicate schedules and details with all evaluators;
  - Consult with President to book ice, coordinate flood schedules and dressing rooms with arena reps;
  - Book music player(s) as needed;
  - Coordinate with Coaches for dance partner(s) and partner fees;
  - Recruit / organize volunteers for test day including Ice Captains, paperwork runners and food donations; and
  - Ensure all other aspects of hosted test days are carried out including dressing and evaluator/volunteer/coach rooms, food, blankets, heat, etc.
- Update and store records of each skater's passed tests and keep all test records;
- Be our club liaison for any other clubs (with test day questions) and keep communications open with all Coaches that have skaters involved in test days;
- Present reports at Board Meetings;
- Deal with Discrepancy Reports from Skate Canada and resolve the discrepancy;
- Respond to concerns of skaters and parents;
- Order program supplies and organize and present crests and other items at AGM and Awards Banquet with the Coaches; and
- Prepare a written report for the Annual General Meeting and email in advance to Secretary.



## **Policy Manual of the Foothills Skating Club (o/a FSC, Foothills Figure Skating Club, FFSC)**

### **Fundraising Chair/Co-Chairs (2)**

The Fundraising Chair/Co-Chairs organize the Club's fundraising events and activities.

- Organize fundraising activities;
- Record participation of Club members in fundraising activities;
- Record history of current years fundraising for use in setting up next year's activities including recommendations for improvement;
- Provide regular reports along with the Treasurer to the Board at monthly meetings;
- Write a letter that the membership can give out in order to solicit donations, distribute to the membership as a whole;
- Work with the President and Vice-President on soliciting donations from businesses and individuals, keep track of those contacted so they are not approached multiple times;
- Work with Ice Show Chair to collect and distribute raffle and silent auction items;
- Work with the Volunteer Coordinator to ensure volunteer involvement in the fundraising process and to log any points that may be applied to volunteer requirements for the season;
- Get any raffle licenses as required for fundraising activities, keep records as per license requirements and complete and send final reports as required;
- Ensure appropriate thank you notes are sent following fundraising activities;
- Determine fundraising activities and dates with the FSC Board;
- Act as "Casino Chair" in seasons that FSC is not awarded a casino;
- Attend monthly Board Meetings and prepare a report as needed;
- Prepare a written report for the Annual General Meeting and email in advance to Secretary; and
- Participate in annual Fundraising and Volunteer Review Meeting (summer).





## **Policy Manual of the Foothills Skating Club (o/a FSC, Foothills Figure Skating Club, FFSC)**

### **Volunteer Coordinator**

- Keep track of time completed by volunteers and report to FSC Board;
- Ensure all members provide volunteer cheques with registration, Treasurer will keep these on file until the end of the season, communicate with Treasurer once final calculation of points completed and points not completed is done (shred or return cheques that do not need to be cashed);
- Check volunteer email account regularly, respond or forward as required;
- Print monthly sign-up calendars for Gate Parents for CanSkate and Pre-CanSkate, collect at the end of the month and keep on file;
- Assist the Ice Show Co-Chairs in recruiting volunteers for the Ice Show;
- Assist in recruiting volunteers for the FSC's Casino as needed;
- Distribute correspondence to the FSC membership as required;
- Attend monthly Board Meetings and prepare a report as needed;
- Prepare a written report for the Annual General Meeting and email in advance to Secretary; and
- Participate in annual Fundraising and Volunteer Review Meeting (summer).



## **Policy Manual of the Foothills Skating Club (o/a FSC, Foothills Figure Skating Club, FFSC)**

### **Coach Liaison**

The Coach Liaison will act as a link between the FSC Board and the coaches as necessary.

- With the President and Vice-President, write and distribute coach contracts, ensure they are signed or adjusted in a timely manner;
- Be a member on the Hiring Committee as required;
- Represent Coaches at Board Meetings as required and relay any information back to the Coaches;
- Maintain impartial and professional communication between skaters, parents and Coaches;
- Be an objective and neutral participant in any escalating issues arising between skaters/parents and Coaches;
- Act as an intermediary person if conflicts arise between parent(s)/skater(s) and Coach (es). Under most circumstances, the parent/skater should approach the Coach directly with any issues in the first instance. This includes:
  - Issues regarding the skater's progress, including competitions and testing.
  - Issues regarding billing, including estimates of costs.
- If these issues cannot be resolved, the situation can be escalated to the Coach Liaison by the skater, the parent or the Coach;
- Set up quarterly meetings with the Coaches, and produce a written record of these meetings;
- Attend monthly Board Meetings and prepare a report as requested; and
- Prepare a written report for the Annual General Meeting and email in advance to Secretary.



## **Policy Manual of the Foothills Skating Club (o/a FSC, Foothills Figure Skating Club, FFSC)**

### **Competition Chair**

- This position will only apply to seasons that FSC hosts a competition, all other seasons this position will be unnecessary;
- Work with FSC Board when Competitions are hosted at FSC to file required paperwork, recruit volunteers, etc.

### **Casino Chair**

- This position will only apply to seasons that FSC runs a fundraising casino, all other seasons this position will be unnecessary and will automatically fall under the Fundraising Chair/Co-Chair responsibilities (one exemption of this will be if FSC is awarded a casino in the off season, and tasks will be required prior to new season);
- Work with FSC Board to recruit volunteers and coordinate the schedule of volunteers;
- Ensure proper paperwork is filled out for volunteers prior to casino dates.

