

Whitewood Skating Club

Policy Manual

- A. Whitewood Skating Club will only respond to written correspondence that has a signature. Verbal complaints brought to board members must be submitted either handwritten and signed or sent via email. (see Reporting General Disputes flowchart from Skate Canada), anonymous correspondence will not be addressed.

Rationale: The Board of Directors are responsible to the club and its members. Anonymous correspondences cannot be confirmed as members.

- B. Set aside Skate Canada volunteer donations to assist skaters. The skaters must ask for assistance in writing and receive a response from the club in writing.

Rationale: At times Skate Canada events donate surpluses to the clubs of their volunteers. These dollars are not to be used in the general coffers but to assist skaters.

- C. Communication between Whitewood Skating Club and other entities (arena user groups, Town of Whitewood, etc.) will be between the President and the designate from the other organization. This does not include coaches in carrying out their club duties (ex: lesson scheduling) Anyone who receives contact from those organizations will forward along to the President without answering personally.

Rationale: The role of the President is in part to provide a face to the community. Furthermore, having one person provide communication to other entities ensures consistency and accuracy of information.

- D. Whitewood Skating Club will purchase ribbons and badges for CanSkate.

Rationale: Whitewood Skating Club will encourage young skaters as they progress through the program.

- E. When skaters have an issue to discuss with the Board of Directors, they can notify the president with at least 48 hours notice prior to the meeting to offer their issue. One Skater Representative can present this issue at the beginning of the meeting. Once they have presented they may be excused depending on the content of the remainder of the meeting.

Rationale: This policy gives the skaters a voice with the Board of Directors.

- F. Whitewood Skating Club will maintain a minimum annual surplus equivalent to the previous regular season ice rental.

Rationale: Skate Canada recommends maintaining a balance equivalent to one year operating budget. Whitewood Skating Club recognizes that membership numbers go through high and low cycles. Fundraising efforts will support the balance of one regular season of ice rental.

- G. Any volunteer job description filled by any club member is to be conducted as a volunteer duty only, and therefore no compensation in lieu shall be granted by Whitewood Skating Club

Rationale: All Whitewood Skating Club board members are volunteers. Each board member is encouraged to take on a job to keep the club running successfully.

H. Whitewood Skating Club will call an Annual General Meeting 90 days after the season has ended. All members are invited to attend and each member is given one vote. The AGM is mandatory for the Board of Directors and any new Board Of Directors is elected.

I. In case of a conflict amongst board members:

1. Each side shall submit their concerns to the president (If they're involved, by order, then VP, Secretary, Treasurer, Selected DAL) via email
2. If only one side is at conflict, submit concerns in a similar fashion
3. Issue to be addressed at the following board meeting. If president (etc) deems it necessary an emergency meeting will be called (must meet quorum)
4. If unresolved, contact the Regional Coordinator. They can determine a need for further escalation
5. A committee will be created for fair and unbiased management of complaints/conflict of the Board.

J. Active Board of Directors will be exempt from volunteer requirements during the regular skating season, active board members are exempt from the club's mandatory volunteer requirements; however, they will continue to support events when additional assistance is needed.

Rationale: The Board of Directors serves in a volunteer capacity that requires a significant and ongoing commitment of time and effort throughout the year. Responsibilities include planning, administration, communication, and oversight of club operations.

K. Cell Phone Policy: To promote focus, respect, and privacy within the skating environment, skaters are not permitted to use cell phones in dressing rooms at any time. All cell phones must be handed in to coaching staff/designated supervisors upon arrival at the rink and may only be accessed in the lobby during scheduled breaks. Any skater found with a cell phone in the dressing room will be subject to the following three-strike disciplinary process:

1. First Strike: Verbal warning, parent/guardian communication, and loss of 5 team points
2. Second Strike: Written warning, parent/guardian communication, and loss of 10 team points
3. Third Strike: Loss of dressing room privileges for one (1) week

Rationale: This policy is in place to protect the privacy of all skaters, minimize distractions, and maintain a respectful and focused training environment. The progressive discipline process provides skaters with clear expectations and opportunities to correct behavior while reinforcing the importance of accountability.

2. Ice

2022

- A. Skating will not start before noon on November 11.

Rationale: Whitewood Skating Club would like to recognize the significance of Remembrance Day and allow skaters time to participate in such ceremonies.

- B. When the Head Coach is absent, Whitewood Skating Club will purchase an hour of ice every second day for skaters who are preparing for a competition or test day within the week of ice loss due to coaches attending a Skate Canada event. Said ice will be available to all StarSkate members and if ice loss warrants more than 2 days, it can be combined into less sessions but only to the maximum equivalent number of hours.

