

**Constitution**

**of the**

**Elliot Lake Skating Club**

**Reviewed and Passed by Board of Directors: June 13, 2013**  
**Proposed interim amendments to By-Laws approved July 21, 2021**

# **Constitution of the Elliot Lake Skating Club**

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**Constitution  
of the  
Elliot Lake Skating Club  
June 13, 2013**

**ARTICLE 1: NAME OF CLUB**

The name of the club shall be the Elliot Lake Skating Club, hereinafter called "the Club."

**ARTICLE 2: SKATE CANADA**

- a) The Club shall be a not-for-profit skating club that is managed by a volunteer board of directors for the general purpose of providing Skate Canada skating programs for Skate Canada members.
- b) The Club is a member of Skate Canada and shall pay such fees and such other charges as shall be required by Skate Canada.
- c) The Club shall abide by all Skate Canada By-laws, rules and regulations as per Skate Canada.
- d) The Club is within the Northern Ontario Section of Skate Canada.

**ARTICLE 3: PURPOSE OF THE CLUB**

- a) The purpose of the Club shall be to encourage the instruction, practice, enjoyment and advancement of its members in all aspects of skating in accordance with the Rules, Policies and Procedures of Skate Canada.
- b) The Club, with regard to any aspect of its operation, is to be managed and operated by eligible persons who are duly registered as Associate Members of Skate Canada.
- c) The Club shall protect the eligibility status of its members. The Club shall not take or omit any action that would knowingly jeopardize the eligible status of its members.
- d) The Club shall operate only Skate Canada figure skating and skating programs.
- e) Only Skate Canada Professional Coaches are permitted to teach figure skating and skating in the Club.

**ARTICLE 4: BY-LAWS OF THE CLUB**

- a) The By-laws, appended to this Constitution, shall describe the organization and functions of the Club and the means by which members of the Club may elect the Club Board of Directors and control the property and activities of the Club.
- b) The By-laws, Rules and Regulations of Skate Canada and those of the Section in which the Club operates shall take precedence over any Club By-laws.
- c) Any Club By-law contrary to the By-laws, Rules and Regulations of Skate Canada shall be invalid.

**By-Laws  
of the  
Elliot Lake Skating Club  
June 13, 2013 (July 21, 2021)**

**1. MEMBERSHIP**

By-Law 1 Club Membership

Club Membership shall be open to all, irrespective of sex, age, creed or colour.

By-Law 2 Skate Canada and Club By-Laws, Rules, and Regulations

All members shall uphold, observe and conform to the By-Laws, Rules, and Regulations of Skate Canada, the By-Laws of the Club and such regulations as made by the Board of Directors of the Club.

By-Law 3 Membership Fees

Members of the Club shall be registered with Skate Canada and pay such registration and other fees to Skate Canada as set from time to time by Skate Canada.

By-Law 4 Member in Good Standing

For a member of the Club to be considered in good standing with the Club, that member must pay Club fees as are stipulated by the Club Board of Directors within 30 days of the date set for payment. Members will not be permitted to take part in any Club activities if these fees are not paid. Members in arrears shall be considered as having terminated their club membership.

By-Law 5 Setting of Club Fees, Rules, and Skating Hours

Fees, skating rules, and skating hours of the Club shall be as the Board of Directors decides from time to time. Club membership shall commence on the first day of the Skate Canada membership year, 1 September, or the date that fees are paid (whichever is the latter) and terminate on the last day of the Skate Canada membership year, 31 August. **See Schedule C.**

By-Law 6 Suspension and Expulsion from Club

The Board of Directors may suspend or expel a member of the Club for acting contrary to the Bylaws, Rules, and Regulations of Skate Canada or of the Club. Written notice of such a suspension or expulsion shall give explanation for the termination or suspension, and offer option of appeal process and meeting with the Board. An appeal policy shall be approved by the Club Board of Directors from time to time and it shall be in writing and made available to all members in advance of its implementation. **See Schedule B.**

By-Law 7 Classes of Club Membership

The classes of membership, eligibility, and privileges shall be as follows:

- **Active Membership:** All eligible skaters who participate in a Club Skating Program, who have paid the fees as set by the Club, and are Associate Members of Skate Canada.
- **Special Membership:** Parent or guardian of legally-underage Active Members who have paid the fees as set by the Club and are active board members. Special members shall be restricted to one vote per family regardless of how many children are in the family.