### **Events Coordinator**

- With the Registration Chair, organize Registration Night (late August or early September), including booking venue, develop information sheets, distribute within the community, organize volunteers to assist, and inform Coaches;
- Display posters in the Community for special Club events (Registration, Ice Show, etc.);
- Communicate with Vice-President to include any upcoming events in the weekly email;
- Work closely with the Fundraising Chair/Co-Chairs to assist in any Club fundraising events (including Wine Tastings, etc.);
- Work closely with the Volunteer Coordinator to ensure volunteers are notified and available as needed;
- Purchase and distribute "Goody Bags" to CanSkate & Pre-CanSkate skaters for Halloween, Christmas and Valentine's Day (provide receipts for reimbursement to Treasurer);
- Organize a volunteer for Santa at the FSC's annual "Skate with Santa" in December;
- Schedule with the Coaches and ensure a waiver sign in sheet is available and filled out for "Bring A Friend Day";
- Distribute correspondence to the Club membership as required;
- Organize AGM and Awards Night (also Pot-Luck Dinner), including booking venue, coordinate with Volunteer Coordinator any volunteers needed for set-up, clean-up, etc., ensure a variety of items for the pot-luck dinner, advertise date and location of AGM (minimum of 1 month prior);
- Chair the decorating committee for the float/entry for Discovery Days in June every year in accordance with the Parade theme, submit registration to Discovery Days, ensure skaters are available to ride the float or walk, distribute information regarding meeting place and time, etc.;
- Attend monthly Board Meetings and prepare a report as required; and
- Prepare a written report for the Annual General Meeting and email in advance to Secretary.



## **Policy Manual of the Foothills Skating Club (o/a FSC, Foothills Figure Skating Club, FFSC)**

### **Ice Show Chair/Co-Chairs (2)**

- Work with Coaches to come up with a theme for the Ice Show;
- Run meetings with parents and volunteers to communicate requirements and positions to be filled;
- Ensure volunteers are fulfilling their duties;
- Coordinate costume list and decor with Coaches;
- Prepare and distribute correspondence regarding the Ice Show;
- Work with the Coaches to design tickets, posters, etc. and assist in distribution of these materials;
- Maintain list of volunteers, ensure all positions are filled, and keep a master copy on hand;
- Apply for a sanction through Skate Canada one month prior to the event with President;
- Maintain costume binder and add new costume photos as needed;
- Assemble a committee to organize costumes and props in FSC storage room, work with Volunteer Coordinator to recruit volunteers;
- Attend monthly Board Meetings and prepare a report as required; and
- Prepare a written report for the Annual General Meeting and email in advance to Secretary.

### **CanSkate, Pre-CanSkate and Prelim-Prep Representatives (minimum 1 per level)**

- Individuals must have a child registered in the level that they volunteer to represent, exceptions may be made if their child advances to a higher level mid-season;
- Distribute newsletters, fundraising information and any other communications required to families participating in their group;
- Communicate any questions or concerns from parents to the FSC Board or Coaches as required;
- Recruit volunteers as required by the Volunteer Coordinator;
- Ensure volunteers are fulfilling their duties;
- Attend monthly Board Meetings and prepare a report as required; and
- Prepare a written report for the Annual General Meeting and email in advance to Secretary.

### **Communications Liaison**

- Publish items or documents to the FSC's website, manage content of other forms of communication as needed;
- Provide photography for the local newspaper as well as the FSC bulletin board (ensure skaters in the photos have signed a photo release prior to releasing photos to media), clip and save any newspaper clippings about FSC;
- Manage candid photography and photofinishing of skaters and FSC events; and
- Responsible for the "FSC Weekly Information" email distribution and content.

Original Approval Date: April 12, 2017

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Date for Review: Annually



## Policy Manual of the Foothills Skating Club (o/a FSC, Foothills Figure Skating Club, FFSC)

### Section 2 - Board Self Governance

Policy Number: 2.3.1-1

Policy Name: Skate Canada Privacy Policy

All FSC Board members will sign and forward to current President, Skate Canada's Privacy Policy within 30 days of election as follows:

**Introduction:** Skate Canada is committed to protecting the privacy of its employees, contractors, consultants, suppliers, volunteers, registrants (herein referred to as "individual") and any other confidential business information. The purpose of this policy is to preserve the privacy of the individual and Skate Canada by outlining the obligations and procedures for dealing with personal, privileged and/or confidential information.

**Scope:** This policy applies to all individuals, employees, contractors, volunteers, suppliers, and consultants of Skate Canada or anyone else who is granted access to personal, privileged, and/or confidential information.

#### Definitions:

"Personal information" is any information about an identifiable individual and includes race, ethnic origin, color, age, marital status, family status, religion, education, medical history, criminal record, employment history, financial status, address, telephone number, credit card and banking information, and any numerical identification, such as Social Insurance Number. Personal information also includes information that may relate to the work performance of the individual, any allegations, investigations or findings of wrongdoing, misconduct or discipline. Personal information does not include job title, business contact information or job description.

"Personal health information" is information about an identifiable individual that relates to the physical or mental health of the individual, the provision of health care to the individual, the individual's entitlement to payment for health care, the individual's health card number, the identity of providers of health care to the individual or the identity of substitute decision-makers on behalf of the individual.

**Policy:** All individuals at one time or another may receive personal, privileged and/or confidential information which may concern other individuals. Individuals are obligated to ensure that personal information to which they may have access remains confidential, is only used for the purposes for which it was collected is not disclosed without authorization or used for personal gain. Any individual who discloses personal information, contrary to this policy will be subject to disciplinary measures.

Individuals are required to follow the *10 Fair Information Principles* and procedures regarding the collection, use and disclosure of personal information as set out in this policy.

1. **Accountability:** Skate Canada is accountable to those whose personal information comes under its custody for ensuring that their information is protected in a manner consistent with this policy. Accountability for Skate Canada's compliance with the policy rests with the Safe Sport Director, or delegate.
2. **Identifying Purposes:** Skate Canada will identify the purpose for which it collects, uses, and discloses personal information prior to collecting the information. Skate Canada only collects, uses or discloses personal information for purposes consistent with meeting its mandate and core functions.



