

# VALLEYVIEW SKATING CLUB

## **Consolidated Policies**

**(amended October 17, 2017)**

### **1 REGISTRATION**

#### **Deadlines**

- 1.1 Deadlines for Fee Schedules and Registration Packages
  - (a) Fee Schedule and Registration Package for the Fall and Winter sessions must be approved by the VVSC Board of Directors (the “Board”) no later than July 30 (prior to the beginning of the Fall session).
  - (b) Fee Schedule and Registration Package for the Spring session must be approved by the Board no later than February 28 (prior to the beginning of the Spring session).
  - (c) Fee Schedule and Registration Package for the Summer session must be approved by the Board no later than March 30 (prior to the beginning of the Summer session).

#### **Categories**

- 1.2 Skaters will skate on the sessions that they are qualified for according to the Fall/Winter schedule.
- 1.3 These guidelines are for the Fall and Winter sessions based on ice times available. The guidelines and restrictions for the Spring and Summer sessions will be determined with the registration packages based on the ice available for those sessions.

#### **CanSkate Programs**

- 1.4 Registrations are accepted by mail, online or in person at the designated registration times or at the CanSkate Table.
- 1.5 Registrations may be taken by the Registrar (or designates) or the CanSkate Coordinator. There must be close communication between the Registrar and CanSkate Coordinator regarding registrations to ensure CanSkate lessons are not oversold.
- 1.6 Telephone registrations may be taken; however, Registration Forms, Waivers and payment must be completed prior to the skater being allowed on the ice.

- 1.7 If there is still space available, and only at the discretion of the CanSkate Coordinator, registration may be accepted after the completion of the 2nd session but no later than the completion of the 5<sup>th</sup> session of a regular 10-session program.

### **STARSkate, Competitive and Adult program**

- 1.8 Registrations are accepted at any time, as per Skate Canada regulations.
- 1.9 Current members of the Valleyview Skating Club (“VVSC”) are expected to complete their registrations by deadlines stated in the registration packages. Insufficient numbers of registrations by the deadline may result in cancelled ice times.
- 1.10 Priority for sessions desired and private lesson time is based on the date of registration. Skaters are not guaranteed the ice time desired and access to coaches if they do not complete their registration by the deadline above.

### **Adult CanSkate and CanPowerSkate**

- 1.11 Each of the Fall, Winter and Spring Adult CanSkate and Adult CanPowerSkate sessions require a minimum number of 5 skaters per program per session. If the minimum number per program per session is not met, the program may be cancelled at the Board’s discretion and a full refund will be issued to each registrant.
- 1.12 Each of the Fall, Winter and Spring Adult CanSkate and Adult CanPowerSkate sessions will be capped at a maximum of 10 skaters per program per session on a first come, first served basis.
- 1.13 Those wishing to participate in the Adult CanSkate or Adult CanPowerSkate programs are required to register Online through the Club’s website ([www.vvsc.ca](http://www.vvsc.ca)). If a skater is unable to register Online, that skater should contact the Club’s Registrar ([vvsc.registrar@vvsc.ca](mailto:vvsc.registrar@vvsc.ca)) to make alternate arrangements.
- 1.14 When determining if the maximum number of skaters has been reached for a particular program, priority registration will be given to those who registered Online, unless prior arrangements were made with the Club’s Registrar.

### **PAYMENTS**

- 1.15 Families of 3 or more who are registered VVSC club members shall be given a 10% discount on session fees; membership fees must be paid in full. The discount will be refunded by the treasurer once full payment is made.

### **CanSkate and CanPowerSkate Programs**

- 1.16 The Skate Canada and VVSC Administration fees must be paid in full at the time of registration. These fees are non-refundable.

### **STARskate and Competitive Programs**

#### **Fall / Winter sessions**

- 1.17 The Skate Canada fee, VVSC Administration fee, and any other fees, must be paid at the time of registration. The balance of registration fees may be divided into five (5) equal monthly instalments and paid by **post-dated cheques**, commencing on the 1<sup>st</sup> of October and ending on the 1<sup>st</sup> of February.
- 1.18 Current members of VVSC are expected to register before the start of the Fall session and no pro-rated amount will be offered before the end of October. Pro-rated registrations will be calculated per full month missed starting with 30% off in November, 40% off in December, and 50% off from January onwards.