## **2. LIABILITY**

### By-Law 8 Liability

The Club shall not be responsible for any damages, injury, or loss of property to any member, guest, or visitor to the Club regardless of the reason or nature of such damage, loss or injury. Every member, guest, or visitor shall use the Club facilities at his or her own risk. The Club shall participate in the Skate Canada Club Liability and Member Accident Insurance programs. Each skater shall be required to sign liability waiver and release at time of registration.

## **3. CLUB MANAGEMENT**

### By-Law 9 Members of the Board of Directors, Committees and Club Delegate to Skate Canada

The members of the Board of Directors, members and chairs of committees, and the Club Delegate to Skate Canada must be members in good standing of the Club, be registered as Associate Members of Skate Canada, be of legal age, and be eligible persons (with the exception of the Coaching Representative) as defined by Skate Canada Rules.

### By-Law 10 Board of Directors

The Club Board of Directors shall consist of: President, Secretary, Treasurer, at least 2 Directors/Chairs and a Coaching Representative. All of the above, with the exception of the Coaching Representative, shall be elected for 2 year terms at the Annual General Meeting. The Coaching Representative shall be elected annually by and from within the coaches of the Club.

### By-Law 11 Nominations for Board of Directors

A written request for nominations for positions on the Board of Directors shall be given to all Club members no later than 21 days before an Annual Meeting in the year which an election is to be held. Nominations may be made by any member in good standing by a written submission to the nominating committee at least 3 days before the Annual Meeting. Each nominee must indicate acceptance in writing prior to the commencement of elections. If there are no written submissions for nominations, then nominations from the floor at the Annual Meeting will be accepted.

### By-Law 12 Holding of Board of Directors Office

The Board of Directors shall hold office until the close of the meeting at which their successors have been duly elected. Any member of the Board of Directors may be removed by the members by a 2/3 majority vote at a Special General Meeting duly called for that purpose.

### By-Law 13 Vacant Board Positions

Casual vacancy occurring between any Annual General Meeting of the Club may be filled until the next annual General Meeting by a majority vote of the remaining members of the Board of Directors. In the case of the coaching representative, the coaching staff will elect, by a majority vote, a replacement representative.

### By-Law 14 Voting at Board of Directors Meetings

A quorum of the Board of Directors shall consist of 50% plus 1 members of the Board of Directors, including the President. Questions arising at any meeting of the Board of Directors shall be decided by a majority of votes. The

meeting chair may vote only when the vote would change the result. Therefore the chair may vote to break a tie and thus pass the motion or to create a tie and thus defeat a motion.

By-Law 15 Board of Directors Member Absenteeism

If a member of the Board of Directors is absent for more than three (3) consecutive scheduled Board of Directors meetings without good cause and/or without prior notification to the President or Secretary, then that office may be declared vacant by a majority vote of the Board of Directors.

By-Law 16 Citizenship

A majority of the Board of Directors shall be Canadian citizens within the meaning of the Canadian Citizenship Act.

By-Law 17 Club Property and Funds

The Board shall have entire authority in the management of the affairs and finances of the Club, and shall have general control of all its property. All appropriations from the Club funds shall be decided on by the Board of Directors.

By-Law 18 Board Roles and Responsibilities

The Board of Directors shall make such rules as they deem proper respecting the use of Club property, prescribe rules for the admissions of strangers, fix penalties for offences against the rules, and make rules for the government of the committees appointed by them. They shall also as necessary, introduce By-Laws to govern the Club as they become necessary.

By-Law 19 Board of Directors Member Roles and Responsibilities

Roles and Responsibilities for Board of Directors:

**a) President**

The President shall be responsible for the overall operation of the Club. ~~He/She~~ They will guide the Club to enable all members to participate in skating throughout their lifetime for fun, fitness and achievement.