## Policy Manual of the Foothills Skating Club (o/a FSC, Foothills Figure Skating Club, FFSC)

3. **Consent for Collection Use or Disclosure:** Knowledge and consent of the individual are required for the collection, use or disclosure of identifiable personal information, except where legally permissible. Notice of Collection statement must be communicated to registrants at registration (Appendix A). Knowledge and consent of the individual is not required for the collection, use or disclosure of non-identifiable personal information. Individuals with a direct relationship with Skate Canada may withdraw their consent and can do so by contacting Skate Canada.
4. **Collection:** Skate Canada limits the collection of personal information to that which is necessary for the purposes it has identified. Skate Canada collects personal information by fair and lawful means.
5. **Use and Retention:** Skate Canada does not use identifiable personal information for purposes other than those identified prior to collection, except with the consent of the individual or as required by law. "Use" includes processing identifiable information in such a way that it is no longer identifiable. Skate Canada allows only authorized staff to access and use specific data holdings of personal information on a "need-to-know" basis, that is, when required to perform their duties. Personal information is retained only as long as necessary for the fulfillment of purposes identified at collection. For purposes of long-term analysis and reporting, Skate Canada may retain personal information permanently. Personal information that is no longer required to fulfill the identified purposes is destroyed, erased, or made anonymous in a secure manner.
6. **Disclosure:** Skate Canada may disclose or publish non-identifiable (e.g. aggregated) personal information only, having used reasonable precautions to ensure that individuals cannot foreseeably be identified by linking this information with other information. Skate Canada may disclose identifiable personal information only when: a) the recipient is the data provider that originally provided the identifiable personal information., or b) the disclosure is required by legislation, or c) Skate Canada has obtained the consent of the individuals concerned.
7. **Accuracy:** Personal information will be as accurate, complete and up-to-date as necessary for the purposes for which Skate Canada collects, uses or discloses it. Skate Canada updates personal information when necessary to fulfill the purposes for which the information is collected, used or disclosed. Data providers are responsible for ensuring the personal information they provide to Skate Canada is accurate, complete and up-to-date for the purpose specified.
8. **Safeguards:** Skate Canada protects personal information with security safeguards appropriate to the sensitivity and identifying nature of the information. The security safeguards protect personal information against loss or theft, as well as unauthorized access, disclosure, copying, use, or modification and will protect personal information that it holds or transmits regardless of the format in which it is held. Care is used in the disposal or destruction of personal information to prevent unauthorized parties from gaining access to the information.
9. **Transparency and Openness:** Those whose personal information Skate Canada collects, uses and discloses are entitled to know what Skate Canada's practices and policies are in connection with this information and to challenge those practices and policies. Skate Canada makes readily available information about its practices and policies in order to promote transparency and explicitness.
10. **Individual Access to and Amendment of Personal Information:** Upon request, Skate Canada will inform an individual what identifiable personal information it has collected, used or disclosed about him/her, and from whom it has been collected and to whom it has been disclosed. An individual shall be able to access his or her personally identifiable information, and to have it amended as appropriate, which may include the correction, deletion or addition of information. Skate Canada responds to an individual's request to amend his or her identifiable personal information within a reasonable time and at minimal or no cost to the individual.



## Policy Manual of the Foothills Skating Club (o/a FSC, Foothills Figure Skating Club, FFSC)

### Responsibilities:

Individuals are responsible for:

- Being familiar with and following policies and procedures regarding personal information.
- Keeping their own files current regarding business and personal details required for business use.
- Obtaining the proper consents and authorizations prior to disclosure of personal information. (reference Skate Canada's Consent and Authorization for the Release of Private Information form)
- Immediately reporting any breaches of confidentiality to their Manager.
- Keeping private passwords and access to personal data secured. Sharing of passwords is not permitted.
- Relinquishing any personal, privileged, confidential or member information in their possession before or immediately upon termination of employment.
- Ensuring proper disposal of unnecessary files/information, shredding boxes are available throughout the Ottawa Service Centre.

Managers are responsible for:

- Obtaining consent for the collection and use of personal information from individuals as required.
- Ensuring policies and procedures regarding collection, use and disclosure of information are consistently adhered to.
- Responding to requests for disclosure after the proper release is obtained.
- Ensuring proper disposal of unnecessary files/information.
- Maintaining systems and procedures that ensure employee records are kept private and secured.

### Complaint Procedure:

Concerns or complaints related to privacy issues must be made in writing to the Safe Sport Director outlining the details of the concern or complaint. The Director will investigate the matter quickly and make a determination related to the resolution of the concern or complaint.

\*Personal information that is the subject of a request by an individual or the Privacy Commission shall be retained as long as necessary to allow individuals to exhaust any procedures they may have a right to under the law.

No employee shall be disadvantaged or denied any benefit of employment by reason that Skate Canada believes that the employee:

1. Has disclosed to the Privacy Commissioner of Canada that Skate Canada or any other person has contravened a provision of current privacy legislation;
2. Has refused to do anything that is in contravention of a provision of the legislation related to the protection of personal information;
3. Has done or stated an intention of doing anything that is required to be done in order that a provision of the legislation as related to the protection of personal information not be contravened.

### General Procedures:

Individual's request for disclosure of their own personal information to Third Parties must be accompanied by a completed, signed, and dated Consent and Authorization for the Release of Private Information form providing clear consent to release specific information related to them and providing details on who can receive the information.



## **Policy Manual of the Foothills Skating Club (o/a FSC, Foothills Figure Skating Club, FFSC)**

Personal information that is no longer required to fulfill the identified purpose will be destroyed or erased within 12 months after its use unless retention of that information is specified by law for certain time periods.

Original Approval Date: August 19, 2016

Date of Last Amendment/Approval: January 16, 2023

Date for Review: Annually





## **Policy Manual of the Foothills Skating Club (o/a FSC, Foothills Figure Skating Club, FFSC)**

### Section 2 – Board Self Governance

Policy Number: 2.4.1-1

Policy Name: Elected Board and Chairs/Committees Code of Conduct

All Elected Board members and Chairs/Committees will be required to sign this Code of Conduct and return to the President within 30 days of election/appointment.

I agree to act as a voting member of the Board with full authority and responsibility to develop policies, procedures and regulations for the operation of FSC; to monitor FSC's financial health, programs and overall performance.

