



GRANDE PRAIRIE SKATING CLUB POLICIES

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Policy Statement

Revised July 2019

SKATER POLICY

Athlete's Code of Conduct

1. Skaters are to extend proper courtesy to all skaters and coaches at all times. Swearing, kicking or stomping the ice or other disrespectful behavior will not be tolerated. Offending skaters will be asked to leave the ice immediately. Parents of offending skaters will be notified.
2. Skaters must behave respectfully to other skaters, parents, coaches, and officials while off the ice. This includes behavior in the dressing rooms.
3. Skaters are not permitted to eat while on the ice. Only unbreakable beverage containers are permitted at the boards.
4. Skaters are to be on time for all skating sessions and lessons.
5. Skaters are to receive permission from a coach before leaving the ice for any reason.
6. Skaters are to wear appropriate skating attire, no blue jeans.
7. Skaters are not to be on the ice at the same time as the Zamboni.
8. Skaters are not to be on the ice without a coach present.
9. Skaters are not to enter or leave the ice over the boards.
10. Skaters are not to sit on the boards.
11. Skaters are not to stand or socialize in the middle of the ice or along the boards. Do not assemble in front of the music player. Skaters are not to lay on the ice unless unable to stand due to injury requiring assistance.
12. Skaters are to limit speaking to a coach to their lesson time. Skaters are not to interrupt another skaters' lesson.
13. Skaters are to notify their coach of any planned missed lessons.
14. Skaters must be in good standing with the club to participate in Skate Canada sanctioned events including test days, ice shows, competitions, etc. "Good standing" implies the skater's registration fees and coaching fees are paid to date and that the skater is not subject to any ongoing disciplinary action.
15. Skaters acting contrary to this code of conduct may be subject to disciplinary action.

General

All athletes shall recognize that being a member of the community carries with it responsibilities and rewards, and they shall not only embrace those responsibilities, but also conduct themselves both on and off the ice in a way that exhibits respect for others and themselves.

Specific Principles

All athletes shall therefore resolve to conduct themselves with dignity as an athlete and as a citizen of the community, recognizing and accepting that they shall:

- A. Accept accountability for all behavior and its outcomes;
- B. Honor obligations and promises;
- C. Exercise self-control;
- D. Be willing to be fair with others in dealings on and off the ice;
- E. Take pride in themselves and their accomplishments, but never at the expense of demeaning another person or group;
- F. Respect the efforts of others;
- G. Respect authority;
- H. Show sportsmanship; and
- I. Strive to make the community better through support and contribution as a member and as a citizen.

ENFORCEMENT OF THE CODE OF CONDUCT

Responsibility

Responsibility for enforcement of this Code of Conduct shall reside with the Board of Directors of the Grande Prairie Skating Club.

Enforcement Action/Discipline Policy

The Board of Directors of the Grande Prairie Skating Club shall take whatever measures necessary to enforce this Code of Conduct, up to and including any of the following actions:

- A. Give a written warning to the athlete for actions in question, and requesting their compliance with this Code of Conduct;
- B. Request a meeting with the athlete and their parents to discuss the breach of the Code of Conduct;
- C. The removal of an athlete from the program due to his or her failure to comply with this Code of Conduct for a period of time or indefinitely as determined by the Board of Directors.



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SKATER POLICY

Awards Policy

Awards are presented annually to promote Reward and Recognition and to create achievement incentive for all skaters as well as to promote the enjoyment and participation of skating.

An awards ceremony will be held at the end of each winter skating session. The ceremony will be arranged by the Board or designee. Skaters will be awarded various awards based on their dedication to the club, dedication to their skating, sportsmanship and personal achievements.

CanSkate Athlete Award

The purpose of the CanSkate Athlete Award is to recognize a skater who has shown enthusiasm and dedication to the CanSkate program throughout the skating season.

Criteria:

An individual who actively participates in the learn to skate program with enthusiasm;

An individual who is prompt, eager and prepared for class;

An individual who participates in multiple sessions;

An individual who has accomplished a measure of achievement over the fall/winter and spring seasons.

Selection Responsibility: All CanSkate Coaches will consult to select recipient and the Program Director will make a final decision from among the nominees.

STARSkate Excellence Award

The purpose of the STARSkate Athlete Award is to recognize a skater who has demonstrated determination and commitment to the STARSkate program. The recipient of this award has displayed passion for the sport and has achieved success throughout the season, not only within the STARSkate testing system but also with personal skill development and growth.

The recipient of this award should reflect the essence of the STARSkate program, including

- Participation;
- Achievement;
- Personal success;
- Display spirit and passion for the sport;
- Strive for new goals; and
- Achieve balance - within skating and in other areas of life

A currently registered athlete of any age who has passed at least one test in at least three of the disciplines with the Skate Canada STARSkate program (i.e. Skating Skills, Dance, Free Skating and Interpretive).

Selection Responsibility: All Club Coaches will consult to select recipient and the Program Director will make a final decision from among the nominees.

Competitive Excellence Award

This award will be presented to a skater competing at the Jr Bronze level or higher who has the greatest point's difference in the cumulative point's calculation system from beginning of season to the end of season. This award is not intended to recognize the highest skilled skater necessarily, but rather the skater who has consistently improved his/her score at competition and has had the most success in achieving personal best accomplishments at competition.

Selection Responsibility: All Club Coaches will consult to select recipient and the Program Director will make a final decision from among the nominees.

The Spirit of Skating Award

This award will be presented to the skater that is passionate about the sport of figure skating and through his/her enthusiasm, motivates and encourages other skaters to follow his/her dreams. This skater is a positive role model to skaters of all ages. The nomination is to consider the following areas of achievement:

- overcoming personal obstacles,
- perseverance,
- volunteering,
- promoting the love of skating,
- dedication to their own goals and
- the general support of other skaters.

Selection responsibility: All Club Coaches will consult to select recipient and the Program Director will make a final decision from among the nominees.

GPSC Program Assistant of the Year

The purpose of the Program Assistant Award is to recognize a dedicated and passionate Program Assistant who continuously shares Skate Canada's vision with all participants of the program. This award is presented to the individual who is not only a great asset to the coaching team on the ice, but also shows his/her commitment off the ice by providing support and assistance to the club and its members.

Criteria:

- A currently active PA who has made a significant contribution to the club
- A PA who is recognized for having helped children, coaches, and/or the club
- An individual who imparts the passion, spirit and triumph of skating on those with whom he/she works
- An individual who it is felt will make a long-term contribution to the sport of figure skating in a coaching or volunteer role
- Has at least two years of PA experience
- An individual, who has participated in the training sessions, has been reliable and has had positive, patient and engaging manner with CanSkaters.

Selection Responsibility: All CanSkate Coaches will nominate (1) candidate and the Director of Skating.

Outstanding In Dance Award

This award will be presented to the individual skater that demonstrates commitment and excellence in the dance discipline. This is evidenced by achievement in dance tests, dance competitions, and the general encouragement of the dance discipline within the club.

Selection Responsibility: All Club Coaches will consult to select recipient and the Program Director will make a final decision from among the nominees.

GPSC *Test Program* Skating Athlete of the Year

Will be presented to the skater who has passed the most overall tests in any/all of the following test categories: freeskate elements; freeskate program; dance (each); interpretive and skills.

Selection Responsibility: All Club Coaches will consult to select recipient and the Program Director will make a final decision from among the nominees.

GPSC Volunteer Family of the Year

The purpose of the Volunteer Award is to recognize a family who has made a significant contribution of their time and effort to enhance and support the club. This family is present and engaged in the club and makes a positive impact in its operations, environment, events, programs, and/or services.

Criteria:

- A family whose contributions reflect passion for the sport and its participants;
- A family whose members have been involved as volunteers in the sport of figure skating for a minimum of 2 years
- A family who is an exemplary role model for other volunteers, skaters, coaches etc., and who leads by example; and
- Past winners of this award are not eligible for re-nomination.

Selection Responsibility: Recipient family will be selected by the Board of Directors.

GPSC Volunteer of the Year

The purpose of the Volunteer Award is to recognize an individual who has made a significant contribution of his/her time and effort to enhance and support the club. This person is present and engaged in the club and makes a positive impact in its operations, environment, events, programs, and/or services.

Criteria:

- An active adult volunteer whose efforts have produced specific positive results within the club
- An individual whose contributions reflect passion for the sport and its participants;
- An individual who has been involved as a volunteer in the sport of figure skating for a minimum of 2 years
- An individual who is an exemplary role model for other volunteers, skaters, coaches etc., and who leads by example; and
- Past winners of this award are not eligible for re-nomination.