#### **Spring / Summer sessions**

- 1.19 The full amount for Spring and Summer sessions must be paid prior to the skater stepping onto the ice.

## **2 BUY-ON ICE RATES**

- 1.20 Buy-on rates are as follows:

- (a) Fall, Winter and Spring sessions
  - (i) Junior STARSkate - \$12.00 per session;
  - (ii) Intermediate STARSkate - \$12.00 per session;
  - (iii) Senior STARSkate / Competitive - \$12.00 per session;
  - (iv) Master STARSkate - \$12.00 per session; and
  - (v) Non-club Members - \$20.00 per session.
- (b) Summer session
  - (i) Junior STARSkate / Intermediate STARSkate / Senior STARSkate / Competitive / Master STARSkate - \$20.00 per hour; and
  - (ii) Non-club Members - \$20.00 per hour.

### 3 REFUNDS

1.21 There will be **no refunds** once a skating program has begun unless:

- (a) the program is canceled by VVSC due to poor registration;
- (b) the skater has a medical reason (see Cancellation and Reimbursement Due to Long-term Illness or Injury policy below); or
- (c) the coach(s) recommends the skater withdraw from a program.

All other refund requests **must be made in writing** to the Board for consideration.

**All refunds will be prorated, subject to an administration fee, and minus Skate Canada and any other fundraising, insurance, or outstanding fees including coaching fees.**

1.22 Cancellations and Reimbursement Due to Long-term Illness or Injury:

- (a) these would be considered on an individual basis as requests are presented to the Board in writing along with a medical note; and
- (b) **requests must be presented within two (2) months of the onset of illness or injury** even if the illness or injury continues over a longer period.

1.23 STARSkate and Competitive Skaters:

Skaters **may** make up canceled ice time at the discretion of the Director of Skating and providing:

- (a) the skater notifies the coach in advance of the cancellation in writing;
- (b) the make-up ice is at an appropriate ice time for their category and space is available; and
- (c) arrangements for make-up ice are made with the coach in advance of attendance (lessons with the coach may or may not be made up depending on the coach's availability).

**There is no carry over to a following session (i.e. Fall session cannot carry over to Winter session, Winter session cannot carry over to Spring session) and no cash-back benefits for any canceled ice times.**

### 4 FUNDRAISING

1.24 The fundraising committee will select fundraising opportunities to contribute to skater's development and other projects. Skaters are expected to participate in the

fundraiser. Failure to participate may make skaters ineligible to receive funding. Skaters and Coaches must be in good standing with Skate Canada to qualify.

## **5 SKATER DEVELOPMENT**

- 1.25 All STARSkate and Competitive skaters are eligible to apply for funding to attend a skating training seminar, with the following limitations:
- (a) the amount of funding is not to exceed \$100.00 per skater per annum and shall be at the Board's discretion; and
  - (b) funding is restricted to those seminars held out of the Kamloops area.
- 1.26 The skater must participate in fundraising projects as described above in Part 4 in order to be eligible to receive funding.
- 1.27 Skaters must be in good standing with Skate Canada to qualify.
- 1.28 Requests for funding must be made in writing and submitted to the Board with **receipts** along with a brief (max. 50 words) statement explaining how the skater will benefit from the seminar.
- 1.29 Funding will be made available based on priorities and finances available for that skating year (April 1st – March 31st).

## **6 COACHES DEVELOPMENT**

- 1.30 VVSC believes in supporting its coaches as they continue to develop their professional skills. Coaches are expected to continue upgrading their coaching certifications. VVSC will assist with the expenses associated when a coach is upgrading their certifications as follows: Intermediate STARSkate / Provincial Coach Certified and Levels 3 – 5.
- 1.31 In order to qualify for the financial assistance set out in clause 1.30 above, the coach must be a VVSC coach (either as an employee or independent contractor) and be in good standing with Skate Canada.
- 1.32 Financial assistance, as set out in clause 1.30 above, will be provided as follows:
- (a) the Club **may** pay all tuition and registration fees for upgrading to the next coaching level; and
  - (b) the Club **may** assist with accommodation if training is only available out of town and, if the coach makes every effort to find accommodation at no cost or shares accommodation with another coach.