By signing below, I hereby agree that I will:

- Attend all Board meetings and activities; Come to Board meetings well prepared and well-informed regarding issues on the agenda;
- Become knowledgeable about Skate Canada and FSC's role/responsibilities within Skate Canada;
- Receive reports of FSC activity from time to time; approve requests for action as appropriate;
- Contribute to meetings by expressing my point of view;
- Observe parliamentary procedures and consider others' point of view; make constructive suggestions and help the Board make decisions that benefit FSC, skaters and the sport of skating;
- Serve on committees, commissions and working groups as requested and participate in the accomplishment of their objectives

As Chair of committees, commissions or working groups:

- operate within the committee, commission or working group terms of reference and refer appropriate matters to the Board of Directors;
  - call meetings as necessary until objectives are met;
  - conduct the meetings in an orderly, fair, open and efficient manner;
  - ensure discussion is limited to agenda topics and bring the discussion back on track when members stray;
  - make assignments when work needs to be completed;
  - build consensus among members when disagreements arise;
  - declare all conflicts of interest related to the objectives of the meeting and refrain from voting on subjects relating to personal conflicts of interest; ensure committee members are given the opportunity to declare all conflicts of interests and refrain from voting as above;
  - liaise immediately before and after the meeting with the President;
  - produce and distribute minutes of committee meetings to Elected Board members and meeting members;
  - adhere to approved plans and budgets;
  - Prepare policy changes as recommendations to the Board.
- 
- Represent FSC and Skate Canada in a positive and supportive manner at all times and in all places;
  - Assume Board leadership roles when asked;
  - Avoid conflicts of interest between the position of Board Member and your personal life. If such a conflict does arise, declare that conflict before the Board and refrain from voting on matters in which you have conflict;
  - Support in a positive manner all actions taken by the Elected Board even when you are in a minority position, including supportive participation in debate regarding all Board decisions at all venues;
  - Protect the confidentiality of discussions at the Board table;
  - Assist, when in attendance at all events of the FSC, in all activities and demonstrate support for skaters, sponsors, and event management;



**Policy Manual of the Foothills Skating Club (o/a FSC, Foothills Figure Skating Club, FFSC)**

- Participate in Board self-evaluation programs, Board development workshops, seminars, and other educational events which enhance Board Member skills.

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

\_\_\_\_\_  
Board Member's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Member's Name (please print)

Original Approval Date: April 12, 2017

Date of Last Amendment/Approval: January 16, 2023

Date for Review: Annually



## **Policy Manual of the Foothills Skating Club (o/a FSC, Foothills Figure Skating Club, FFSC)**

Section 3 - Operational

Policy Number: 3.1.1-1

Policy Name: Accounting & Bookkeeping

FSC will operate on a cash basis for reporting purposes. Within sixty (60) days of the fiscal year end (July 31), all records (bookkeeping, back-up, etc.) will be given to auditor (selected at the Annual General Meeting each year) to prepare Financial Statements.

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Date for Review: Annually



## Policy Manual of the Foothills Skating Club (o/a FSC, Foothills Figure Skating Club, FFSC)

### Section 3 - Operational

Policy Number: 3.1.2-1

Policy Name: Fees & Payment

The FSC requires all fees to be paid in full prior to the first scheduled day of the program. Every skater, prior to skating on their first session must have the following completed and given to a member of the current Elected Board:

1. Registration form,
2. Waiver signed, dated and witnessed,
3. Payment in full (by cash or cheque dated at time of registration), for any fee assistance, please contact the treasurer directly via email at [treasurer@foothillsskatingclub.ca](mailto:treasurer@foothillsskatingclub.ca)
4. A Volunteer cheque dated for July 1 of the following year

**There are no exceptions.** If a skater does not have the above completed and submitted, they will be asked to leave the ice and will not receive lessons from the coaches until the requirements are met. It is the responsibility of the member to ensure sufficient funds in the account to ensure the cheque clears the bank. Any cheques returned for insufficient funds or otherwise will incur an additional \$ 25.00 to be paid by the individual member. New registration will not be accepted by FSC until any and all outstanding amounts are paid in full. Any skaters transferring from an outside Club will have to provide an official letter from the previous Club stating that they are in good standing before registration will be accepted for FSC.

Coaching fees for PreCanSkate, CanSkate, CanPowerSkate, PrelimPrep and GroupSkate are included in registration fees paid to FSC. Any additional GroupSkate lessons and STARSkate coaching fees are recorded, invoiced and payable to the coaches themselves. Arrangements should be made directly with the coaching staff regarding lessons, fees, cancelling lessons and any additional costs that may come up throughout the season. These fees are the responsibility of each individual family. The FSC expects its members to pay coach fees within 30 days of invoice date. If these fees are not paid in a timely manner, further measures may be taken to ensure payment is made. These may include, but are not limited to, suspending ice privileges, coaching and the skater's status of "Good Standing" within the FSC. STARSkate skaters not in good standing with the FSC will not be allowed to test or compete.

Registration fees will only be pro-rated using the fall or winter session rates, not the full season rates for CanSkate. Pro-rated amounts are determined by taking the session rate and dividing it among the number of skating days, then multiplying this number by the remaining skating days in the session.

FSC requires (1) Volunteer Cheque at the time of registration from each member's family (only one per family, regardless of the number of skaters and their program level). The amount of the Volunteer cheque is determined by the skater within the family at the highest level. Volunteer cheques will be returned to the individual member (at their request by March 31) at the Annual General Meeting. If members do not request their cheques be returned, the FSC Board will shred and destroy any volunteer cheques belonging to members that have fulfilled their required volunteer points. Any members that have not fulfilled their required commitment by June 30 will have their volunteer cheque cashed by FSC. It is the responsibility of the member to ensure sufficient funds in the account to ensure the cheque clears the bank. Any cheques returned for insufficient funds or otherwise will incur an additional \$ 25.00 fee to be paid by the individual member. New registration will not be accepted by FSC until any and all outstanding amounts are paid in full.

Original Approval Date: April 12, 2017

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Date for Review: Annually



## **Policy Manual of the Foothills Skating Club (o/a FSC, Foothills Figure Skating Club, FFSC)**

Section 3 - Operational

Policy Number: 3.1.3-1

Policy Name: Program Withdrawal & Refunds

No charges will apply to cancellation of registration made on or before September 8<sup>th</sup> of the current skating season for CanPowerSkate, GroupSkate and STARSSkate programs. Notice must be in writing and emailed to the President of FSC.