Selection Responsibility: Recipient of this award will be selected by the Board of Directors.

GPSC Most Improved Skater of the Year

This award will be presented to the skater who has made exceptional progress in any or all skating disciplines.

Selection Responsibility: All Club Coaches will consult to select recipient and the Program Director will make a final decision from among the nominees.

GPSC Most Dedicated Skater of the Year

This award will be presented to the skater who best exemplifies:

- Participation in development sessions and dry land classes;
- Diligence at practice;
- Consistent effort, hardworking;
- Punctuality, and
- One who strives to achieve his/her personal goals throughout the year;
- An athlete who is serious about training for their sport

Selection Responsibility: All Club Coaches will consult to select recipient and the Program Director will make a final decision from among the nominees.

GPSC Most Sportsmanlike Skater of the Year

This award will be presented to the skater who best engages in conduct becoming a good sportsman through behavior that is fair, courteous, congenial and supportive toward his/her fellow skaters. This skater must be gracious in victory and defeat.

Selection Responsibility: Skater peers and coaches will vote for who best meets the criteria. All Club Coaches will consult to select recipient and the Program Director will make a final decision from among the nominees.

GPSC Outstanding Practice of the Year

This award is presented to the skater that demonstrates a strong work ethic during both on-ice and off-ice practice sessions. This skater must be registered for no less than four skating days per week, and must have consistent attendance at all sessions. This skater demonstrates punctuality and willingness to learn.

Selection Responsibility: All Club Coaches will consult to select recipient and the Program Director will make a final decision from among the nominees.

SPECIAL RECOGNITION PLAQUES

GPSC Plaque for "Gold Medalist in Tests" & "Gold Medalists in Dance" --skaters completing any Gold level test or set of Gold Dance tests

GPSC Plaque for Diamond Test Achievement---skaters completing any Diamond level test or set of Diamond tests

SPECIAL RECOGNITION TROPHIES

Recognizes skaters having achieved milestone levels at competition

- GPSC Trophy for the Provincial STARSkate Championship Finals
- Alberta Junior Development Team
- Alberta Sectionals Team



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SKATER POLICY

Buy-on policy

Skaters may buy-on ice that is in addition to their registered schedule. Standard buy-on rates refer to regular sessions. Premium buy-on ice for certain sessions such as Friday morning ice and competitive day ice may be at a premium rate depending on the number of skaters per session. Buy-on ice will be monitored by individual coaches. Payment in the exact amount is encouraged, as change will not be provided by the coach or the club. Payment may be by cash or cheque. Buy-on voucher must be completed and handed into the coach or to the office prior to the skater stepping on the ice for the session concerned.

Standard Buy-On Rates:

Session A, B & C - On Ice and Off Ice

One Session: \$20 for Members and \$25 for non-members.

Group Session:

Members \$7.50 (15 mins) \$15 (30 mins)

Non-Member \$10 (15 mins) \$20 (30 mins)

Junior Development and Star 1-On Ice and Off Ice

One Session: \$30

Example of Vouchers:

****Give completed voucher to coach or put in office mail slot****

Buy on Voucher

Skater Name _____

Date of buy on _____

Members: FreeSkate Session \$20 _____	Non Members: FreeSkate Session \$25 _____
Group: 15min Session \$7.50 _____	Group: 15min Session \$10 _____
30min Session \$15 _____	30min Session \$20 _____

Paid by: Cash _____ **Cheque** _____ **Home Club** _____

**Must be paid cash or cheque prior to skater stepping on the ice
Please!! Give voucher and payment to your coach.**

***coaches to put in mail slot with payment please

Buy on Voucher

Skater Name _____

Date of buy on _____

Junior Development/Star 1 \$30

Paid by: Cash _____ **Cheque** _____ **Home Club** _____

**Must be paid cash or cheque prior to skater stepping on the ice
Please!! Give voucher and payment to your coach.**

***coaches to put in mail slot with payment please



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SKATER POLICY

Helmet Policy

Helmets must be worn by all skaters on Learn-to Skate and Canskate sessions as per the Skate Canada policy, as below:

From Skate Canada:

On July 1, 2011 Skate Canada implemented a Helmet Use policy. This policy was implemented as a proactive safety measure to help protect members in the early stages of the CanSkate program that are learning how to skate. Skate Canada believes it is an appropriate time to implement such a policy to help prevent future injuries to its members that are learning how to skate. In the development of the policy Skate Canada consulted various groups of individuals including parents, and the policy was approved by the Skate Canada Board of Directors earlier in 2011.

Skate Canada is proud of its CanSkate program, the best learn-to-skate program in Canada, and we will continue to develop policies and programming that create a better and safer learn-to-skate experience for our skaters. If you would like more information on helmet use and injury prevention we recommend you visit Think First at www.thinkfirst.ca.

How should the hockey helmet fit? A hockey helmet should fit snug to prevent any shifting and maximize protection. Make sure the chinstrap can be adjusted so it gently makes contact under the chin when fastened. For an adjustable helmet, open it to the largest setting and gradually begin to downsize the helmet until a comfortably snug fit is achieved. The helmet should rest on the head so that the rim is one finger width above the eyebrow and making contact with the top of your head. Although most helmets are lined with protective foam, some helmets will feel better than others. Try on different brands of helmets for fit and comfort. All CSA certified helmets have a sticker indicating their certification.

Why only hockey helmets? Hockey helmets are designed to help protect against head injuries occurring on ice, whether from a fall or collision. A bicycle helmet, for example, is designed to protect against head injuries should a fall occur while riding a bicycle. It is important to ensure that when a skater is on the ice, they are protected with equipment designed for their sport or activity. Are face masks required as well? Face masks are not mandatory; however young skaters may benefit from the added protection. Are used hockey

helmets acceptable? Hockey helmets and face protectors sold in Canada must meet safety standards set by the Canadian Standards Association (CSA). If the CSA sticker is not present, throw the product away. Hockey helmets normally last for about three to five years. Hockey helmets must not be used if previously subjected to a major impact or if older than five years or if showing visible signs of damage or if parts are missing. Hockey helmets must have labeling with the date of manufacture and have a chin strap. It is important that the helmet fit properly in order to ensure proper protection.

Can a parent sign a waiver absolving the club from any liability and allow their child to participate without a helmet? No. The requirement to wear a helmet is a Skate Canada Policy and all clubs and members must abide by our policies. Therefore in order to participate in the CanSkate program all skaters who have not achieved Stage 5 in the CanSkate program or who lack good balance and control must wear a CSA approved hockey helmet while on the ice.

Why has up to and including Stage 5 been selected as the benchmark for helmet use? Skaters who lack good control/balance when skating forward, backward and have difficulty stopping, as well as maneuvering around obstacles on the ice are at a higher risk of being unable to control a fall, regardless of their age. The CanSkate program has been developed to introduce basic skating skills to beginners in a safe and sequential manner. The learning progressions leading to and included in Stage 5 allow skaters to gain the necessary skills (balance, agility, and control) required to safely participate on the ice. While it may be likely that many Stage 5 skaters can skate reasonably well, ice surfaces can be very unpredictable and there is always a risk of falling, no matter what stage a skater is at. CanSkaters participate in a group environment with other skaters on the ice of different levels who may fall and cause other skaters to fall. This is an additional cost for parents.

Does Skate Canada provide any incentives or fee reductions for CanSkate members having to purchase a helmet? Most hockey helmets retail for approximately \$50. Many CSA approved hockey helmets are adjustable and could be used for many years of skating both within the club and recreationally outdoors during the winter months. Skate Canada does not currently offer any incentives for parents.

I am a coach. What do I do if there is a skater on the ice that should be wearing a helmet, but is not? The helmet policy is not optional for clubs therefore should a skater who, according to our policy must wear a CSA approved hockey helmet, arrives at the rink and wishes to go on the ice without a helmet, he/she must be refused entry onto the ice surface. Coaches are aware of this new policy and coaches should not be put into a situation where a skater who must wear a CSA approved hockey helmet is on the ice without the proper helmet. If this happens, the coach should escort the child off the ice as he/she does not meet the Skate Canada helmet policy requirement to participate in that program. Coaches must ensure the safety of the skaters at all times therefore if a skater is on the ice without an approved hockey helmet, this is a safety concern that must be addressed. A coach cannot be reprimanded for enforcing Skate Canada Rules and Policies within a club. Coaches should encourage and positively reinforce the use of hockey helmets in the CanSkate program.



