

# VALLEYVIEW SKATING CLUB

## Consolidated Policies

(Amended November 2023)

### 1. REGISTRATION

#### a. Seasons

- i. Registration for the skating year is divided into 3 seasons – Fall/Winter (September - March), Spring (April-May), Summer (July-August).
- ii. Fee schedule and registration packages will be approved by the VVSC Board of Directors (the “Board”) in a timely manner prior to the beginning of each season.

#### b. CanSkate Programs (PreCanSkate, CanSkate, Adult CanSkate, CanPowerSkate)

- i. Registrations are accepted online during the designated registration dates (vvsc.ca). If a skater is unable to register online, that skater should contact the Registrar ([vvsc.registrar@vvsc.ca](mailto:vvsc.registrar@vvsc.ca)) to make alternate arrangements.
- ii. If there is still space available, and only at the discretion of the CanSkate Coordinator, registration may be accepted up to the completion of the 2nd lesson.
- iii. Each session requires a minimum number of 5 skaters. 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.

#### c. STARSSkate, Podium Pathway (Competitive), Adult Figure Skating Programs

- i. Registrations are accepted at any time, as per Skate Canada regulations. Dependant upon space being available on the requested session.
- ii. Current members of the Valleyview Skating Club (“VVSC”) are expected to complete their registrations by the deadlines stated in the registration packages. Insufficient numbers of registrations by the deadline may result in cancelled ice times.
- iii. Priority for sessions 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.

#### d. Schedule and Ice Use

- i. Skaters will skate on the sessions that they are registered and qualified for according to the schedule.
- ii. Movement from one session or level to another will be at the discretion of the lead coaches.
- iii. Exceptions may be made to the ice use (i.e. dance on freeskate) when:
  1. the coaches make the request;
  2. the coaches on the ice agree that the exception will not interfere with the safety. lessons, or ability to skate of the skaters on the session.

3. If a problem arises, the coaches will revisit the situation to work out a solution.

## 2. PAYMENTS

### a. CanSkate Programs (PreCanSkate, CanSkate, Adult CanSkate, CanPowerSkate)

- i. All fees must be paid in full at the time of registration.
- ii. Families of 3 or more CanSkaters who are registered VVSC club members may be given a 10% discount on CanSkate session fees; membership fees must be paid in full. Any discount available will be calculated automatically upon online registration.

### b. STARSkate and Podium Pathway (Competitive) Programs

- i. Fall / Winter sessions
  1. Skate Canada fee, VVSC Administration fee, and any other club or outstanding fees, must be paid at the time of registration.
  2. The balance of registration fees may be paid in full at time of registration or may be divided into six (6) equal monthly payments commencing September 1.
  3. Current members of VVSC are expected to register before the start of the Fall session. Pro-rated registrations will be calculated per week.
- ii. Spring / Summer sessions
  1. The full amount for Spring and Summer sessions must be paid prior to the skater stepping onto the ice.
  2. Spring and Summer sessions are not-pro-rated.

### c. Buy-On Ice

- i. Buy-on rates will be as published each season.
- ii. Buy-on is available for Star 1 and up sessions and is at coaches' discretion.
- iii. Skaters must contact their lead coach before buying on to ensure space is available on that session.
- iv. Skaters must purchase buy-on ticket online and send to coach PRIOR to stepping on the ice.

## 3. REFUNDS

- a. Skate Canada and VVSC Administration fees are non-refundable.
- b. Withdrawal within 5 days of the start of a program will be charged a \$25 processing fee.
- c. There will be **no refunds** once a skating program has begun unless:
  - i. the program is canceled by VVSC due to poor registration;
  - ii. the skater has a medical reason (Reimbursement Due to Long-term Illness or Injury)
    1. medical requests will be considered on an individual basis as requests are presented to the board in writing along with a medical note; and

2. requests must be presented within two months of the onset of illness or injury even if the illness or injury continues over a longer period.
- iii. All refunds will be prorated, subject to an administration fee of \$25, and minus Skate Canada and any other fundraising, insurance, discounts, or outstanding fees including coaching fees.

#### **4. CANCELLED OR MISSED ICE TIME**

- a. In the event that ice is cancelled, every effort will be made by the board to find a replacement time, but make up ice is not guaranteed.
- b. No refunds or credits will be issued for cancellations that are out of the club's control.
- c. Missed sessions due to illness, vacation, or other commitments cannot be made up on other sessions or refunded.

#### **5. FUNDRAISING AND VOLUNTEER COMMITMENT**

- a. We are a not-for-profit organization run by a board of volunteers. As such, every family is expected to participate in volunteer opportunities.
- b. The fundraising committee will select fundraising opportunities to contribute to skater development and offset expenses associated with the club. All skaters are expected to participate in fundraising.

#### **6. CANSKATE PROGRAM ASSISTANTS**

- a. Star 3+ skaters age 10 and up 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 and a total of 5 CanSkate sessions in the spring).
- b. The skater will receive a credit ("PA Credit") for any additional PA sessions completed after the initial 10 per Fall and Winter session and after initial 5 for spring.
  - i. Additional PA Credits are issued at the value of \$5.00 per session. This is a non-monetary reward system and the PA Credit cannot be exchanged for cash at any time.
  - ii. PA Credits may be applied to any registration fees.
  - iii. PA Credits must be used within one (1) year of issuance. After one year, the PA Credits will expire.
  - iv. PA credits can be accessed on Uplifter when checking out.
  - v. PA Credits are non-transferable outside of immediate family members in the same household.
- c. The CanSkate Coordinator may approve other STARSkate skaters or volunteers to become a PA.
  - i. These PAs will be compensated using the same guidelines as all other PAs.
  - ii. PAs who are not club skaters will have their credits issued to a skating family member; if this is not an option, they may be compensated in another way decided by the Board (ie: gift cards).
- d. If a skater is unable to fulfill their PA requirements, that skater must apply to the board in writing to be exempt. That skater must apply each session prior to the start of that

CanSkate session (Fall, Winter, Spring). The skater **may** also be charged a fee to cover the cost of having another PA fulfill their commitment.