No charges will apply to cancellation of registration made on or before September 25<sup>th</sup> of the current skating season for Pre-CanSkate, CanSkate or PrelimPrep programs. Notice must be in writing and emailed to the President of FSC.

### **For Medical Reasons**

Cancellation of a registration for PreCanSkate, CanSkate, CanPowerSkate, PrelimPrep GroupSkate and STARSSkate skaters can only be done for medical reasons with the request in writing with a Physician's medical note attached. Refunds will be pro-rated from the date of the Physician's note less the Skate Canada registration fee. Refunds/pro-rating will not apply for up to and including 14 calendar days of absence from any of our skating programs (including medical reasons).

### **Withdrawing from Programs**

Notice for withdrawing from a program must be made in writing and emailed to the President of FSC by the 1st of the month. Refunds will be pro-rated less the Skate Canada registration fee and a 20% administration charge of full registration amount.

### **Volunteer Cheques**

If a skater withdraws from a program (for medical reasons or not), their family is still responsible to complete required volunteer Commitments up to and including the date of withdrawal. Volunteer requirements will be pro-rated and if not completed the skater's program refund will be adjusted accordingly. Additional fees may apply and notice will be given in writing from the Board prior to returning the original volunteer cheque.

### **Season Cancellation**

In the event that the Province of Alberta, Alberta Health Services, Skate Canada or Oilfields Regional Arena requires a cessation of programs, refunds will be issued on a pro-rated basis for remaining sessions.

*Please allow four weeks for receipt of all eligible refunds.*

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Date for Review: Annually



## Policy Manual of the Foothills Skating Club (o/a FSC, Foothills Figure Skating Club, FFSC)

### Section 3 - Operational

Policy Number: 3.1.4-1

Policy Name: Signing Authority

All of the bank accounts held by FSC will have the following Elected Board members as signing authorities:

- Current President
- Current Vice-President
- Current Treasurer

Signing authorities will be updated within thirty (30) days of any new election of these positions, individuals that do not hold the above positions will be removed from signing authority within thirty (30) days.

The minutes from the meeting when the election is made must read as follows:

"Moved by *(name)* and seconded *(name)* that signing authority for Foothills Skating Club be President, *(name)*, Vice-President, *(name)* and Treasurer, *(name)* for all bank accounts at Royal Bank of Canada and Alberta Treasury Branch. Also, that *(name)*, *(name)* and *(name)* be removed from signing authority for all bank accounts at Royal Bank of Canada and Alberta Treasury Branch. All in favor."

Original Approval Date: January 23, 2013

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Date for Review: Annually



## **Policy Manual of the Foothills Skating Club (o/a FSC, Foothills Figure Skating Club, FFSC)**

Section 3 - Operational

Policy Number: 3.2.1-1

Policy Name: Coach Contracts

FSC will request Letters of Intent from all Club Coaches to be due March 15, from these letters the Elected Board will determine the coaching needs for the next season. At the April board meeting, motions must be passed with a majority vote to hire coaches for the following season. The current President will prepare contracts for the coaches including season expectations. Contracts must be signed prior to August 1. All conflicts of interest (real/perceived) will be avoided in all documents in relation to and between coaches and the Board of Directors. Contracts and Season Expectations must be signed by coaches, current President, current Vice-President and witnesses prior to commencing any coaching on FSC ice.

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Date for Review: Annually



## Policy Manual of the Foothills Skating Club (o/a FSC, Foothills Figure Skating Club, FFSC)

### Section 3 - Operational

Policy Number: 3.2.1-2

Policy Name: Vulnerable Sector Check for Coaches and Elected and Appointed Board Members

A vulnerable sector check is a **police information check plus a check to see if a person has a record suspension (pardon) for sexual offences**. Vulnerable sector checks were created in 2000 to protect children and vulnerable persons and is governed by section 6.3(3) of the Criminal Records Act

Volunteer roles within Foothills Figure Skating Club require a certain degree of scrutiny to ensure a safe environment for all of our club members. FSC is committed to promoting a safe environment for all participants (Skaters, Coaches, Parents, Volunteers, etc)

#### Coaches

All coaches will be required to complete a Vulnerable Sectors Check. This must be preformed in the jurisdiction where the coach lives (i.e. Turner Valley/Black Diamond, Okotoks, and Rural). The Coach will need to take a formal letter of request from FSC and two pieces on government issued ID to the RCMP detachment. Most detachments will not charge for this service for volunteers.

#### Board Members

All elected board members will be required to complete a Vulnerable Sector Check. This check must be preformed in the jurisdiction where the board member lives (i.e. Turner Valley/Black Diamond, Okotoks, and Rural). The board member will need to take a formal letter request from Foothills Skating Club and two pieces of government issued ID to the RCMP detachment. Most detachments will not charge for this service for volunteers.

All vulnerable sector checks are valid for 2 years. All Vulnerable Sector Checks should be submitted to the President prior to the beginning of season start unless stated otherwise. If a board member or coach begins after season start and then it should be submitted within 30 days of the start date.