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Revised July 2019

SKATER POLICY

Music Policy

Music played on all sessions must be tasteful and free from profanity and vulgarity. Skaters may play their own music via iPod or similar devices, with permission from the coach. Solo music of skaters in lessons will take precedence, and then other skater's solo music will take precedence over any music.



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SKATER POLICY

Non-Member Ice Usage

Non-members skaters will be permitted to skate on any ice time throughout our season only upon receiving permission from the board. Non-member skaters will pay a "non-member rate", as determined at the beginning of the season and as per the buy-on policy. Lesson priority will be given to GPSC registered skaters. If non-member skaters attend without their home club coach lessons may be available at the discretion of the GPSC coaching team if time permits.



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SKATER POLICY

Registration Policy

GPSC reserves the right to limit the number of skaters in each session and to modify or cancel any session due to low or excessive enrollment.

Skaters may only register for sessions for which they qualify as per the following guidelines.

Skaters may only skate on sessions for which they are registered or have paid a buy-on for.

Fees are paid by the session, day or week.

Members are required to pay fees upon registration online or setup installments. If members are unable to pay online, you need to speak with the Registration Chair.

Qualifications for Freeskate Ice Sessions

The qualifications for all freeskate ice sessions are based primarily on the skating test qualifications as well as the availability of the coaches' times to provide lessons.

JR Development: first year of figure skating, receives constant group instruction

STAR 1: completed JR Development. Private or semi-private lessons are required.

Session C: has passed STAR 1, working on STAR 2. Skaters are expected to work independently before and after their lesson time.

Session B: STAR 3, 4 and 5. Private or Semi-Private lessons are required. Skaters are expected to work independently before and after their lesson time.

Session A: STAR 5 through Gold and competitive skaters. Must have passed STAR 5 Freeskate. Skaters are expected to work independently before and after their lesson time.

Skaters are expected to consult with their coaches before registering for Ice Sessions and to register only for those sessions on which they are qualified. If an ice session is full or the skater is not qualified, they will be notified by email and asked whether they would like to switch to a different day and time or be added to a wait list. GPSC reserves the right to place skaters on appropriate ice sessions and to change both ice schedules and ice costs.

Switching/Exchanging Ice Sessions: Except as otherwise stated, switching or exchanging ice sessions is not permitted. If a skater misses their regularly scheduled ice session, they are not permitted to switch or exchange times and skate on another session. Skating on another session will be considered a buy-on and the skater must pay the buy-on rate for that session prior to skating the session. Exchanges to registered ice sessions may be permitted provided that the exchange is of a permanent nature, availability of ice time, and coach approval. Such a request must be made in writing or by email to the GPSC registration chairperson for approval. Special consideration will be given to coach requests. Skaters with overdue accounts are not permitted to take tests or register for any subsequent ice sessions.

If a skater becomes eligible for a higher session part way through the year, they may be granted approval on an individual basis to change sessions:

- if there is room
- upon approval by their coach
- upon approval by the board



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PARENT POLICY

Parent/Guardian Code of Conduct

You are the most influential people in your child's life. Your job is not only to teach them to win or lose, but to do both graciously. You must also remind them that skating is meant to be FUN. The athletic skills these young people learn may only be used for a few years. The attitudes they develop towards themselves and others will last a lifetime.

- Promote integrity, fairness and respect.
- Help your child develop a positive self-image. Encourage your child's participation by promoting good sportsmanship and providing constant positive reinforcement.
- Children learn by example. Promote respect for rules, coaches, judges and evaluators, other parents and skaters.
- Children look at parents as mentors, therefore, led by example to create a motivating and rewarding environment built on trust and mutual respect between parents, coaches and the Board. Children are a product of their environment.
- Recognize the value and importance of the volunteer. They give their time and resources to provide a Club for your child.
- Be proactive and informed. Take the initiative to contact the office, coaches or the Board to obtain information pertaining to your skater or the Club. Please don't wait for other to inform you.
- If you have questions, concerns, and/or suggestions we encourage you to approach the appropriate Board Member or submit them in writing to the appropriate Board Member.
- When an issue of concern should arise encourage an open and respectful verbal dialogue with members and/or coaches to promote a healthy resolve.
- Show respect, appreciation and be supportive.
- Show respect for officials, coaches' and Club Members by not publicly questioning their judgment, integrity and honesty.
- Encourage your child to approach their coach with any comments or questions regarding their performance after test days or competitions.
- Parent(s) are responsible for ensuring the safety of the skater when off - ice. Please ensure that if you are not at the arena, arrangements are made to meet your child for drop off and pick up in a safe area.
- Any person who deliberately deviates from the Code of Conduct by demonstrating poor behavior or disrespect to any of the Coaches, Board Members, Club Members or skaters may have their club membership revoked.

GPSC PARENT CODE OF CONDUCT

Skate Canada 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' experiences 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 the Skate Canada environment.

In this code "parents" shall refer to "parents and guardians". This code applies to all parents who are members of Skate Canada or have children who are members of Skate Canada. Parents shall abide by this code at all times while participating in any Skate Canada club or school, competition, or activity.

- All parents are expected to conduct themselves in a responsible manner consistent with the values of fair play, integrity, open communication and mutual respect.
- Parents shall always model positive responsible behavior and communicate with their son/daughter that they expect them to do the same. Parents will assume the major responsibility for their son/daughter's on ice conduct and attitude.
- Parents shall at all times treat all individuals and property with dignity, courtesy and respect, including but not limited to skaters, coaches, officials, volunteers, other parents, and all other individuals that are part of the club, skating school, Section or Skate Canada.
- Parents shall refrain from any behavior, or comments, which are profane, insulting, harassing, sexist, racist, abusive, disrespectful or otherwise offensive.
- Parents shall emphasize the importance of values like sportsmanship, respect, cooperation, competition and teamwork to their son/daughter offering praise for competing fairly, participation and skill development.
- Parents shall model and encourage their son/daughter to maintain a healthy balance between skating and life. (i.e., school, other activities, social life, etc.)
- Parents shall model and encourage balanced, healthy food choices and subscribing to an active and healthy lifestyle.
- Parents shall set high, but reasonable expectations for their son/daughter's participation in skating focusing on development and enjoyment for the child.
- Parents shall instill confidence in their son/daughter's ability and skill development, always avoiding comparisons with other skaters.
- Parents shall celebrate the acquisition of skills and goals achieved by their son/daughter.
- Parents, along with the professional coach and the athlete, shall be considered members of a team whose main concern is the child's overall progress and development.

- Parents shall respect that the professional coach is responsible and empowered for the on-ice and off-ice development of the athlete. A parent's role shall be to take a healthy interest in their child's progress and development 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.
- Parents shall ensure their son/daughter wears proper skating clothing and equipment.
- Parents shall never provide alcohol or drugs to minors in a Skate Canada environment.
- Parents shall never provide or advocate the use of performance enhancing drugs or substances.
- 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 openly support and uphold this code of conduct policy and take action and steps to ensure other parents follow and uphold this code of conduct policy.
- Parents shall adhere to the policies, procedures, rules, standards, and ethics of the club and Skate Canada at all times.



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PARENT/GENERAL POLICY

Fundraising Policy

The successful operation of the GPSC relies on fundraising. This helps keep registration fees manageable and provides some of the "extras" that make skating enjoyable for our members. Each family is asked to fulfill a fundraising obligation that will be presented to the membership on registration night in the fall of each year. The fundraising schedule will be the responsibility of the fundraising board chair, and will change from year to year.

Dream Home ticket Sales, Cash and Camping ticket sales, Cars for Christmas ticket sales and Casino fundraisers may be on the roster from time to time. ***If awarded to the club, these are mandatory fundraisers that all members must participate in to ensure a successful fundraiser.*** Additional fundraising activities may include, but are not limited to, chocolate sales, bottle drives, raffle ticket sales, getting community sponsorship, and pub nights.

Families will be required to provide a volunteer bond cheque per session as determined by the Board of Directors prior to each session with the expectation that when their fundraising obligations have been met that session their cheque will be either returned or destroyed at the preference of the member. If the bond cheque is not received within 21 days after the session start date the skater will not be permitted on the ice until the bond cheque is received.



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PARENT/GENERAL POLICY

Liability Policy

Parents/guardians are to accept the liability waiver for each registration for skaters under 18 years of age – will be prompted at the check-out when registering on-line.