Rationale: The Head Coach may be away for skating (competitions, test days, seminars, etc) impacting the training of skaters preparing for their events. Whitewood Skating Club will purchase ice so that skaters can train.

- C. No unregistered persons shall be on the ice during any Whitewood Skating Club program. Exceptions made for WSC organized events (ex. Battle of the Blades). Insurance waivers must be signed prior to such events.

Rationale: Whitewood Skating Club coaches can not have parents/family members disrupting skating lessons, insurance does not cover unregistered persons.

3. Coaching

2022

- A. Anyone who has CANSkate Coach In-Training status will be exempt from attending the annual Program Assistant CanSkate Clinic.

Rationale: Training done with CANSkate Coach certification is sufficient for Program Assistant.

- B. Any non-resident coach requesting the use of Whitewood Skating Club ice for coaching non-member skaters will be approved upon agreement of each and every Whitewood Skating Club coach.

Rationale: At all times the club coaches will receive priority for the club ice usage and will not be expected to accommodate non-resident coaches for reasons including but not limited to safety.

- C. All coaches must be in Good Standing prior to coaching on Whitewood Skating Club ice. If a coach is not in good standing at any point throughout the season they must have a plan to rectify their standing or termination of contract may be necessary. The Board of Directors will check coach standings at the beginning of each season and it is the coaches responsibility to inform the board if they are not in good standing at any point in the season.

Rationale: Skate Canada insurance only covers coaches in good standing, the club may be liable if an incident occurs with a coach not in good standing.

- D. Coach contracts must be reviewed and negotiated 30 days after the end of the current season. After negotiations, contracts must be signed within 30 days. *Rationale: Contracts provide guidelines to both parties and protection in the case of disagreement.*

- E. If parents identify they have complaints about coaching they must submit it in writing to the President, where it can be assessed prior to forwarding to the coach in question. If it is involving a Jr Coach or PA, the head coach will oversee. If parents reach out to the head coach independently, the coach can decide whether to direct them to the board or address it directly

4. Registration

Update 2026

- A. Any graduating skater has the option of allocating their earned fundraising rebate for the next skating season providing the allocation is for any skater and/or expense and/or fee within Whitewood Skating Club for the next skating season.

Rationale: This allowance recognizes that upon graduating skaters may not have used all of the rebates and the desire on their part to indicate how those monies should be allocated. Rebates are not refunded to the skaters.

- B. Skaters who have completed a Gold test in any of Dance, FreeSkate, and/or Skills will receive a 25% discount for each test up to a maximum of 50%.

Rationale: Skaters who have reached Gold Level Tests have contributed to Whitewood Skating Club in the way of fees and fundraising over many years. This fee reduction is in recognition of the skater's dedication to the sport and to the club.

- C. Once a skater has triple gold for the basic three disciplines (Dance, FreeSkate, Skills) skaters fee will be $\frac{1}{3}$ of registration. Fundraising obligations remain the same.

Rationale: This recognizes those skaters who have excelled at their sport.

- D. Whitewood Skating Club will pay the Skate Canada fee for any Program Assistant who is not registered in the club.

Rationale: If the club does not have enough Program Assistants to cover the needs of CanSkate, Whitewood Skating Club will seek Program Assistants from outside of the current membership. In the case of a non-club member agreeing to become a Program Assistant the club will pay their Skate Canada fee in recognition that the position is a volunteer position with minimal compensation.

- E. To remain in good standing: Full season registration fees are payable by Dec 31 annually. Other than full season registration fees are payable on skater's start date. First session fundraiser fees are payable by the start date of the first fundraiser annually. Second session fundraiser fees are payable the start date of the second fundraiser annually.

Rationale: Whitewood Skating Club needs guidelines for payment in order to fundraise successfully.

- F. All required volunteer cheques must be submitted prior to the first day of skating. Skaters will not be permitted to take the ice until all required cheques have been received.

Rationale: Collecting volunteer cheques in advance ensures accountability and commitment to the club's volunteer requirements, which are essential for successful program operation. This policy also supports fairness and consistency across all members.

- G. For any skating withdrawal a written letter or email is required for the prorated refund within 30 days of the first skating day for the individual. An administrative fee of \$25 and Skate Canada fee will be withheld. The only exception beyond 30 days will be for medical reasons with a doctor's note.

Rationale: Whitewood Skating Club understands that in some circumstances a skater must leave the program. It is important to clarify the procedure that will be followed.