## Policy Manual of the Foothills Skating Club (o/a FSC, Foothills Figure Skating Club, FFSC)

### Section 3 - Operational

Policy Number: 3.3.1-1

Policy Name: Parent Code of Conduct

The following will be included in all registration packages for FSC:

Skate Canada and Foothills Skating Club (FSC) is committed to ensuring that all skaters have the opportunity to participate in a safe and welcoming environment that is encouraging and promotes their overall development. Parents have an enormous influence on skaters' experience in the sport. The quality of a skater's experience is determined by their relationships with parents and the manner in which parents conduct themselves. In this code "I" shall refer to any/all "parents and guardians". This code applies to all parents/guardians who are members of Skate Canada or have children who are members of Skate Canada. By signing below, I hereby agree that:

- I will conduct myself in a responsible manner consistent with the values of fair play, integrity, open communication and mutual respect. I will support and respect all skaters and their right to participate.
- I will always model positive and responsible behaviour and communicate with my child that I expect them to do the same. I will assume the major responsibility for my child's on ice conduct and attitude.
- I will 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. I will respect the decisions and authority of coaches and officials at all times and teach my child to do the same. I will show appreciation for and recognize the importance of volunteers and club officials. I will fulfill my responsibility to help FSC with volunteering and fundraising opportunities.
- I will refrain from any behaviour, or comments, which are profane, insulting, harassing, sexist, racist, abusive, disrespectful or otherwise offensive without hostility or violence. I will also take action and report any acts of bullying, harassment or abuse to the appropriate authorities.
- I will emphasize the importance of values like sportsmanship, respect, cooperation, competition and teamwork to my child offering praise for competing fairly, participation and skill development. I will applaud any effort, both in victory and defeat, emphasizing positive accomplishments and learning from mistakes. I will help my child set high, but reasonable expectations for their participation in skating focusing on development and enjoyment. I will celebrate with my child in their accomplishment of skills and goals.
- I will model and encourage my child to maintain a healthy balance between skating and life (for example, school, other activities, social life, etc.)
- I will instill confidence in my child's and skill development, always avoiding comparisons with other skaters.
- I will not express negative opinions or observations of other skaters, coaches, volunteers or officials with children present. If I have a valid concern, I will communicate it, in writing, to the board of the FSC. I will respect a "24-hour rule" for communication, especially when upset or frustrated. I will communicate with the coaches, either personally or through the Coaches' Liaison, when I have a concern about the decisions or actions of a coach.
- I will respect my child's coach and refrain from "side-line" coaching my child or other skaters. I will respect that the professional coach is responsible and empowered for the on-ice and off-ice development of the athlete. I acknowledge that, along with the professional coach and the athlete, we shall all be considered members of a team whose main concern is my child's overall progress. My role, as a parent, will be to take a healthy interest in their child's progress and development and be responsible for the child's nutrition, rest, adherence to off-ice training regimen set by the coach or other fitness professional, overall health, life-balance and moral and emotional support. I will ensure that my child wears proper skating clothing and equipment.
- I will never provide alcohol or drugs to minors, nor advocate the use of performance enhancing drugs in a Skate Canada environment.



### **Policy Manual of the Foothills Skating Club (o/a FSC, Foothills Figure Skating Club, FFSC)**

- 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.
- Parents shall adhere to the policies, procedures, rules, standards and ethics of Skate Canada at all times.

Parents shall abide by this code at all times while participating in any Skate Canada club or school, competition or activity. Failure to do so may result in action taken by the Board of the FSC. This form must be signed by the Parent or Guardian of the skater, and once signed will be binding for all Parents or Guardians of the skater.

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Date for Review: Annually



## Policy Manual of the Foothills Skating Club (o/a FSC, Foothills Figure Skating Club, FFSC)

Section 3 - Operational

Policy Number: 3.3.2-1

Policy Name: Discipline Policy

**Please note that all applies to skaters, parents & coaches equally.**

### Level 1 Behaviours

Level 1 behaviour are rule violations that will result in an immediate verbal correction, with a possible consequence.

Unsafe/rough play  
Spitting  
Unexcused lateness/absence  
Failure to follow arena/FSC rules  
Lesson disruption  
Uncooperative behaviour  
Disruptive behaviour  
Play fighting  
Non-directed profanity  
Put-downs  
Inappropriate displays of affection  
Disregard of Right of Way rules

Consequences: Individuals who engage in Level 1 behaviours will be asked to identify the inappropriate behaviour and describe the appropriate replacement behaviour. Individuals may receive a consequence designed to discourage the inappropriate behaviour from occurring in the future. Consequences for Level 1 behaviours will be communicated in verbal or written format from a FSC coach or the Board of Directors and may include, but are not limited to:

- Verbal correction
- Time-out
- Apology
- Requirement to complete Respect in Sport for Skate Canada

### Level 2 Behaviours

Level 2 behaviours are more serious in nature. Level 2 behaviours will result in an immediate verbal correction, a logical consequence and a written behaviour report that is signed by and discussed with the Executive Board of FSC, coach, parent and skater.

Chronic Level 1 behaviour  
Cheating or unsportsmanlike behaviour

Consequences: Individual who engage in Level 2 behaviours will be asked to identify the inappropriate behaviour and describe the appropriate replacement behaviour. The incident will be documented in an Incident Report which will be signed and discussed by the Board of Directors of FSC, coach, parent and skater. This report must be returned to the Board of Directors of FSC within 24 hours. Consequences for Level 2 behaviour will be communicated in written format from the Board of Directors of FSC and may include but are not limited to:



## Policy Manual of the Foothills Skating Club (o/a FSC, Foothills Figure Skating Club, FFSC)

- Loss of ice/arena privileges
- Apology
- Behaviour contract
- Loss of Good Standing within FSC (lose ability to test/compete)
- Suspension of skating lessons
- Requirement to complete Respect in Sport for Skate Canada

### Level 3 Behaviours

Serious fighting, harassment, and verbal abuse violate the dignity, well-being, and safety of another person. These behaviours will not be tolerated and may result in complete suspension from the FSC. Other Level 3 behaviours may result in suspension but may also be corrected using a variety of logical consequences.

Chronic Level 2 behaviour

Stealing

Fighting/assault/physical aggression

Vandalism

Possession of a weapon

Intimidation/verbal threats

Harassment

Verbal abuse/directed profanity

Disrespect towards others (including evaluators, coaches, parents, skaters)

Possession/Under influence of alcohol/illegal substances

Consequences: Individuals who are engaged in Level 3 behaviours will be referred to the Executive Board of the FSC for immediate intervention and corrective action. The incident will be documented in an Incident Report and discussed by the Board of Directors of FSC, coach, parent and skater. After this discussion, the Board of Directors of FSC will determine appropriate consequences and facilitate corrective actions, these may include but are not limited to:

- Loss of ice/arena privileges
- Loss of Good Standing within FSC (lose ability to test/compete)
- Suspension or termination of membership within FSC
- Reported to Skate Canada

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**Policy Manual of the Foothills Skating Club (o/a FSC, Foothills Figure Skating Club, FFSC)**

Section 3 - Operational

Policy Number: 3.3.3-1

Policy Name: Incident Reports

The following Incident Reports must be filled out as applicable.