It is understood and agreed that the Grande Prairie Skating Club shall not be liable for injury or loss occasioned by the member while traveling to or participating in skating practices, competitions, or other activities, nor are Grande Prairie Skating Club or Skate Canada responsible for losses caused by the member at the same time. The member and/or member's parent(s)/legal guardian agrees to indemnify the Grande Prairie Skating Club and Skate Canada and hold it harmless from any claims or demands in such respect of the loss or damage. The undersigned agrees to abide by all the rules of the Club and Skate Canada as set forth in the rulebook of the association, and to be responsible and to pay promptly for all lessons booked by the skater/parent/guardian. There shall be no refund in the event that the skating sessions are cancelled due to mechanical failure, tests, or other activities of the Club. Upon commencement of skating sessions, no refund will be given unless extenuating circumstances are evident. If there are schedule conflicts and/or On or Off is cancelled, a credit will be issued to your account for the amount of the class. A \$25.00 administration fee will be applied for any refunds given. A \$45.00 fee will apply to each NSF cheque. From time to time the Club will take pictures at Club events and post these pictures on the website or in the newsletter. By signing the waiver you are agreeing that any pictures of you (or your family) at club events (including competitions at other clubs) can be used in this way without the need for the GPSC to seek further permission. You further understand that the GPSC may include your child's name on its website and/or in newsletters for purposes such as good luck and congratulations without the need to seek further permission.



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PARENT/GENERAL POLICY

Bullying Harassment Discrimination Policy

The GPSC endorses the Skate Canada position on bullying, harassment and discrimination as follows.

POLICY STATEMENT

Skate Canada is committed to providing a skating environment in which all individuals are treated with respect and dignity. Each individual has the right to participate in a respectful environment free from bullying, harassment and discrimination.

DISCRIMINATION

Every Skate Canada registrant is entitled to participate free from discrimination. Skate Canada strictly prohibits unlawful discrimination, including discrimination on the basis of race, colour, national place of origin, ancestry, sex (including pregnancy), religious beliefs, age, physical or mental disability, sexual orientation, gender identity or expression, family or marital status, or any other ground or characteristic protected under applicable provincial human rights legislation ("Protected Characteristics").

This policy addresses discrimination as contemplated by the applicable provincial human rights legislation. Under this policy, "discrimination" is differential treatment on the basis of Protected Characteristics. Discrimination may also be found where a requirement, qualification or factor exists that is not discriminatory on its face but results in the exclusion, restriction or preference of a group of persons who are identified by a prohibited ground of discrimination, and cannot be demonstrated to be reasonable and justified in the circumstances.

BULLYING AND HARRASSMENT

Harassment may relate to a form of discrimination set out in human rights legislation, but it does not have to. Discriminatory harassment includes harassment related to race, sex, religious creed, color, national origin, ancestry, disability or medical condition or age.

Bullying and harassment are any behaviour that demeans, embarrasses, humiliates, or verbally abuses a person and that is known or would be expected to be known to be unwelcome.

Prohibited conduct includes but is not limited to the following behaviours:

- (a) written or verbal abuse or threats, including swearing;
- (b) intimidating conduct or gestures;
- (c) unwelcome remarks, jokes, taunts;
- (d) unwelcome physical contact;
- (e) physical or sexual assault;
- (f) vandalism of personal property;
- (g) abuse of authority which undermines performance or threatens an individual's career;
- (h) racial, religious or ethnic slurs;
- (i) practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance;
- (j) unwelcome sexual flirtations, advances, requests for sexual favours, or invitations, whether indirect or explicit;
- (k) unwelcome comments, innuendo, taunting, or questions about a person's looks, body, attire, age, race, religion, sex, sexual orientation, or sex life;
- (l) displays of pornographic, racist or other offensive or derogatory material;
- (m) leering, whistling, or other suggestive or obscene gestures;
- (n) condescending, paternalistic or patronizing behaviour which undermines self-esteem, diminishes performance, or adversely affects the skating environment.

Sexual harassment may be directed at registrants of the same sex or the opposite sex.

This repetitive improper behaviour is insulting, intimidating, humiliating, malicious, degrading, or embarrassing. The improper behaviour does not have to be made with the intent to harass or discriminate, to be in violation of this policy.

APPLICATION OF THIS POLICY

This policy applies to all registrants of Skate Canada, including officials, coaches, athletes, volunteers, section Board of Directors, club Board of Directors, and the Skate Canada Board of Directors. Skate Canada encourages the reporting of all incidents of harassment, regardless of who the offender may be.

This policy applies to discrimination, bullying and harassment which may occur at or during the course of any Skate Canada business or skating activity or event (including business or skating activities or events of registrant organizations). It also applies to prohibited conduct occurring outside of those situations, when the harassment or bullying is occurring between persons covered by this policy, and the conduct adversely affects the Skate Canada skating environment.

Every registrant of Skate Canada has a responsibility to play a part in ensuring that Skate Canada's skating environment is respectful and free from discrimination, bullying and harassment. This means not engaging in, allowing, condoning, or ignoring behaviour which is contrary to this policy. In addition, any registrant of Skate Canada who believes that a fellow registrant of Skate Canada has experienced or is experiencing harassment is encouraged to notify Skate Canada.

COMPLAINTS

An individual who believes he or she has been harassed has the right:

- (a) to file a complaint under Skate Canada's Membership Complaints Policy, without fear of embarrassment or retaliation; and
- (b) to contact the appropriate provincial human rights commission directly, if desired.

CONFIDENTIALITY

Skate Canada understands that it can be extremely difficult to come forward with a complaint of discrimination, bullying or harassment, and that it can be devastating to be wrongly accused of such conduct. Skate Canada recognizes the interests of both the complainant and the respondent in maintaining confidentiality.

Skate Canada shall maintain all records in a confidential manner, except to the extent that disclosure of any of this information is necessary for the purposes of investigating the complaint, or taking disciplinary and corrective action in relation to the complaint, or is required by law.



Policy Statement

Revised July 2019

COACHING POLICY

Changes to Ice Utilization

Every effort shall be made to consider all coaches interests, concerns and feedback during the development of the registration package. Coaches are encouraged to provide timely feedback to the Program Director during the development of the registration package. If a coach wishes to change the programming or ice utilization, a written request must be submitted to the Board.



Policy Statement

Revised September 2019

COACHING POLICY

GPSC Coaches Code of Conduct

In addition to Skate Canada Code of Ethics, GPSC coaches are expected to follow the Ethical Coaching Behaviour and Best Practices (found in Info Centre) as follows.

ETHICAL COACHING BEHAVIOUR AND BEST PRACTICES

The following resource provides coaches with a guide for expected professional and ethical behaviour in our sport. In skating, coaches will encounter relationships with many stakeholders including, but not limited to:

- Skaters
- Parent/guardians
- Club volunteers
- Coaches/officials

All Skate Canada coaches are responsible for establishing and maintaining ethical coaching behaviour.

Skate Canada Professional Coach membership expectations

- Maintain a registered and “In good standing” status while actively coaching in Skate Canada clubs and skating schools.
 - Refer to [Professional Coach Membership Procedure](#)
 -

Professionalism expected for Skate Canada Coaches

- Accurately represent the NCCP status, professional credentials, education and experience on a resume
- Adhere to the NCCP certification deadlines for CanSkate, Regional, and CanPowerSkate contexts
- Continually seek opportunities for further coach and professional development

- Support and promote Skate Canada, its programs and the sport of skating
- Dress in a neat, clean and professional manner
- Respect the position of other coaches, officials and volunteers
- Ensure all business is conducted and acquired in a professional manner
- Coaches must not directly or indirectly solicit athletes of another coach.
- Be familiar with and conduct oneself in accordance with ISU, Skate Canada, Section and club/school rules, policies, regulations and programs.
- Follow and abide by the [Skate Canada Coach Accreditation for Qualifying Events Policy](#).
- Abide by the [Minimum NCCP Status for Coaching](#)
- Actively promote and uphold the “Rule of Two” and [Responsible Coaching Movement](#) as identified by the Coaching Association of Canada.
- Responsible for filing all business income to Canada Revenue Agency, annually.

Solicitation & Self Promotion

Coaches must not directly or indirectly solicit athletes of another coach.

Solicitation is defined as: the act of asking for or trying to obtain something from someone.

Direct Example: Coach A approaches the parents of Skater B and criticizes Coach B’s methods. Coach A offers to teach Skater B with the promise of better results.

Indirect Example: Coach A tells Parent A that he/she can help Skater B land their axel and that Coach B had terrible technique and coaching style. Parent A tells Parent B. The next day Skater B switches coaches and hires Coach A.