Coaches will be expected to pay for their own travel expenses.

- 1.33 If the coach decides to leave the Club within two (2) years from the date of receipt of financial assistance as described in clause 1.30, said coach will be required to repay any financial assistance provided, including registration fees and accommodations, at a prorated level as follows:
- (a) one (1) to four (4) months after the upgraded training: 100%; and
  - (b) five (5) to twenty-four (24) months after the upgraded training: reduce by 5% per month.
- 1.34 Coaches are recommended to attend a minimum of one (1) seminar per year. This seminar should be one that will improve their skills and develop the coaching ability.
- 1.35 The priority is for coaching certification upgrading; however, if a coach is not upgrading that year, VVSC **may** cover similar expenses for the coach to attend a seminar that skating year (April 1st – March 31st).
- 1.36 All requests for financial assistance must be made in writing and submitted to the Board. Final approval will be given by the Board based on priorities and finances available.

## **7 EXCEPTIONS TO ICE USE CLASSIFICATIONS**

- 1.37 Exceptions may be made to the ice use (i.e. dance on freeskate) when:
- (a) the coaches make the request;
  - (b) the coaches on the ice agree that the exception will not interfere with the safety of the skaters on the session;
  - (c) the coaches agree the exception will not interfere with the lessons or skating of the skaters who have registered for the session; and
  - (d) if a problem arises the coaches will revisit the situation and work out a solution.

## **8 CANSKATE PROGRAM ASSISTANT CREDIT**

- 1.38 Senior STARSkate, Competitive and Master STARSkate skaters are required to complete one (1) CanSkate Program Assistant (“PA”) session per week (a total of 10 CanSkate PA sessions for each of the Fall and Winter sessions). The skater will receive a credit (“PA Credit”) for any additional PA sessions completed after the initial 10 per Fall and Winter session.
- 1.39 The CanSkate Coordinator may approve an Intermediate STARSkate skater to become a PA. PA’s who are at the Intermediate STARSkate level are not

required to complete the 10 PA sessions before receiving PA Credits and, as such, said PA will receive PA Credits for all PA sessions.

- 1.40 All PA's must be registered with Skate Canada before stepping onto the ice.
- 1.41 PA's must attend scheduled training sessions ("PA Training") to qualify and receive PA Credits during the season. **The PA Training does not count towards any of the required PA sessions nor are any PA Credits issued during the PA Training.**
- 1.42 PA's are required to be at the Arena fifteen (15) minutes before the scheduled CanSkate start-time in order to assist the CanSkate Coordinator with setup. The on-ice portion of the PA session is 45 minutes. One (1) PA session is equivalent to one (1) hour.
- 1.43 PA Credits are issued at the value of \$10.00 per one (1) hour session. This is a non-monetary reward system and the PA Credit cannot be exchanged for cash at any time.
- 1.44 PA Credits may be applied to registration fees for the following sessions: (a) Fall, (b) Winter, and (c) Spring.
- 1.45 PA Credits must be used within one (1) year of issuance. After one year, the PA Credits will expire.
- 1.46 PA Credits **may not** be used for Summer School.
- 1.47 The CanSkate Coordinator will be responsible for keeping track of the PA Credits (including the required hours) and will submit to the Treasurer a detailed spreadsheet, which will include the following information:
  - (a) first and last name of PA;
  - (b) skating level (i.e. Intermediate STARSkate, Senior STARSkate, Competitive, Master STARSkate, Volunteer); and
  - (c) total amount of PA sessions completed (broken down into required PA sessions and PA sessions which PA credits are to be given).
- 1.48 PA Credits for the Fall session will be issued in December and PA Credits for the Winter session will be issued in March.
- 1.49 **PA's must** advise the Treasurer and/or Registrar when PA Credits will be applied towards registration for any of the following sessions: (a) Fall, (b) Winter, and (c) Spring. The Treasurer **will not** be responsible for advising families of any unused PA Credits at the time of registration.