**This Incident Report must be filled out completely and returned to a member of the Elected Board of FSC within 72 hours (3 days) of incident occurrence.**

Name of the Skate Canada Club: Foothills Skating Club (#1000702)

Name of the adult that was in charge at time of incident: \_\_\_\_\_

Skate Canada number of above person (optional): \_\_\_\_\_

Above person's - Primary phone number: \_\_\_\_\_ Email: \_\_\_\_\_

**Incident Information:**

Date of Incident: \_\_\_\_\_ Report filed with Executive Board on Date: \_\_\_\_\_

Full name of registrant involved in the incident: \_\_\_\_\_

Parent/Guardian of registrant & relationship (if applicable): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Skate Canada #: \_\_\_\_\_

Registrant's Address: \_\_\_\_\_

Registrant's - Primary phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Was there video surveillance (circle answer): YES NO

Location of Incident (check if applies):

- On ice surface at Oilfields Regional Arena during regular skating sessions
- Off ice at Oilfields Regional Arena
- On ice surface during a competition or test day at Oilfields Regional Arena
- On ice surface during a competition or test day at other arena (Specify: \_\_\_\_\_)
- Off Ice surface during a competition or test day at other arena (Specify: \_\_\_\_\_)
- Conference / Meeting (Specify: \_\_\_\_\_)
- Vehicle (Car Accident) - see last page for more information to be completed
- Other (Specify: \_\_\_\_\_)

Provide a short summary of the Incident:

Were there any injuries (circle answer): YES NO



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If yes, what was the injury severity (check answer):

- High (9-18 months recovery approx.)
- Medium (3-6 months recovery approx.)
- Mild (3-8 weeks recovery approx.)
- Low (1-2 weeks recovery approx.)
- Unknown

Injury type (check answer):

- |                                      |  |   |
|--------------------------------------|--|---|
| <input type="checkbox"/> Abrasion    | <input type="checkbox"/> Fracture              | <input type="checkbox"/> Strain                 |
| <input type="checkbox"/> Burn        | <input type="checkbox"/> Head injury           | <input type="checkbox"/> Stress fracture        |
| <input type="checkbox"/> Concussion  | <input type="checkbox"/> Inflammation          | <input type="checkbox"/> Tear                   |
| <input type="checkbox"/> Contusion   | <input type="checkbox"/> Lace bite             | <input type="checkbox"/> Tendonitis             |
| <input type="checkbox"/> Cut         | <input type="checkbox"/> Laceration            | <input type="checkbox"/> Other (Specify: _____) |
| <input type="checkbox"/> Dislocation | <input type="checkbox"/> Loss of Consciousness | _____   |

Location of Injury (check answer):

- |                                    |                                     |   |
|------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> ACL       | <input type="checkbox"/> Foot       | <input type="checkbox"/> Stomach                |
| <input type="checkbox"/> Ankle     | <input type="checkbox"/> Hand       | <input type="checkbox"/> Toe                    |
| <input type="checkbox"/> Back      | <input type="checkbox"/> Head       | <input type="checkbox"/> Upper arm              |
| <input type="checkbox"/> Buttock   | <input type="checkbox"/> Hip        | <input type="checkbox"/> Upper back             |
| <input type="checkbox"/> Chest     | <input type="checkbox"/> Knee       | <input type="checkbox"/> Upper leg              |
| <input type="checkbox"/> Genitalia | <input type="checkbox"/> Lower arm  | <input type="checkbox"/> Wrist                  |
| <input type="checkbox"/> Groin     | <input type="checkbox"/> Lower back | <input type="checkbox"/> Unknown                |
| <input type="checkbox"/> Elbow     | <input type="checkbox"/> Lower leg  | <input type="checkbox"/> Other (Specify: _____) |
| <input type="checkbox"/> Eyes      | <input type="checkbox"/> Mouth      | _____   |
| <input type="checkbox"/> Face      | <input type="checkbox"/> Neck       |   |
| <input type="checkbox"/> Finger    | <input type="checkbox"/> Shoulder   |   |

Cause of Injury (check answer):

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Ice conditions                | <input type="checkbox"/> Impact                 | <input type="checkbox"/> Unilateral movements   |
| <input type="checkbox"/> Clothing                      | <input type="checkbox"/> Medication             | <input type="checkbox"/> Equipment failure      |
| <input type="checkbox"/> Controlled substance          | <input type="checkbox"/> Misbehaviour           | <input type="checkbox"/> Exceeded ability       |
| <input type="checkbox"/> Lighting                      | <input type="checkbox"/> New/Increased activity | <input type="checkbox"/> Exhaustion             |
| <input type="checkbox"/> Dehydration                   | <input type="checkbox"/> Overuse                | <input type="checkbox"/> Improper equipment     |
| <input type="checkbox"/> Drugs/Alcohol                 | <input type="checkbox"/> Poor warm-up           | <input type="checkbox"/> Improper instruction   |
| <input type="checkbox"/> Skate blade                   | <input type="checkbox"/> Posture                | <input type="checkbox"/> Pre-existing injury    |
| <input type="checkbox"/> Failure to follow instruction | <input type="checkbox"/> Technique              | <input type="checkbox"/> Pronation              |
| <input type="checkbox"/> Fall/slip on ice              | <input type="checkbox"/> Weather                | <input type="checkbox"/> Psychological          |
| <input type="checkbox"/> Fall/slip off ice             | <input type="checkbox"/> Lack of supervision    | <input type="checkbox"/> Other (Specify: _____) |
| <input type="checkbox"/> Hostile bystander             | <input type="checkbox"/> Unfit                  | _____   |



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Injury comments:

Was medical assistance sought (beyond basic first aid) (circle answer): YES NO

Medical assistance was provided by (check answer):

- First responder
- Nurse
- Paramedic
- Doctor / Physician / Medical Practitioner
- Other (Specify: \_\_\_\_\_)

Was the registrant transported directly to a hospital or clinic (circle answer): YES NO

Provide the name of the hospital or clinic: \_\_\_\_\_

Full name of the medical practitioner: \_\_\_\_\_

How was the registrant transported to the hospital or clinic (check answer)?