Responsibilities:

- Provide direction and leadership to the Club
- Calls and acts as Chair to all Board, General, Coaches, and Special Meetings.
- Develops agendas for all meetings
- Ex-officio or regular member of all Club committees
- Is familiar with Club operations
- Responsible for communications with Club employees and coaches
- Responsible for signing and administering contracts with coaches
- Forms and chairs committee to discuss coaches' appraisals and Club goals
- Acts as primary Club contact between skaters, parents, coaches and the Club
- Books and cancels arena times
- Represents Club at Arena Users' Meeting
- Writes the Club's newsletter and/or keeps website updated (**Schedule D**)
- Ensures that manuals, By-Laws, and other materials used by the Club are current and maintained
- Has signing authority
- Attends regional meetings when able
- Applies for sanctions as required for carnivals and exhibitions

**b) Secretary**

The Secretary shall organize the administrative functions of the club. ~~He/She~~ They will assist the Club to enable all members to participate in skating throughout their lifetime for fun, fitness and achievement.

Responsibilities:

- Responsible for all correspondence
- Subject to approval of the President or ~~his/her~~ their delegate, shall issue all notices for Board of Directors and General Meetings
- Record minutes of meetings and ensure accuracy
- Promptly types and distributes minutes to executive members and all coaches
- Maintains club communication board and website
- Communicate any schedule changes to skaters and coaches in a timely manner
- Communication may include email, handouts, verbal and website
- Maintains current Skater/Parent handbooks
- Maintains current file of Club records, rules, By-Laws, and policies
- Assists at Club registration
- Prepares coach contracts
- Assists in distributing newsletters and other notices
- Places advertisements in local media as required
- Maintains contact with local media and advises them of special events
- Provides copy and photography for local media
- Has signing authority
- Assists with other Club activities
- Monitors Club activities while at the arena

**c) Treasurer**

The Treasurer will ensure that all funds are properly managed and that all financial management and reporting obligations are fulfilled. By maintaining accurate financial records and supporting budget activities of the Club, the Treasurer supports the Club members to participate in skating throughout their lifetime for fun, fitness and achievement.

Responsibilities:

- Maintains financial records using proper accounting procedures
- Manages both general bank account for Club as well as trust account in accordance with Ontario Lottery and Gaming rules and regulations
- Collects money as required
- Makes bank deposits
- Maintains bank records and current signing authorities with the Club's bank
- Calculates profit made on fundraising events
- Makes all withdrawals by cheque, signed by two of the three members of the Executive with signing authority, ~~unless electronic or cash withdrawal for a specified amount is authorized in writing by two of three members of the Executive having signing authority~~
- Monitors the financial statements monthly



- Prepares and processes Club payables on the direction of the Executive
- Presents financial reports at Board meetings, including receipts and payment totals since last meeting
- Presents the annual financial statement to the Members at the Club Annual General Meeting
- Assists with developing and monitoring financial policies and procedures
- Works with Executive to ensure a 'break even' year
- Assists with other Club activities
- Monitors and supports Club activities while at the arena

#### By-Law 20 Coaches' Representative

The Coaches' Representative shall be elected by the professional coaching staff. The Coaches' Representative shall have voting rights.

Responsibilities:

- Communicates coaches' issues and progress between coaches the Board of Directors
- Communicates coaching, skating, or parent issues to the Board of Directors

#### By-Law 21 Board Chair/Committee Positions

Board members shall be appointed chair positions during the Annual General Meeting. A Board member may hold more than one position. All chairs of committees must submit the names of the members of their committee to the President for approval. Chair positions include but are not limited to (**descriptions in Schedule A**):

- Test Chair
- Competition Chair
- Membership/Registration Chair
- Ice Chair
- CanSkate Chair
- Ice show/ Carnival
- Bingo Chair
- Fundraising Chair

### **4. SKATE CANADA CLUB DLEGATE AND REGION COUNCILORS**

#### By-Law 22 Skate Canada Delegate

The Club Delegate to Skate Canada and/or the Section shall be appointed annually by the Board of Directors. The Delegate need not be a member of the Board of Directors. The Section and/or Skate Canada National Office shall be advised of the appointed delegate's name. The Club shall appoint a Councilor and an alternate Councilor to serve on the Region Council as required by the By-Laws of the Region Council. The delegates and councilors shall report on activities at these meetings and shall be entitled to receive compensation for pre-approved expenses related to attendance at required meetings.

### **5. ANNUAL GENERAL MEETING**

#### By-Law 23 Rules of Order

Rules of order for all meetings, General and Board of Directors, shall be as outlined in Robert's Rules of Order in all cases in which they are applicable and consistent with the By-Laws or special rules of the Association.