- Coaches may
 - use promotional digital or printed material to advertise and promote their services, qualifications and experience.
 - provide further information only when it is requested by an individual.
 - Respond to parents/guardians/skaters who approach them and ask questions regarding their services, experience, qualifications, teaching methodology and coaching philosophy.
- Coaches may not
 - Approach a parent/guardian/skater and offer their services and or provide their promotional material.
 - Go against any procedures or regulations that a club/skating school has around skater recruitment.

Ethical expectations for various relationships

Coach and skater relationships

- Guide and assist skaters in determining realistic goals and objectives in the sport. Avoid making promises or giving guarantees to a skater/team regarding an assessment or competitive achievement.

- Always maintain the best interests of the skater/team. Place the emotional and physical wellbeing of the skater/team ahead of a personal desire to win.
- Respect the influence that a coach can have on a skater/team and never abuse this trust or position of power.
- Coaches must consider their protection in coach and skater relationships (Responsible Coaching Movement). Be mindful of social media connection and interaction outside of the arena.

Coach and parent/guardian relationships

- Establish a coaching contract or agreement with your skaters' parent/guardian in writing.
- Clearly outline your available coaching services including fees (coaching, assessment, music, competitions, travel/mileage, etc.) and method of payment accepted prior to providing any services as agreed or contracted by the parent/guardian (preferably in written form)
- Work with the parent/guardian and provide information to allow them to make an informed decision about a realistic and affordable course of action for their skater's development.
- Issue invoices in a professional manner:
 - Consistent frequency (weekly, biweekly, monthly, etc.)
 - Indicate number of lessons, nature of lessons and fee for each
 - Maintain business records of all lessons, invoices and payments
- Establish an effective and agreeable way to communicate
- Ensure to have parent/guardian permission before posting pictures of skaters to social media (personal, club or business).
- Involve the parent/guardian in decisions pertaining to their skater's development.
- If in a team coaching environment, ensure the parent/guardian is aware and agrees with lessons from all coaching colleagues within the team.
- Respect the fact that a parent/guardian has the right to contract a new coach as a result of a coaching change.

Coach and club/skating school relationships

- Establish and negotiate coaching contracts in good faith and adhere to their terms.
- Be accountable for creating and maintaining a positive and safe skating environment
- Deliver all Skate Canada programs in adherence to the [Skate Canada Requirements and Delivery Standards](#)
- Respect the fact that you are contracted by a club or skating school for a specific time period as outlined in your contract/agreement.
- Respect the fact that clubs or skating schools may allow coaches on their ice to conduct professional business as it relates to skater/team development.
- Clubs and skating schools are encouraged to establish a procedure or process for parent education around acquiring coach lessons, as well as a place for coaches to promote their philosophies and qualifications. Processes must be fair to all eligible coaches and must be approved by club/skating school. Some strategies include:
 - Providing space on a bulletin board, website, flyer

- Holding a coach information session
- Allowing skaters to “try out” coaches (have a lesson with each coach)

Coach and other skating colleague relationships

- Create and maintain cooperative relationships with coaching colleagues for the purpose of ensuring a positive training environment for the skaters/teams
- Refrain from criticizing other coaches or officials (teaching methods, techniques, opinions, assessments etc).
- Respect the fact that a coach is responsible for the development of a skater/team from the moment that a parent/guardian contracts the services of that coach. Coaching dynamics may vary depending on the situation (base coach, discipline coaches, team of coaches). Only coaches involved should be in contact with the skater/team and parents/guardians.
- In “team coaching” situations all communication must be clear with precise guidelines or parameters for all coaching colleagues within the team.
- If a replacement coach is asked to work with a skater, the previously scheduled coach must outline a clear and precise lesson plan for the replacement coach to follow.
- Respect other coaches’ relationships with their skaters and parents/guardians
- If a coach acquires a skater as a result of a coaching change, the new coach must ensure that all outstanding payment is paid, or payment agreement is in place, to the previous coach(es) and or club(s) of that skater.
 - Payment must be paid within reasonable satisfaction of the coach and or club.
 - All payment should be paid prior to coaching a new skater.

Dispute Resolution and Complaints

Skate Canada supports the principles of dispute resolution and is committed to the techniques of negotiation, facilitation, mediation and arbitration as effective ways to resolve disputes with and among members.

Depending on the situation, please review the following policies and procedures surrounding complaints and dispute resolution:

[Club Dispute Resolution Policy](#)

[Section Dispute Resolution Policy](#)

[Membership Complaints Policy](#)

[Membership Complaints, Investigations and Hearing Procedures](#)

The above commitments constitute Skate Canada’s Ethical Coaching Behaviour & Best Practices

Created Date 2018-10-24

Modified Date 2019-08-19



Policy Statement

Revised July 2019

COACHING POLICY

Coaching Fees Policy

Coaches will have their expenses for attending out-of-town competitions and test days paid. Their expenses will be split evenly among the skaters they have attending and the events they skate in. (A skater doing 3 events will have a higher portion to pay than a skater doing 1 event). Coaches submit their expenses to the GPSC and the GPSC pays them and then bills the skaters back for their share of the expenses. *Coaches are expected to keep expenses to a minimum.

Expenses allowed:

Travel: Vehicle - Skate Canada approved rate of \$0.48/km (as of Sept 1, 2013)

Airplane- Receipt of actual cost

Hotel- Receipt of actual cost

Food- \$45/day

Competition / Test Day Coaches Rates (Also called Gate Fees):

All competition events - \$40/ event

Freestyle Tests - 1 lesson fee for each part – Elements & Program (2 lesson fees if both parts are tested)

Interpretive/Artistic Tests - 1 lesson fees

Partnering - 1 lesson fee Skills Tests - 2 lesson fees Practice Ice - equivalent to normal private lesson charges

Music Rates:

Includes music selection/editing, 2 copies of the CD's-a master copy, and backup copy.

1.0 min	\$40.00	1.5 min	\$45.00
2.0 min	\$50.00	2.5 min	\$55.00
3.0 min	\$60.00	3.5 min	\$65.00
4.0 min	\$70.00	4.5 min	\$75.00
5.0 min	\$80.00	Additional Copies \$15 per copy	

Private Lessons:

Private lesson rates are set individually by coaches, according to credentials and experience.

Skaters with overdue accounts are not permitted to take tests or register for any subsequent ice sessions.



Policy Statement

Revised July 2019

COACHING POLICY

Non GPSC Coaching policy

GPSC coaches may, from time to time, request coaching assistance from outside the club. This may involve choreography instruction, dance instruction, or other similar avenues. Coaches must request and receive approval from the board, in writing, for such instruction to occur during club on and off ice times. Outside instructors, if to be on the ice, must be registered with Skate Canada and must not be on the ice surface in any footwear other than figure skates. This is largely in part due to the insurance coverage of the club.



Policy Statement

Revised July 2019

COACHING POLICY

Program Assistants

Skaters in sessions A and B who are over the age of 10 years as of December 31 (or at the discretion of the program director) are expected to participate as a Program Assistant (PA) in the Learn-to-Skate and Canskate programs. Each PA will contribute a minimum of 15 sessions to fulfill their obligation.

Each session beyond the 15 required will earn the skater a \$5 credit to their GPSC account. This will be monitored by the Canskate Program Director.

If unavailable to attend your PA shift you must contact the program director, Dave Howe at *davidhowe6119@gmail.com* at least 24 hours before the scheduled Canskate class.

Training will be provided and is mandatory to attend. The PA schedule will be drawn up by the Program Director with input from the skater as to his/her availability.

Skaters may opt out of this obligation for a \$400 charge for the season, but are strongly discouraged from doing so. The PA program is essential to the operation of the Canskate and Learn-to-Skate programs.



Policy Statement

Revised July 2019

COACHING POLICY

Role of the Program Director policy

- The Program Director(s) position has replaced the "Head Coach" position. The Program Director(s) is bound by contract to the GPSC and that contract shall hold precedence over this policy.
- The Program Director is responsible for the Canskate operations. The Program Director organizes and oversees the Canskate coaches as well as the Program Assistants. The Program Director handles email and in-person communication with Canskate parents.
- The Program Director(s) works closely with all other GPSC coaches to assist the Board in the development of registration packages and advises the Board on optimal ice utilization to benefit the majority of skaters and coaches.
- The Program Director(s) is responsible for the organization of Off-Ice classes and the recruitment of Off-Ice instructors, either from within the club's coaching staff or from outside sources.
- The Program Director(s) is responsible for organizing On-Ice Group instruction from within the club's coaches. The Program Director(s) is responsible to schedule Team Coaching and to ensure that all skaters are receiving equitable lesson time and content among the entire Club's coaching staff.
- The Program Director(s) is responsible for organizing Coaches' meetings throughout the year and communicating successes, shortfalls and concerns with the coaching staff to the Board.
- The Program Director(s) works closely with the Board to ensure the smooth operations of the club and to encourage the positive development of the members and coaches.