H. All applicants must pay a non-refundable Skate Canada registration fee at the time of registration.
Rationale: Whitewood Skating Club is responsible for paying the Skate Canada registration fee even if a skater withdraws soon after registering. This is to ensure that Whitewood Skating Club does not have to pay for skaters who are not skating.

I. For a CanSkate withdrawal, the skater has the first four scheduled sessions to ask for a full refund minus the administrative fee of \$25 and Skate Canada registration fee. The only exception will be for medical reasons with a doctor's note. A written notice or email is required within 30 days of the first skating day for that individual.

Rationale: Whitewood Skating Club acknowledges that some skaters start CanSkate but cannot continue. This gives a grace period for an individual to try the sport.

J. Skaters who are invited to move up to the Bridging Program during the season will be charged a prorated program fee, calculated from the start of the skating season to the date of entry into the program.

Rationale: This approach supports and encourages athlete development by allowing skaters to advance when they are ready, while also ensuring the club maintains consistent and sustainable operating revenue. Charging a prorated fee ensures fairness among participants and reflects the value of the full-season programming received.

K. For skaters invited to move up to StarSkate level in January the following conditions will be followed for the rest of the skating season:

1. No increase to ice fees (assuming the skater skates the same number of days)
2. Fundraising requirements remain the same as beginning of the season

Rationale: Whitewood Skating Club wants to encourage skaters to move up to StarSkate. This policy makes it encouraging and does not require any added commitment in time or money for the skater and their parent(s).

5. Ice Show

Updated 2025

- A. Ice Show Solo Protocol will be put into effect to set guidelines for solos, it will be reviewed each year by the coaches and any revisions will be brought to the board for approval. Ice Shows and Ice Galas will alternate each year unless the club hosts a large-scale event that will result in an Ice Gala. Galas will not affect the Solo Seniority.

Rationale: To keep the Solo spots fair year to year, solos are to be earned and not given. This will encourage skaters to work towards getting a Solo in the ice show.

1. Working on Star 2 FreeSkate
2. Working on Star 3 or 4 FreeSkate
3. Working on Star 5 or 6 FreeSkate
4. Working on Star 7 or 8 FreeSkate
5. Working on Star 9 or 10 FreeSkate
6. Working on Gold FreeSkate
7. Passed Gold FreeSkate
8. Sectional/Challenge & Winter Games Qualifiers
9. Pair/Dance Couples
10. Graduate Solos

- I. All Skaters must serve 1 year at test level before entering the Solo Draw
- II. Seniority will be used for categories with more than one skater
- III. A skater will not be eligible for the same category for 2 consecutive Ice Show years
- IV. Skaters who have resigned from the club and have returned must start at step 1

- B. Pictures on the ice show poster will feature the following skaters: skaters with solos following the solo protocol for qualifying events, including medalist's from Saskatchewan Winter Games, competitors from Canada Winter Games, and grad soloists.

Rationale: This policy clarifies who would be featured on the ice show poster. The goal for the poster is to be an advertising tool to attract skating fans. The addition of the grad soloist ensures those skates who continue to skate have an opportunity to be featured recognizing their dedication to skating regardless of their level.

- C. The Ice Show strives for as many numbers as possible (including Opening and Finale) in any given year. However, A,B,C and D must be filled regardless of numbers.
- a. Start by filling in the solo spots by using one skater from each Working On FreeSkate category
 - b. Proceed with Sectional/Challenge, Winter Games qualifies, including Alternates
 - c. Continue with pair/dance couples and graduates
 - d. Assign a second number to any skater/couple who qualifies for a National level competition in their discipline.
 - e. Once A,B,C and D have been filled, if there is a need for more numbers, return to the Working On FreeSkate categories. Proceed to the group/s that has/have less awarded solos per number of skaters in the group to award the remaining solos.
 - f. IF there is a tie in any category, the first skater with seniority is chosen unless it is their second consecutive year in that category.

6. Competition Travel Fund

2022

- A. Whitewood Skating Club has established a Competition Travel Fund to assist competitive skaters who are competing at competitions. The competition travel fund is to be used to financially assist skaters to continue beyond a regional level. The competition travel fund is only from the aforementioned events that involve an airline flight or vehicle travel of more than 100 kms from Whitewood, SK. In the case of a flight, Whitewood Skating Club base coach of the skater(s) attending the event will have their flight and one checked baggage fee paid per direction from the competition travel fund. For car travel, fuel receipts will be required and the percentage of the base coach's mileage will be paid by Whitewood Skating Club. For all of the above, if there are any out of club skaters sharing the base coach costs, only the percentage delegated to Whitewood Skating Club will be paid by Whitewood Skating Club.