#### By-Law 24 Timing, Quorum, Special Meeting Request

An Annual General Meeting shall be held within 60 days of the close of the March 31<sup>st</sup> fiscal year. Other general meetings may be held from time to time upon the request of the Board of Directors or upon written request of ten (10) per cent of Club Members. A quorum for an Annual General Meeting or Special Meeting shall be 50% per cent plus one (1) of the eligible voting Board members. **Members participating remotely in videoconference and/or hybrid meetings shall be included for the purposes of quorum.**

#### By-Law 25 Written Notice

Written notice of all Annual General Meeting shall be provided fifteen (15) days in advance to each eligible voting member. The written notice may include email format. The notice shall include the time and place of the meeting, **attendance options (videoconference, in-person, or a hybrid)**, the agenda, full details of any proposed amendments to the By-Laws and a complete list of the candidates nominated for elections.

#### By-Law 26 Voting on Club Elections

Voting on Club elections shall be by secret ballot, or if all in attendance agree, by show of hands. A simple majority shall elect a candidate. Voting on other matters may be by a show of hands. **Members participating remotely in videoconference and/or hybrid meetings shall be entitled to vote through a show of hands.**

#### By-Law 27 Eligibility to Vote

Voting for Club elections or on any matters pertaining to skating shall be restricted to eligible Club members who are registered as Associate Members of Skate Canada and are 18 years of age, to the Coaches' Representative and to Special Members of the Club voting on behalf of their underage children (who are members of the Club and registered as an Associate Member of Skate Canada).

#### By-Law 28 Order of Business

The order of business at an Annual General Meeting of the Club shall be as follows:

1. Reading of the Notice of Meeting
2. Quorum
3. Approval of Agenda
4. Minutes of the preceding General/Special meeting
5. Confirmation of the actions taken by the Board of Directors
6. Secretary's Report/Annual Club Report
7. Treasurer's Report (Annual Financial Statement)
8. Other Reports
9. Election of Board of Directors
10. Amendments to the Constitution and By-Laws
11. Appointment of Auditors (as applicable)
12. Setting of next meeting

## **6. REGULAR GENERAL MEETINGS**

#### By-Law 29 Meeting Frequency

The Board of Directors shall meet at least five (5) times during the skating season. The date of such meeting shall be stated by the President, or in **his/her their** absence, by the Secretary. Any member of the Executive may call a Board meeting upon written notice to all members of the Board of Directors at least three (3) days prior to the meeting. The notice shall state the date of the meeting, **attendance options (videoconference, in-person, or a**

hybrid), and the purpose for which the meeting is called. Written notice shall include email format. A quorum for a Regular General Meeting ~~or Special Meeting~~ shall be 50% per cent plus one (1) of the eligible-voting Board members.

## **7. AMENDMENTS TO THE CONSTITUTION, BY-LAWS, AND SCHEDULES**

### By-Law 30 Right to Submit, Process for Submitting

Any Member in good standing may propose an amendment to the Constitution or By-Laws of the Club. This proposal must be submitted in writing to the Club's Board of Directors. The proposed amendment will be presented to the Annual General Meeting or Special Meetings. All amendments must be submitted at least 21 days before the respective meeting, **unless otherwise approved by a majority at the meeting.**

### By-Law 31 Interim Amendments

By-Laws may be enacted or amended by a majority vote (50% plus 1) of the Board of Directors whenever required. Such By-Laws or amendments must be presented at the next General Meeting for ratification. If they fail to be ratified, they will cease to be effective and may not be re-enacted by the Board of Directors for one (1) calendar year. No amendments to the Constitution or By-Laws of the Club will be accepted from the floor at any meeting.

### By-Law 32 Voting of Amendments

Any amendment, to be accepted or ratified, must pass by a vote of 2/3 of those eligible to vote and present at an Annual General Meeting of the Club.

### By-Law 33 Effective Force of Amendments to By-Laws

All amendments to the By-Laws, upon receiving approval of any General or Special Meeting of Members and upon approval of the provincial government (if applicable) shall come into force immediately or on a date specified for same. All such amendments shall be submitted to Skate Canada. Skate Canada reserves the right of refusal of any amendment. Such refusal shall only be made if the intent of such amendment is to violate, in principle or spirit, any Skate Canada Rule and/or By-Law.

## **8. FUNDS**

### By-Law 34 Deposit

The Treasurer shall deposit all funds of the Club in such banks or other institutions as may be designated by the Board of Directors.