- By Ambulance
- By his/her own vehicle
- By vehicle as a passenger
- By Public Transportation (taxi, bus, etc.)

Were police contacted (circle answer): YES NO

Officer's full name: \_\_\_\_\_

Badge # and Station Name: \_\_\_\_\_

Police Report #: \_\_\_\_\_

Comments:

Were parents/guardians or partner contacted (circle answer): YES NO

Were any additional people contacted (circle answer): YES NO

If yes, provide contact information: \_\_\_\_\_

Was there a witness to the incident or accident (circle answer): YES NO

If yes, provide full name of witness: \_\_\_\_\_

Witness' - Primary phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Were there any additional witnesses to the incident or accident (circle answer): YES NO

If yes, provide full name of witness (1): \_\_\_\_\_

Witness (1) - Primary phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Provide full name of witness (2): \_\_\_\_\_

Witness (2) - Primary phone number: \_\_\_\_\_ Email: \_\_\_\_\_



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Provide full name of witness (3): \_\_\_\_\_

Witness (3) - Primary phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Provide full name of witness(s): \_\_\_\_\_

**Vehicle Information:**

Driver's Full Name: \_\_\_\_\_

Driver's Address: \_\_\_\_\_

Drivers - Primary phone number: \_\_\_\_\_ Email: \_\_\_\_\_

# of passengers in the vehicle including names: \_\_\_\_\_

License Plate #: \_\_\_\_\_ Insurance Company & Policy #: \_\_\_\_\_

Was there another vehicle involved (circle answer):      YES      NO

If yes, Driver's Full Name: \_\_\_\_\_

Driver's Address: \_\_\_\_\_

Drivers - Primary phone number: \_\_\_\_\_ Email: \_\_\_\_\_

# of passengers in the vehicle including names: \_\_\_\_\_

License Plate #: \_\_\_\_\_ Insurance Company & Policy #: \_\_\_\_\_

Original Approval Date: April 12, 2017

Date of Last Amendment/Approval: January 16, 2023

Date for Review: Annually





**Policy Manual of the Foothills Skating Club (o/a FSC, Foothills Figure Skating Club, FFSC)**

Section 3 - Operational

Policy Number: 3.3.4-1

Policy Name: Rule of Two & Travel Consent

The purpose of this policy is to protect minor athletes and coaches/volunteers in potentially vulnerable situations by ensuring more than one adult is present at all times (\*with the exception of emergency situations). FSC expects coaches/volunteers to self-identify situations that may put the minor athletes in a vulnerable situation and consider ways to avoid/alter the environment.

FSC strives to ensure an open and observable environment for all interactions between adults and athletes. When private or one-on-one situations are necessary, it is FSC’s policy that doors remain open or that the conversation is had in a visible but removed part of the facility.

When travel is necessary, avoid situations where there is only one coach/volunteer with a single minor athlete. If this is not possible, the coach/volunteer must be appropriately screened, the athlete is comfortable with the individual and parental consent is given by signing the attached Travel Consent (copies must be provided to both the coach and the FSC Board).

**Coach/Athlete Travel Consent Form**

I (parent/guardian name) \_\_\_\_\_ give (coach name) \_\_\_\_\_

permission to transport (athlete name) \_\_\_\_\_ to and from Foothills Skating Club

practices, test days, and any other events that may occur through out skating season (September 2022 – March 2023).

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Coach Signature

\_\_\_\_\_  
Date

Original Approval Date: August 26, 2019

Date of Last Amendment/Approval: January 16, 2023

Date for Review: Annually



## **Policy Manual of the Foothills Skating Club (o/a FSC, Foothills Figure Skating Club, FFSC)**

Section 3 - Operational

Policy Number: 3.3.5-1

Policy Name: Emergencies

FSC, its coaches and board members reserves the right to contact emergency services if they deem necessary. FSC will not be responsible for any costs incurred because of this action. FSC will use all means available to contact and inform the individual's guardians or emergency contacts.

Original Approval Date: October 29, 2019

Date of Last Amendment/Approval: January 16, 2023

Date for Review: Annually



## **Policy Manual of the Foothills Skating Club (o/a FSC, Foothills Figure Skating Club, FFSC)**

### Section 3 - Operational

Policy Number: 3.3.6-1

Policy Name: Dispute/Complaint Resolution Process

A dispute/complaint will be made directly to the President, in writing after a 24 hour "cool-down" period. The dispute/complaint must be made in writing via email and must document the following:

- provide details of the dates, times, and locations of the incident(s), names of any witnesses to the incident(s), and a detailed description of the offensive behaviour or misconduct
- refrain from discussing the fact that a complaint has been filed, or the allegations contained in the complaint, except with his or her representative or legal counsel, or the board of FSC
- deliver the complaint as soon as reasonably possible following the 24 hour "cool-down" period

Where the above requirements are met, FSC may refer the dispute/complaint to Skate Canada if the board deems necessary.

Both the Complainant and the person who is the subject of the dispute/complaint (the "Respondent") will be contacted & notified by FSC in writing for any details that are needed to resolve the dispute/complaint.

Original Approval Date: January 20, 2020

Date of Last Amendment/Approval: January 16, 2023

Date for Review: Annually



## **Policy Manual of the Foothills Skating Club (o/a FSC, Foothills Figure Skating Club, FFSC)**

Section 4 - Advocacy

Policy Number: 4.1.1-1

Policy Name: Spokesperson

The official spokesperson for the FSC is the current President, in their absence the current Vice-President may fill this position.

Original Approval Date: April 12, 2017

Date of Last Amendment/Approval: January 16, 2023

Date for Review: Annually