Any delegation of these responsibilities shall be pre-approved by the board, as it may mean added payroll expense to the club.



SKATE CANADA CODE OF ETHICS

PURPOSE

The purpose of Skate Canada's Code of Ethics is to outline the organization's expectations and guiding principles for appropriate decision making and behaviour.

SCOPE

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

CODE OF ETHICS

- a. I will conduct myself in a manner that is of the highest standards, follows Skate Canada's vision and mission, and is athlete-centered.
 - i. I will treat all people with respect, dignity, and sportsmanship.
 - ii. I will act on the belief that the athlete as a person is more important than their success or my success in the sport.
 - iii. I will conduct myself professionally during all interactions in and surrounding Skate Canada activities.
 - iv. I will use positive discipline that includes setting fair rules, listening, problem-solving, encouraging, and being a good example. I will not use harmful methods such as but not limited to hitting, name-calling, yelling, or using insults, intimidation, or rejection.
 - v. I will disclose any conflict of interest and not allow myself to be influenced in a way that could conflict with the best interest of the organization or the organization's reputation.
 - vi. I will not engage in behaviour that is intended to wrongfully manipulate the outcome of a competition or test.
 - vii. I will respect the coach/athlete relationship and will not solicit the athlete/s of another coach.
 - viii. I will never engage in any exploitative, abusive, or corrupt relationships. I will always act in a kind and judicious manner.
 - ix. I will support an inclusive sport for all, regardless of race, ancestry, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, disability or any other ground of discrimination prohibited by human rights legislation.
 - x. I agree to follow the ISU's Code of Ethics at all hosted and non-hosted ISU events.
 - xi. I agree to advocate and practice the principles of Safe Sport.

- b. I will not participate in activities that are abusive or criminal. I will also not participate in activities that disrespect human rights or that risk the reputation of Skate Canada.
 - i. I will adhere to all federal, provincial, municipal, and host country laws.
 - ii. I will notify Skate Canada if I face any new related criminal charges, ongoing criminal investigations, convictions, or bail conditions.
 - iii. I will not use my power or authority in an attempt to coerce another person to engage in sexual activity or to participate in unethical and/or criminal activities.
 - iv. I will not in any way behave sexually with children or youth. This includes but is not limited to the use of sexual jokes, language, and/or names; participation in sexual touching and/or exploitation; the use of, reference to, or participation in pornography.
 - v. I will not participate in any form of bullying, harassment, discrimination, physical or verbal abuse, neglect, intimidation, or exploitation.
 - vi. I will not use technology or social media to disrespect or exploit others.
 - vii. I will not abuse or exploit children or youth in any way and will immediately report to the appropriate authorities and Skate Canada (safesport@skatecanada.ca) if I see or suspect anyone else doing so.
 - viii. I will not possess, use, or promote the use of illegal substances or performance enhancing drugs.
- c. I will follow all of Skate Canada's bylaws, policies, and rules and commit to reading all amendments and updates at the time of registration and throughout the year.
- d. I will not attempt to cover up or conceal any conduct of an individual that is, or may be, in breach of this Code and will report any violations.
- e. I will fully cooperate with Skate Canada's investigations.
- f. I understand that a violation of this Code on my part may be subject to disciplinary action up to and including expulsion from Skate Canada.

The above commitments constitute Skate Canada's Code of Ethics

Created Date 2017-08-08

Modified Date 2019-01-15



Policy Statement

Revised July 2019

ADMINISTRATION POLICY

Attendance at Peace Region AGM

If not covered by other means (i.e. grants/special funding such as the Pursuit of Excellence, etc), GPSC will reimburse travel expenses to a maximum of two board members to attend the Peace Region meeting and Skate Canada AGM. Peace Region meetings are mandatory and need to be attended by the club twice a year. Board members are to complete an expense form and submit receipts for the costs associated with attending these meetings.

As per Skate Canada:

1. Car Allowance: The following national rates apply for travel expenses by private automobile:
 - Per Kilometer .48 cents
2. Daily Allowance: The following national rate shall apply for meals, accommodation and incidental expenses:
 - Up to \$140 per day



Policy Statement

Revised July 2019

ADMINISTRATIVE POLICY

Cheque Signing Policy

The club may only make payments in the form of cheques. Cheques must have two Executive member signatures. The President, Vice-President, Secretary, and the Treasurer will have cheque signing authority. Cheques shall not be pre-signed and an invoice shall be provided prior to signing of cheques.



Policy Statement

Revised July 2019

ADMINISTRATIVE POLICY

Club Code of Conduct Policy

Board members, at the start of their term on the board, will agree to and sign the Club Board Members' Code of Ethics. Board members are also bound by the Skate Canada Club Code of Ethics.

GRANDE PRAIRIE SKATING CLUB BOARD MEMBERS' CODE OF ETHICS

- Ensure that equal opportunities for participation are available for all children regardless of their ability, sex, age or handicap.
- Encourage fair play and good sportsmanship.
- Be supportive of all volunteers. Praise efforts as well as results.
- Ensure that proper coaching is provided by hiring certified and skilled coaches.
- Support Clinics to upgrade and educate your skaters, coaches and volunteers.
- Make it a priority to look for opportunities to improve the Club and encourage change and innovation when required to achieve objectives.
- Distribute and display club rules and encourage their abidance.
- Demonstrate unity. Discuss issues and ideas with well-founded supporting rationale. Listen to diverse opinions and once a decision is made, full support of the Board is expected.
- Act as a resource for Club members. Be considerate of new ideas and/or concerns brought forth by the membership by discussing them with the Board and responding in a timely manner.
- Demonstrate sound ethics; be trustworthy, truthful and honest when dealing with issues and individuals inside and outside the Club and Board Meetings. **Maintain confidentiality.** Do not participate in negative discussions and gossip about other club members.
- Consider all relevant factors when making decisions. Decisions must be logical, rational and advance the Club's interests. Commit and follow through once a decision is made.
- Remember we are a team working towards the betterment of our club.
- Be respectful and maintain confidentiality of club members in the use of social media.
- Promote and foster teamwork by sharing your opinion and respecting others. Build strong relationships by demonstrating awareness of and consideration for the feelings of others.
- Any Board Member who deliberately deviates from the Code of Conduct by demonstrating poor behavior or disrespect of Coaches, Board Members or Club Members may have their club membership revoked.

I, the undersigned, am aware of the contents of this document and agree to uphold them.

Printed Name: _____ Signature: _____

Witness: _____ Date: _____



Policy Statement

Revised July 2019

ADMINISTRATION POLICY

Coaches Contracts Policy

All coaches instructing under the GPSC must be held under contract to the club. This applies to coaches that may or may not receive a retainer from the club. Contracts will be signed in August or September, prior to the start of new skating season.



Policy Statement

Revised July 2019

ADMINISTRATIVE POLICY

Communications Policy

Email is the primary form of communication used by the GPSC. In addition, important notices will be posted on the bulletin board at rink level, south rink of the Coca-Cola Centre, as well as the GPSC Facebook page. The GPSC Executive will be hosting a registration night prior to the start of the winter session to answer questions and concerns families may have of the policies and expectations. The GPSC also advertises Canskate Programs in the Community Connections catalogue. GPSC families are encouraged to have open communication with their coaches and also to raise any questions/concerns to any member of the GPSC Executive.



ADMINISTRATIVE POLICY

Criminal Records Check Policy

Coaches over the age of 18 will have a criminal records check done at the beginning of their term, on a one-time basis. Though coaches complete an online criminal records check through www.mybackcheck.com for their Skate Canada registration, this does not include a Vulnerable Sector check, therefore a Criminal Records Check through the RCMP detachment must be done. Any cost (\$25 each) for this will be covered by the club.

Board members will also have a Criminal Records Check done through the RCMP at the beginning of their term on the board. There is no charge for these checks, as Board members are volunteers. The club will provide Board members with a letter stating (taken from RCMP website):

- The name and address of the organization that requires the screening
- Your name
- The reason for the screening (e.g., coach, etc.) and where a VS check was requested, who you will be working with (children, seniors, disabled people, etc.)
- A statement that you will not be paid for your work nor compensated for any expenses

Note: This policy comes into effect September, 2015. Out of respect for our coaches who are presently working with the GPSC, only new coach hires will be asked to complete a Criminal Records Check.