### By-Law 35 Disbursements

All disbursements of club funds shall be by cheque or other auditable document.

### By-Law 36 Financial Statements

The Treasurer shall provide interim reports to regular General Meetings of fund disbursement. ~~He/She~~ They shall also provide detailed annual financial statement at the Annual General Meeting. The Board of Directors may acquire an accountant who shall prepare a compilation statement of the financial transactions of the Club at year's end. The financial statements shall be made available to the membership of the Club.

By-Law 37      Dissolution

In the event that the club ceases to exist, the net assets from liquidation shall go to the Elliot Lake Minor Hockey Association.

By-Law 38      Security of Electronic Banking Access

Passwords, security codes, or answers to verification questions to any Club banking shall be provided to, and held in confidence by, the Treasurer and President, and shall follow the policies set out in **Schedule E**.

**9. OTHER**

By-Law 39      2020-2021 Season Exception

Due to the Covid-19 Pandemic, suspended operations of the Club's home arena, and financial constraints of the Club, requirements for active Skate Canada membership under By-Laws 3, 7, 8, 9, and 27 are suspended for the 2020-2021 season only.

By-Law 40      Security of Club Accounts

Passwords, security codes, or answers to verification questions to any Club email, electronic storage platform, website, and/or social media account shall be held in confidence by the Executive, and shall follow the policies set out in **Schedule E**.

## **SCHEDULE A – CHAIRS/COMMITTEES**

Committee Chair may complete duties or obtain assistance of committee members.

### Test Chair

- Familiar with current Rulebook and Test Chair Handbook
- Maintains skater test records
- Verify test eligibility
- Order program supplies as required
- Assist with parent information sessions
- Arrange local test days as is approved by Board of Directors
- Communicate available test days to Board and eligible skaters
- Distributes test day information
- Presents report to board regarding tests passed, badges achieved etc.
- Provides information regarding test day to President and Secretary for communication options
- Presents crests and other items to skaters/parents
- Other duties to facilitate skater testing advancement
- Assists with other club activities
- Monitors and supports club activities while at arena

### Competition Chair

- Communicates upcoming competitions.
- Provide and collect registration forms and fees from competitors
- Review, sign and submit forms with applicable monies to hosting club
- Provide competition information (skaters and events entered) to coaches
- Assists with other club activities
- Monitors and supports club activities while at arena

### Membership/Registration Chair

- Arrange and supervise registration sessions
- Maintain current membership and contact list and distribute to executive
- Register all members with Skate Canada
- Monitors and replenishes club brochure/forms at specified locations
- Assists with other club activities
- Monitors and supports club activities while at arena

### Ice Chair

- Responsible for negotiating a contract for ice rental for yearly activities with the approval of the Club Executive. These times shall include regular skating sessions, extra test dates, Club competitions, Ice Show dates and additional ice time as required.
- Reschedule ice as required and communicate changes to coaches, and to secretary for distribution
- Assists with other club activities
- Monitors and supports club activities while at arena

### CanSkate Chair

- Chair shall serve as liaison between Board of Directors and parents/guardians of Canskate members

- Assist with registration events
- Distribute handouts as required
- Encourage active participation of CanSkate parents in Club activities
- Assists with other club activities
- Monitors and supports club activities while at arena

#### Ice Show/Carnival Chair

- Responsible for the planning and production of an Ice Show within the budget approved by the Board.
- Arrange committees for various production/preparation tasks
- Communicate committee planning with coaches
- Assists with other club activities
- Monitors and supports club activities while at arena

#### Bingo Chair

- Comply to all Ontario Lottery and Gaming (OLG) rules and regulations
- Attend monthly Bingo association meetings or secure substitute
- Complete Quarterly OLG bingo applications as approved by Board of Directors and submit to bingo association and City in a timely manner
- Arrange Bingo volunteer/workers as required by OLG and ensure their attendance
- Ensure resource (handbook) is up to date with Bingo association and OLG procedures and is available to Volunteers/workers
- Train Bingo volunteers/workers in procedures to maintain an independent pool of volunteers
- Complete OLG event reports and submit to Bingo Association in a timely manner
- Work with Treasurer to obtain and balance Trust account statements.
- Complete Monthly OLG Trust account reports and submit to Bingo Association in a timely manner
- Communicate to Board of Directors
  - Changes in OLG rules and regulations
  - Changes in Bingo association rules and regulations
  - Dates of Bingo events and volunteer/worker attendance
  - Bingo proceeds / losses
- Assists with other club activities
- Monitors and supports club activities while at arena