**1.50 PA Credits are non-transferable outside of immediate family member in the same household.**

**9 SPECIAL EVENTS PERFORMANCES**

1.51 The purpose of performances requested of or for our skaters is to:

- (a) showcase our skaters and, therefore, promote VVSC;
- (b) give our skaters the opportunity to perform in front of an audience prior to major competitions; and
- (c) support community groups and their events.

1.52 The coaches will develop the criteria for different events and the Board will support coaches' criteria.

1.53 Criteria should be based on the general philosophy that:

- (a) it is beneficial for all skaters to have the opportunity to perform.
- (b) opportunities should be given to as many skaters as possible to perform at community events including, but not limited to, Kamloops Blazers' hockey games.

1.54 Opportunities should be sought for skaters advancing to higher-level competitions.

1.55 If a community group or organization requests a specific skater, that request will be honoured if the skater is available.

**10 FINANCIAL ASSISTANCE FOR TRAVEL FOR SKATERS AND COACHES**

**Skaters**

1.56 If VVSC is financially able to assist, VVSC will provide a maximum of:

- (a) \$100.00 per skater per annum for Sections and qualifying competitions;
- (b) \$200.00 per skater per annum for Challenge; and
- (c) \$300.00 per skater per annum for National competitions.

1.57 This section does not apply to competitions held in the Kamloops area.

1.58 Skaters will be required to submit to the Board a written statement of (1) expected expenses, (2) other funding being obtained, and (3) efforts being made to fundraise. This is to assist the Board in future reviews of this policy.



## **Coaches**

- 1.59 Additional funding may be provided to coaches if the competition requires them to be absent for more than three (3) days of scheduled teaching. The funding would assist in covering the lost wages from private lessons to a maximum of:
- (a) \$100.00 for Sections;
  - (b) \$200.00 for Challenge; and
  - (c) \$300.00 for National competitions.

## **11 VISITING SKATERS AND GUEST COACHES**

- 1.60 Buy-on rate is as set out in clause 1.20 above and must be paid as follows:
- (a) to a member of the Board prior to the skater stepping onto the ice; or
  - (b) to a coach of VVSC at the time of skating.
- 1.61 Maximum number of skaters on the ice for a particular private session is 12 (or at the discretion of the VVSC Board), with priority being given to current VVSC members.
- 1.62 Buy-on will be on a first-come first-served basis and will be restricted as set out in clause 1.61 above.
- 1.63 Visiting skaters are asked to contact a member of the VVSC Board at least 48 hours prior to the date of buy-on for availability.
- 1.64 Visiting coaches are to change in a designated area and are not to change in the dressing room with the skaters.
- 1.65 Visiting coaches must adhere to proper coaching conduct at all times on and off the ice as per Skate Canada rules.
- 1.66 All visiting skaters and coaches must abide by the VVSC on and off ice etiquette policy as set out in section 12.

## **12 ON AND OFF ICE ETIQUETTE**

- 1.67 Be respectful and be courteous of each other on the ice as well as in the change rooms. Be mindful that some skaters are learning the etiquette if they are just moving to a new level. Accidents may happen. Apologize if you get in each other's way, and if you are a seasoned skater, please gently correct the etiquette of a newer skater.
- 1.68 First priority of ice space will go to a skater in a lesson. This is so the skater paying for coaching time does not have their time wasted dodging other skaters or

waiting for others to move out of the way. A skater in a lesson doing a run through of their program will take priority over another skater in a lesson *not* doing a program.

- 1.69 Please watch out for coaches. They sometimes stand in odd places to view jumps from a certain angle.
- 1.70 When practicing spins, skaters should work in the centre of the ice. For jumps, please use the outer edges and corners of the ice. This will help improve the flow of the ice and will hopefully lead to fewer on-ice incidents.
- 1.71 Ice time is for training. Fooling around on the ice will not be tolerated.
- 1.72 Cell phones are not permitted on the ice, unless with direct supervision and permission of the coach.
- 1.73 Music priority will be to the members of the VVSC.

### 13 **CONFIDENTIALITY**

- 1.74 As the board meeting is a place to discuss important club issues, everyone in attendance must stand behind motions passed and keep all discussions from said meetings in absolute confidence. If members are found to not respect the confidentiality of the board meeting VVSC may, by written notice, vacate said member's position.