Rationale: This fund recognizes the increasing financial burden as skaters representing Whitewood Skating Club progress to the national level.

- B. Any coach that wishes to participate in a club fundraiser can have their funds deferred to the Competition Travel Fund.

1. **Spectator:** Ejected from the facility, escalated as needed, carried out by two board members. In any case where safety is a concern, contact RCMP. Address parent of a minor, or the individual themselves if they're the age of majority
2. **Bullying** (verbal, physical, cyber):
 - 2.1.1. Directed at members of the club, the board or the coach: Issue a formal warning via email asking to cease.
 - 2.1.2. From skater to skater
 - 2.1.2.1. Verbal warning to skater and parents from the coach, followed by written warning from the board, followed by remedial measures (point 2 & 3) followed by suspension, followed by expulsion (discretion used based on severity, penalized party can grieve with independent skate canada rep). Must provide evidence via email to board (screenshots, witness). Without evidence, suspension/expulsion not possible, but concerns will still be considered seriously
 - 2.1.2.2. Reports of verbal/physical bullying that are unwitnessed: board member or neutral parent will sit in change room/bench on ice during skating times
 - 2.1.2.3. If severity does not warrant removal of the skater, then have the coach, President or VP determine an appropriate management plan (ex. Offender not permitted to use changeroom, must use public benches, no speaking to the other individual, if possible keep separation on ice etc)
 - 2.1.2.4. If a skater is at risk of suspension/expulsion, have a meeting with skater, parent, coach, and two board members, with notice given via email
 - 2.1.2.5. Need a clear paper trail of every step aiming towards resolution
 - 2.1.3. Between board members
 - 2.1.3.1. Conflict does not fall under this section
 - 2.1.3.2. Member in question will be issued a warning via email of the allegations of bullying with the opportunity to respond via email (separate plain conflict or misunderstanding from true bullying)
 - 2.1.3.3. If bullying continues with no good faith attempt to resolve, the member will be barred from the next meeting, where a vote will be carried out to decide on their termination.
 - 2.1.4. Parents to coach
 - 2.1.4.1. Written/email warning to offending parent from board with outline of acceptable behaviour
 - 2.1.4.2. Failure to comply will result in that individual not being allowed to approach the coach or speak with them. Phone number/email will be blocked and concerns must be directed straight to the board. If severity warrants, ban from rink during WSC hours/events.
 - 2.1.5. Coach towards skater
 - 2.1.5.1. Have written/mailed complaints directed to the board. Escalate through Skate Canada. Have a board member present on/by ice to supervise if allegations are made.
- 2.2. Inform families at the start of the year that if they have concerns about their child being bullied, they can be directed to the head coach who will ensure they are passed on to the correct person.
- 2.3. Have a small talk with the children at the beginning of the season about treating each other kindly, and tell them to report bullying to either the coach or their parents.

8. Election Policy

2025

A Nomination Committee shall be formed annually no later than five (5) weeks prior to the Annual General Meeting (AGM). The committee shall consist of three (3) to five (5) members. Members must be current board members in good standing and not seeking election themselves. The committee may be appointed by the President if time-sensitive. Solicit and receive nominations for open positions. Review candidates to ensure eligibility and suitability. Encourage diversity, inclusivity, and a mix of experience and fresh perspectives. Present a finalized slate of candidates at least five (5) days before the AGM.

1. Nomination Process

- a. A call for nominations shall be issued to all members no less than four (4) weeks prior to the AGM. Nominations may be submitted via email or in writing to the Nomination Committee. Each nomination must include:
 - i. Full name and contact information of the nominee, Position(s) of interest, A brief statement of interest and qualifications, A signed consent form (physical or electronic)
- b. Nominations close one (1) week before the AGM, unless otherwise extended by the Committee.
- c. Nominations from the floor will be accepted at the AGM only if a position remains vacant or if no eligible nominees were submitted by the deadline.

2. Voting

If multiple candidates are running for a position, a secret ballot vote will take place. A simple majority will determine the successful candidate.

3. Confidentiality and Ethics

All members of the Nomination Committee shall maintain confidentiality and avoid conflicts of interest. Committee members must excuse themselves from discussions involving any nominee with whom they have a direct family or business relationship.

Rationale: The purpose of this Nomination Policy is to establish a clear, transparent, and fair process for nominating individuals to serve on the Whitewood Skating Club Executive and Board. This policy ensures representation, accountability, and alignment with the values and goals of the club.