Policy Statement

Revised July 2019

ADMINISTRATION POLICY

Description of Board of Directors Positions

The current GPSC Board of Directors consists of the Executive and 3 members at large.

Executive positions:

- President
- Vice President - vacant
- Past President
- Treasurer
- Secretary

Members At Large:

- Communications/Events Chair
- Competition Chair
- Fundraising Chair
- Test Chair

Each Member at Large may form a committee to aid in performing their duties. Each of these committees will be chaired by their respective Director (Chair).

Role of President

The President shall be subject to the authority of the Board of Directors and shall have general supervision of the business and affairs of the Club. The President shall:

- Act as the spokesperson for the Club unless otherwise directed by the Board of Directors or unless another individual is so appointed.
- Preside at all meetings of the Members and of the Board of Directors,
- Be an ex-officio member of all committees of the Club.
- Have such other powers and duties as the Board of Directors may specify.

Role of Vice-President

The Vice President shall:

- In the event of the President's absence, disability, or refusal to act, the Vice-President will assume the duties of the President.
- Pay all charges, expenses and costs owing by the Club Assist the President with his/her duties.
- Be responsible for booking ice and regularly monitoring the ice usage contract from the City of Grande Prairie.

Role of the Past-President

The Past-President shall

- Act as an advisor to the Board of Directors
- Provide historic perspective and knowledge to the Board of Directors
- Act as Chair of the Nominations Committee.

Role of Treasurer

The Treasurer shall:

- Be responsible for the safe control of all Club funds and maintenance of all financial records
- Prepare and submit, to the Board of Directors, the annual budget
- Keep such records as are required for financial review
- Arrange for the preparation of the annual financial statement
- Deposit all monies in Club accounts at financial institution(s) approved by the Board of Directors.
- Monitor report and make recommendations to the Board of Directors related to savings, investments and other similar financial instruments held by the Club.
- Perform those duties, as may be required by law, such as the title would indicate, or as assigned by the Board of Directors from time to time.
- Collect all Membership fees and other charges and assessments due to the Club

Role of Secretary

The Secretary shall:

- Deal with all correspondence, subject to the approval of the President or his/her delegate
- Issue all notices for Board of Directors and General meetings
- Take minutes at all Board of Directors and General meetings
- Have charge of all books, papers, reports, certificates, records, documents and instruments belonging to the Association.
- Submit to Skate Canada and the Section such reports as are required by Skate Canada rules and other regulations
- Register and file of all reports, certificates and all other documents required by law to be registered or filed by the Association.
- Be responsible for updating and keeping written accessible record of the club policies.
- Perform those duties, as may be required by law, such as the title would indicate, or as assigned by the Board of Directors from time to time

Communications Chair/Events

The Communications Chair is responsible for all internal and external communications regarding the Club and figure skating in general.

The Communications Chair shall:

- Provide regular Club updates to all Members
- Provide regular Skate Canada updates to all Members
- Prepare, distribute and maintain all Club communication vehicles such as the newsletter, web-site, bulletin boards, etc.
- Undertake media liaison, in conjunction with the President
- Act as the chair of the Communications Committee (if applicable)
- The Events Chair is responsible for organizing club team building events
- Be responsible for organizing and hosting of all Club activities and events other than those noted above and which are the responsibility of other Committees. Such events shall be determined, from time-to-time, by the Board of Directors, and may include such things as intra-Club competitions, seasonal team building activities, ice shows, exhibitions, year-end celebration, etc.
- Act as the chair of the Events Committee (if applicable)

Competition Chair

The Competition Chair is responsible for all regional, provincial, national and other similar type competitions that are hosted by the Club.

The Competition Chair shall:

- Register all Club skaters in Skate Canada sanctioned competitions, if required (i.e. if competition has online registration, this would not be a responsibility of the Competition Chair)
- Keep coaches and members apprised of upcoming competitions in the Skate Alberta grid and their registration deadlines
- Liaise with Skate Canada in regard to all such competitions
- Act as the chair of the Competition Committee and organize and execute all such competitions.

Fundraising Chair

The Fundraising Chair is responsible for acquiring funding, other than skating fees, to assist in making figure skating as affordable as possible to all Club Members. The Fundraising Chair shall:

- Identify, design, and execute all income generating programs and events
- Identify and apply for grants, bursaries, etc.
- Act as the chair of the Fundraising Committee (if applicable)

Membership Chair (this position is done by our club administrator)

The Membership Chair is responsible for the promotion, development and maintenance of Club Membership.

The Membership Chair shall:

- Oversee membership drives and registration events
- Maintain the Club membership registries
- Submit Club membership information to Skate Canada
- Issue all record and receipt documentation to Club members
- Act as the chair of the Membership Committee (if applicable)

Test Chair

The Test Chair is responsible for organizing and hosting of all Skate Canada sanctioned test events that are hosted by the Club.

It is highly recommended that this Chair forms a committee to assist with this role, as Test Days can be labor intensive and time consuming.

The Test Chair shall:

- Arrange for and host all aspects of test sessions
- Arrange for all necessary officials
- Prepare and complete all documents and schedules
- Liaise with other club representatives regarding test session participation
- Submit all required documentation to Skate Canada
- Act as the chair of the Test Committee

Current Board: (2019-2020)

President:	Jackie Hampton (since May 2016, first year as President) Prior Fundraising Chair 2016-2017, Vice President 2017-2019
Vice President:	Vacant
Past President:	Dan Fitzpatrick
Treasurer :	Ann Hussey, 2 nd year of first term
Secretary:	Crystal Welygan, 2 nd year of first term
Fundraising Chair:	Gina Case, 1 st year
Communications/Events Chair:	Kristy Wagner, 1 st year
Competition Chair:	Jackie Hampton and Crystal Welygan
Test Chair:	<i>Temporarily</i> – Debbi Lorette
Members at Large:	Michelle Benjamin – 2 nd year of first term Debbi Lorette - (Test Chair since May 2016) prior one year term as Communications & Competition Chair 2015-2016, Member at Large 2018-2019

Terms ending (odd years) 2021: President
Vice President

Terms ending (even years) 2020: Secretary
Treasurer



Policy Statement

Revised July 2019

ADMINISTRATIVE POLICY

Disciplinary Policy

The GPSC Board will only commence Disciplinary Action when a written letter of complaint is forwarded to the Board. Upon receiving a written letter of complaint outlining a violation of the Code of Conduct or GPSC Policies, the GPSC Board will review the complaint, determine if any action is warranted, and advise all parties involved of the action(s) being taken as deemed appropriate by the GPSC Board. An incident report must be completed for any unusual conflicts and be brought to the board.

Members of the club may, on the discretion of the Board, be suspended or expelled from the membership. Input from members, parents and coaches may be requested to form a decision. This decision will not be taken lightly and must be made by majority vote at a meeting of the Board of Directors. Skaters, Coaches, Parents and Board members are expected to follow their respective Codes of Conduct. In any circumstance that a skater may create an unsafe skating environment, the GPSC Coaches or Executive Board members have the authority to immediately remove any participant from any program for the duration of that ice session. If the event requires disciplinary action, the next step will be the implementation of the GPSC Disciplinary Policy. Expelled members may appeal by written letter to the Board for consideration of reinstatement to the club.

1st Offence: Verbal warning by the Skater's Coach or the GPSC Board of Directors. The Skater's Parent/Guardian will be informed of the warning if the Skater is under the Age of Majority.

2nd Offence: Letter from the GPSC Board will be addressed to the Skater, Parent/Guardian and Coach outlining the nature of the violation.

3rd Offence: The skater is suspended from all Club programs without compensation for 1 week. This includes all lessons, competitions, and test days.

4th Offence: Skater may be asked to leave the Club at the Board's discretion. In the case of a serious breach of conduct, the skater may be immediately suspended at the Board's discretion. In cases of suspension or expulsion, no refund of any kind will be granted.

COACH NAME_____

SECONDARY COACH NAME_____

SKATER NAME_____

PARENT NAME_____

DESCRIPTION OF INCIDENT

WHAT CAN THE SKATER DO TO PREVENT THIS FROM HAPPENING AGAIN?

DISCIPLINARY ACTION TAKEN

SKATER'S SIGNATURE_____

PARENT'S SIGNATURE_____

COACHES SIGNATURE_____

BOARD MEMBER'S SIGNATURE_____

DATE _____



Policy Statement

Revised July 2019

ADMINISTRATIVE POLICY

Expenditure Policy

Board members may make expenditures for office supplies for the club up to a maximum of \$200 without board approval. Expenditures (for office supplies or other) in excess of \$200 must be voted on at a meeting of the board. Directors will be reimbursed by cheque once an expense claim form has been submitted with original receipts attached.