#### Fundraising Chair

- Determines fundraising activities and dates as approved by Board of Directors
- Organizes fundraising activity
- Records participation of club members in fundraising activities
- Communicates effectiveness/ profitability of fundraising activity to Board of Directors with recommendations for improvement
- Ensures appropriate thank you letters are sent following fundraising activities
- Assists with other club activities
- Monitors and supports club activities while at arena

## **SCHEDULE B – APPEAL PROCESS**

Any club member who has been suspended or terminated from club membership has the right to an appeal (See By-Law 6).

Member will request in writing/email an appeal to Board of Directors decision of suspension or expulsion.

Appeal must be made within 30 days of suspension/expulsion and submitted directly to the President of the Club.

Appeal must contain remedy for suspension/expulsion. For example, if member is in arrears with payment, then payment, or proposed payment schedule must be included. If suspension is due to member activity on or off the ice contrary to Club By-Laws and rules, then appeal must include summary of behavior and expected correction.

Once appeal has been received by the President, a Special Meeting of the Board will be held within 2 weeks.

Board will review member appeal and vote on terms of reinstatement. Vote will be 50% plus 1.

Possible conditions of Reinstatement may include

- full return to club activities
- return to club activities with restrictions
- Probationary return to club activities with review

## **SCHEDULE C – RULES OF THE CLUB**

### **Payment of Fees**

#### **CanSkate**

- Total fees and the Skate Canada registration and insurance fee must be paid in full prior to skater stepping on the ice

#### **Junior STAR Skaters**

- Skate Canada registration and insurance fee, and 50% of program fees must be paid on registration. Balance of program fees must be paid prior to October 15.

#### **Intermediate and Senior STAR Skaters**

- Total Program and Skate Canada fees = less than \$500
  - Same payment schedule as Junior STAR skaters
- Total Program and Skate Canada fees greater than \$500
  - Fees may be paid in three (3) equal payments: date of registration, October 15, and December 1

#### **Outstanding fees**

- Where a skater has an amount owing to the Club for a period of greater than 30 days, the Board and/or Coach have the right to not allow the skater on the ice. This suspension of Member privileges may be appealed.

#### **Refunds/Withdrawals**

- All refunds require the Club Board approval prior to being processed
- Refund requests must be made in writing within 15 days of the start of the session
- Refunds will be pro-rated, less the non-refundable fees identified below
- No refunds will be made for missed or cancelled days except in exceptional circumstances approved by the Board of Directors
- Skaters who wish to withdraw for medical reasons:
  - A credit will be issued a credit towards the next session or calendar year, whichever is first, unless otherwise approved by the Board of Directors
  - A medical certificate confirming that the skater will be missing six (6) or more consecutive sessions must be provided within ten (10) calendar days of the written request to withdraw
  - Both the medical certificate and request are to be submitted to Board of Directors
  - The credit will be calculated on a pro-rated basis using the number of sessions completed and remaining for the term
  - The credit will exclude any fundraising fee/deposit if the session is more than half completed
- The Skate Canada fee and a \$20 administration fee are non-refundable

### **Registration**

- Skaters must register in the category, level and program for which they qualify at time of registration
- The Club reserves the right to move skaters between levels, depending on skaters' ability and recommendations of coaches

### **Changes in ice time, programs**

- The Club reserves the right to change skater ice time depending on the number of registrations received or to cancel hours if registration is insufficient to continue to hold the session



- The Club also has the right to cancel any session if registration is not sufficient or if the City of Elliot Lake changes or cancels any of the Club's reserved ice time(s)
- The Club will endeavor to reschedule any cancelled session in a timely manner to maximize number of skaters available to attend

### **Music**

- All music to be played during sessions is chosen by the Coach in collaboration with skater(s)
- Music must adhere to Skate Canada technical regulations, and may not contain offensive, degrading, profane, or otherwise inappropriate lyrics or suggestion
- Individual (solo) program music is arranged between a Coach and a skater; the initial cost to a skater for music will not exceed \$20, but if the format may require replacement (ie. compact disc), replacements will not exceed \$10 each
- Music is otherwise available on Club music player for practice purposes
- Skaters may request their piece of music for practice purposes on a 'first come, first serve' basis
- The order of requests will be preempted at any time by a Coach's request
- For STAR sessions, types of music (dance, skills, or freestyle/interpretive) that is permitted to be requested may be limited based on the division of ice time, which will be provided in writing by the Club in advance