Policy Statement

Revised July 2019

ADMINISTRATIVE POLICY

Fundraising Obligations Exemptions Policy

In light of the commitment and time requirements already served, Board members and Peace Region Open Committee members may be exempt from some fundraising obligations of the club, at the board's discretion. This is in order to provide incentive to fill these critical positions. However, participation in fundraising events throughout the year is encouraged to show good faith to the members.



Policy Statement

Revised July 2019

ADMINISTRATION POLICY

Hiring of Coaches

Upon the vacancy of a coaching position in the club, the job will be posted for applicants. Every effort will be made by the board to hire from within the current coaching staff. In the event that the board feels that no suitable internal applicant exists, the board may seek outside the current coaching staff to fulfill the position. Applicants will be selected based on suitability for the position, with consideration given to experience. However, the position will not be filled on the basis of seniority alone. All applicants are to be interviewed by no less than 2 board members. The results of the interview will be taken to the board for approval of hire.



Policy Statement

Revised July 2019

ADMINISTRATIVE POLICY

Ice Cancellation Policy

The Club reserves the right to change, cancel or reschedule any sessions, depending on the number of registrants.

There are occasions when the club must make changes to the schedule. Please check the schedule posted on the website and at the arena regularly as any changes will be posted. Every attempt will be made to notify members of unforeseen cancellations by email.

Should ice be cancelled by the City of Grande Prairie due to scheduling conflict, the GPSC is not responsible to replace such ice time lost.

Should a session be cancelled due to weather or other unforeseen reasons, the GPSC is not responsible to replace such ice time lost.

In these situations refunds will not be available for missed sessions.



Policy Statement

Revised July 2019

ADMINISTRATIVE POLICY

Keeping of Records Policy

All documents are to be stored in the GPSC office. All Skate Canada test papers are to be kept indefinitely, never destroyed. All financial records are to be kept 10 years, in order to corroborate Alberta Gaming and Liquor Commission records. AGLC records also must be kept for 10 yrs. Records greater than 10 yrs. old must be destroyed beyond recognition, by shredding.



Policy Statement

Revised July 2019

ADMINISTRATION POLICY

Nominations Policy

The purpose of the nominating committee is to recruit and mentor new directors and executive officers to fill vacancies. This ensures the Board has the right talent mix in terms of energy, skills, perspectives and diversity to address the needs of the club.

The nominating committee follows the GPSC Bylaw 3.16.

By-law 3.16: Nominations Committee

1. The Nominations Committee is responsible for overseeing the Board of Directors and Honorary Members election process.
2. All actions of the Nominations Committee shall conform to the Nominations Policy.
3. The Nominations Committee shall be chaired by the Past President if available. If Past President is not available, the Chair will be appointed by the Board of Directors.

This committee is responsible for selecting at least a full slate of candidates for election to the Club Board of Directors and shall present such a slate to the Board of Directors no later than 10 days before the AGM, when an election is to be held. The nominating committee shall consist of a minimum of 3 members---including the past president and at least one from the membership. Other 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.

Nominations from the floor at the AGM will not be accepted. Elections follow

GPSC Bylaw 5.4

By-law 5.4: Methods of Voting

1. Votes at all Annual and Special General Meetings shall be given in person only; proxy, electronic and other types of ballots are not allowed.
2. Voting on Club elections shall be by secret ballot and a simple majority shall elect a candidate.
3. Voting on other matters may be by a show of hands unless a request for a secret ballot is approved by a majority of voting Members present at the meeting.

NOMINATION FORM

I, _____, being a member in good standing of the Grande Prairie Skating Club, hereby nominate _____, to the Board of Directors of the Grande Prairie Skating Club.

Signature of Nominator

Date

I hereby accept the nomination to the Board of Directors of the Grande Prairie Skating Club and confirm that I am a member in good standing with the club.

Signature of Nominee

Date

****Short Biography of Nominee****

How many years has your child[ren] been involved in figure skating?

How many years with the Grande Prairie Skating Club?

Have you previously held a position on the Board of Directors with this club or another skating club? _____ If 'Yes', please list those positions:

Please list any other experience or qualities you may have that would be an asset to the club (please use a separate sheet of paper if necessary).

All nominations must be in the hands of the nominating committee no later than
DD/MM/YEAR



Policy Statement

Revised July 2019

ADMINISTRATIVE POLICY

NSF Cheque Policy

A service fee for \$45 will be applied to all NSF payments. In the event of more than one NSF cheque by any family, GPSC will require all outstanding payments for the season including but not limited to test fees, competition fees and registration fees to be paid by way of cash, certified bank cheque or money order only. No exceptions. The Parent/Guardian will be notified by registered mail if their cheque-writing privileges have been revoked. A skater who is not in good standing with the club will not be allowed access to ice and programming until all monies owed are collected.



Policy Statement

Revised July 2019

ADMINISTRATIVE POLICY

Office Keyholder Policy

Office keys are to be held by the Board executive, the book-keeper, and the Program Director. There is an extra key to be held by the City of Grande Prairie (Coca-Cola Centre) and they require signed pre-approval from the President to access our key. This key is to be used in the event of an emergency only such as fire. The City is to have a list of all keyholders.



Policy Statement

Revised July 2019

ADMINISTRATIVE POLICY

Policy Statements

The GPSC Board of Directors will create and update policies pertaining to the operations of the club. The purpose of the policies is to offer indisputable guidelines as to the functions, operations and expectations of the GPSC board of directors and club members. These policies will fall under the headings of Administrative Policies, Skater Policies, Coaching Policies, and General/Parent Policies. These policies are available on our club website. A printed copy of the policies will be kept in the GPSC office and is accessible to any GPSC member upon request. This copy of the policies is not to be removed from the office. Policies are to be reviewed every three years and as necessary. Policies are developed by the board within the guidelines of the bylaws.

Where discrepancies between documents exist, the order of precedence is:

- 1) The Province of Alberta Societies Act;
- 2) The By-Laws, Rules and Regulations of Skate Canada;
- 3) GPSC By-laws;
- 4) Policies of GPSC



Policy Statement

Revised July 2019

ADMINISTRATIVE POLICY

Privacy Policy

Personal information, such as names, home addresses, email addresses and telephone numbers is private and confidential. Information provided is stored in a secure location and is accessible only by designated administrators and used only for the purpose for which members provided the information. There are no circumstances under which the Grande Prairie Skating Club will provide or sell personal information to third parties.



Policy Statement

Revised July 2019

ADMINISTRATIVE POLICY

Refund Policy

Any request for refund must be made in writing and addressed to the Board of Directors. No refunds will be given to skaters leaving on their own accord. All refunds will be at the discretion of the Board of Directors, and will be prorated. Skate Canada fees and insurance fees are nonrefundable. A \$50 administration fee will be charged for any refund or credit. Credit to the skater's account will be given for any granted refund. This credit may be transferred to another family member's account, and must be used within 1 year from the date of issue. Refunds granted to families for the reason of relocation outside of Grande Prairie will be issued a refund by cheque.

Skaters unable to skate for medical reasons may be credited their registration upon the receipt of a Physician's note, for the time stated in the Physician's note that the skater is unable to skate. The time period must exceed one week in duration.

The requirement of a Physician's note may be waived at the Board's discretion.



Policy Statement

Revised July 2019

ADMINISTRATION POLICY

Reimbursement of Education Costs

Grande Prairie Skating Club may be reimbursed up to \$400 for the year for the cost of coaching courses only (Canskate, Regional and Provincial certifications). Coaches must be willing to commit to two skating seasons with the Club (the current season and one additional season). Not eligible for reimbursement of travel or accommodation. Prior approval for other seminars must be brought to the board. Coaches must provide a receipt and proof of completion. Every effort will be made to attend courses in or near Grande Prairie or online when offered, in order to keep costs low.



Policy Statement

Revised July 2019

ADMINISTRATIVE POLICY

Safe Combination Policy

The safe in the office is to hold all monies until they are able to be deposited. All blank, unsigned cheques are also to be kept in the safe. The combination to the safe will be known to the executive and the bookkeeper.



Club Resolution Policy

Created July 2019

In the event of a conflict between GPSC club members and/or coaches, the party or parties involved are encouraged to contact a board member directly or to fill out an incident report. These forms can be found in the club office or at our rink side information wall. If the conflict warrants, the boards conflict resolution member will be assigned to handle the conflict.