### **Member Rules**

- Skaters, Parents, Coaches, and Board Members are to follow roles and responsibilities set out in the Club Constitution, identified in the Handbook, and posted on website

### **Volunteer/Fundraising**

- The Club is a not-for-profit organization that relies on volunteers for fundraising; a refundable deposit is payable upon registration to ensure that all participating families contribute to the Club's sustainability:
  - A deposit in the amount of \$40.00 per skater, per session is collected
  - CanSkate: an adult parent or caregiver is expected to volunteer for one (1) fundraising event for each registered skater
  - STAR skaters: an adult parent or caregiver is expected to volunteer for two (2) fundraising events to include at least one (1) Bingo, and one (1) additional event or Bingo per additional child
  - For families with skaters at different levels, parent(s)/caregiver(s) would be required to volunteer for the highest skater registered and one (1) additional event or Bingo per additional skater
- If the volunteer requirements are met, the deposit will be returned at the end of the session by cheque

### **Competitions/Test Days**

- The Club endeavors to encourage participation in at least one (1) competition per year
- Participation may be dependent on coach availability, skater readiness (as determined by coaching staff), and availability of practice ice time
- The Club endeavors to use fundraising proceeds to assist members in costs to attend competitions/test days whenever possible
- Additional fees paid by the Club are subject to the approval of the Board of Directors
- Where feasible, the Club endeavors to arrange a local test day to minimize travel costs to skaters
- Fees to be paid by skater: registration/test fee, partner fee (dance), coaching fee (individual events)
- Fees to be shared by skaters: group coaching fees, coach travel costs (gas, meals)
- Fees to be paid by Club: Coach accommodations

## **Code of Conduct**

### **General**

- Skaters should arrive ahead of the start of their session and be changed and ready to go on the ice at the start of their session
- Skaters must wear appropriate skating attire during regular sessions, and should refrain from wearing bobby pins or any other loose items which may fall onto the ice and trip other skaters
- During skating tests, appropriate attire must be worn by all skaters
- STAR skaters: skates must be put on in the Dressing Rooms only, and skate guards used off-ice
- CanSkate: may use Dressing Rooms or designated benches for putting on skates
- Do not leave any valuables in the Dressing Rooms, and please keep dressing room tidy
- Profanity and/or bullying are strictly prohibited both on and off the ice:
  - Skater will receive a warning at the first offence by a Coach or Executive member
  - If there is a second offence, the skater will be asked to leave the ice for the remainder of the day's session
  - Should the skater refuse to leave the ice, their skating privileges will be suspended for the next skating session
  - As a final recourse, repeat offenders will have their membership revoked without any further refund of fees
  - Any skater who is a victim of bullying is encouraged to report this behaviour immediately to a parent or Board member, and a letter of complaint may be sent to the Club President
- The Club expects its STAR skaters to act as exemplary role models for our younger skaters, both on and off the ice

### **Ice Safety**

- The rink doors must be closed at all times during a skating session
- Skaters and Coaches must leave the ice promptly at the end of each session in order to allow the Zamboni to maintain its schedule
- Skaters are not permitted on the ice until the Zamboni has completely left the ice and the door has closed
- Parents are not permitted to interrupt a Coach or Program Assistant while they are on the ice
- If a parent must speak with a Coach who is on the ice, they should only do so while their child is in a lesson with that Coach, however the conversation should be kept to a minimum
- Skaters must be moving on the ice unless they are waiting for their music to start (skaters should not be standing idle on the ice, at any time)
- Gum, candy, food, and drink (excluding water) are strictly prohibited on the ice surface
- Due to insurance regulations, family, friends and coaches are prohibited on the ice surface if they are not a registered Skate Canada member, except in a medical emergency.

### **Skater Safety**

- To ensure the safety of all skaters, skaters must remain aware of their surroundings and others
- Skaters who are skating a solo program with music must be given the right of way.
- Priority must be given on the ice, as follows:
  1. Skaters in a lesson with music with their Coach
  2. Skaters in a lesson without music with their Coach
  3. Skaters with music
  4. Skaters without music

- Generally, spins should be done at the centre of the ice, and jumps at the ends of the ice
- The use of any cell phone, media player, headset, or earpiece is strictly prohibited on the ice, except by a Coach or volunteer during a special event (ie. test day, exhibition, or carnival)
- Parents are responsible for their children and should be present during their child's session, particularly at the lower levels
  - It is MANDATORY for CanSkate and Junior STAR participants to have a responsible adult present at the arena at all times
- Skaters who fall must get up as quickly as possible to clear the way for other skaters

#### **Guest Skaters**

- Guest Skaters are only permitted lessons from Skate Canada Coaches affiliated with the Club unless prior approval has been sought and granted by the Head Coach or Club President
- Skate Canada Coaches who are not affiliated with the Club must obtain approval from the Head Coach or Club President prior to being permitted to coach any skater on any Club ice session
- Skate Canada members must obtain prior approval from the Head Coach or Club President to otherwise skate in a session, and the cost of the ice must be paid prior to joining the session
- Skate Canada Coaches affiliated with the Club obtain the prior approval of the Club President prior to inviting a skater from another club to be a guest skater for the purpose of providing instruction to that skater

## SCHEDULE D – CLUB WEBSITE

The Club website – [elliottlakeskatingclub.com](http://elliottlakeskatingclub.com) – shall represent the club and its members. The website shall be a method of communication between the Board of Directors, Coaches, Skaters and Parents, and the Community.

The website:

- Shall be maintained by the President and Secretary
- Shall reflect the goals and values of the club to enable all members to participate in skating throughout their lifetime for fun, fitness and achievement
- Shall reflect any required communication between Board of Directors to the members in a timely manner
- May include any of the following information to assist members within the club or provide interest and encouragement in skating:
  - Board of Directors and Committee members
  - Club contact information
  - Club Constitution
  - Roles and responsibilities of Board, Coaches, Skaters and Parents
  - Board meeting date details
  - Changes in ice time or planned events
  - Program requirements and descriptions
  - Coaches' information and credentials
  - Schedules and calendars
  - Registration forms
  - Competition information
  - Skater results at competitions and test days
  - Skater progress in STAR program
  - Links to Skate Canada and Skate Ontario
  - Photos of Members (with consent) and events
    - Photos may be published with understanding of members upon registration unless otherwise specified by written instruction

## SCHEDULE E – SECURITY OF CLUB INFORMATION

### Banking

1. The Club's Royal Bank of Canada (RBC) Client Card number and online banking information will be held in confidence by the Treasurer and the President
2. Passwords and answers to verifications questions will be changed upon any change of the person holding either of these roles
3. The Club's mailing address with RBC will remain P.O. Box 73, Elliot Lake, ON P5A 2J3
4. The Club's contact phone number with RBC will be that of the Treasurer

### Email

1. The Club has two email accounts as follows:
  - a. Hotmail: [elliottlakeskatingclub@hotmail.com](mailto:elliottlakeskatingclub@hotmail.com)
    - i. This account is used for day-to-day Club use and information-sharing
    - ii. This account is used for the Club's Facebook profile
  - b. Gmail: [elliottlakeskatingclub@gmail.com](mailto:elliottlakeskatingclub@gmail.com)
    - i. This account is primarily used for the Google Drive feature
    - ii. Club documents, including meeting minutes, financial statements, and bank statements are to be stored in this free cloud-based storage service
    - iii. Finalized documents (ie. approved meeting minutes, financial statements) are to be uploaded in PDF format
    - iv. Working documents or templates are to be saved in editable formats, such as .xls or .doc
2. Any outgoing mail from the Club's emails must identify the writer and their position within the Club
3. Passwords and "dates of birth" for email accounts will be held in confidence by the President, Treasurer, and Secretary (and Vice-President, if applicable)
4. Security information:
  - a. The alternate/recovery email for each account will be one of the above email addresses
  - b. The recovery telephone number for each account will be that of the President
  - c. Passwords will be updated upon any change of the person holding the role of President, Treasurer, Secretary, or Vice-President (if applicable)

### Social Media

1. The Club's Facebook account (profile) will be associated with a valid Club email address
2. The Club's Executive will be administrators of the Club's private Facebook group