- e. All PA's must be registered with Skate Canada before stepping onto the ice.
- f. PAs 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.**
- g. The CanSkate Coordinator will be responsible for keeping track of the PA Credits (including the required portion) and will submit to the President and Treasurer a detailed spreadsheet, which will include the following information:
  - i. first and last name of PA; and
  - ii. total amount of PA sessions completed (broken into required PA sessions and creditable PA sessions).
  - iii. PA Credits for the Fall session will be issued in December, PA Credits for the Winter session will be issued in March, and PA credits for Spring will be issued in May.

## 7. SKATER DEVELOPMENT

- a. All STARSkate and Podium Pathway skaters are eligible to apply for funding to attend a skating training seminar, with the following limitations:
  - i. the amount of funding per annum shall be at the Board's discretion.
  - ii. the skater must have demonstrated good effort to participate in any fundraising, volunteering, and PAing opportunities available in order to be eligible to receive funding.
  - iii. the skater must be in good standing with Skate Canada; for example, must be up to date with registration fees and coaching fees to qualify.
  - iv. 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.
  - v. Funding will be made available based on priorities and finances available for that skating year (April 1st – March 31st).

## 8. COACH DEVELOPMENT

- a. VVSC believes in supporting its coaches as they continue to develop their professional skills. Coaches are expected to continue upgrading their coaching certifications. VVSC may assist with the expenses associated when a coach is beginning and/or upgrading their certifications.
- b. In order to qualify for financial assistance, the coach must be a VVSC coach (either as an employee or independent contractor) and be in good standing with Skate Canada.
- c. Financial assistance will be provided as follows:
  - i. the Club **may** pay part or all tuition and registration fees for upgrading to the next coaching level; and

- ii. the Club **may** assist with accommodation and travel 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.
- iii. If the coach decides to leave the Club within two (2) years from the date of receipt of financial assistance, said coach will be required to repay any financial assistance provided, including registration fees and accommodations, at a prorated level as follows:
  - 1. one (1) to four (4) months after the upgraded training: 100%; and
  - 2. five (5) to twenty-four (24) months after the upgraded training: reduce by 5% per month.
- d. Coaches are recommended to attend (either in person or online) a minimum of one (1) seminar per year. This seminar should be one that will improve their skills and develop their coaching ability.
  - i. 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).
- e. All requests for financial assistance must be made in writing and be submitted to the Board. Final approval will be given by the Board based on priorities and finances available.

## **9. FINANCIAL ASSISTANCE FOR SECTION COMPETITIONS AND HIGHER**

### **a. Skaters**

- i. If VVSC is financially able to assist, VVSC will provide a maximum of:
  - 1. \$200 per skater per annum for Sections
  - 2. \$300 per skater per annum for Challenge; and
  - 3. \$400 per skater per annum for National competitions.
  - 4. This section does not apply to competitions held in Kamloops.
- ii. 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.

### **b. Coaches**

- i. Additional funding may be provided to coaches if the competition requires them to be absent from scheduled teaching. The funding would assist in covering the lost wages from private lessons to a maximum of:
  - 1. \$200 for Sections;
  - 2. \$300 for Challenge; and
  - 3. \$400 for National competitions.

## **10. SPECIAL EVENTS PERFORMANCES**

- a. The purpose of performances requested of or for our skaters is to:
  - i. showcase our skaters and, therefore, promote VVSC;

- ii. give our skaters the opportunity to perform in front of an audience prior to major competitions; and
    - iii. support community groups and their events.
  - b. The coaches will develop the criteria for different events and the Board will support coaches' criteria.
  - c. Criteria should be based on the general philosophy that:
    - i. it is beneficial for all skaters to have the opportunity to perform.
    - ii. opportunities should be given to as many skaters as possible to perform at community events including, but not limited to, Kamloops Blazers' hockey games.
    - iii. Opportunities should be sought for skaters advancing to higher-level competitions to showcase their skating.
    - iv. If a community group or organization requests a specific skater, that request will be put forward to the coaching team for discussion and will be honoured if the skater is available.

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

- a. Buy-on must be requested, paid, and presented according to Section 2c above.
- b. Maximum number of skaters on the ice for a particular session will be at the discretion of the VVSC Board in consultation with the coaching team. Priority being given to current VVSC members.
- c. Buy-on will be on a first-come first-served basis and will be restricted as set out in 2c above.
- d. Visiting skaters are asked to contact a member of the coaching team at least 48 hours prior to the date of buy-on for availability.
- e. Visiting coaches are to change in a designated area and are not to change in the dressing room with the skaters.
- f. Visiting coaches must adhere to proper coaching conduct at all times on and off the ice as per Skate Canada rules.
- g. All visiting skaters and coaches must abide by the VVSC on and off ice etiquette policy as set out in Section 12.
- h. Music priority will be to the members of the VVSC.

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

- a. Skaters must be able to sustain expected safety and etiquette expectations for the duration of each session. Skaters who fail to maintain the safety and etiquette expectations may be asked to leave the ice.
- b. Skaters must be respectful and courteous of each other on the ice as well as in the change rooms. Skaters are to be mindful that some skaters may be learning the proper etiquette if they are just moving to a new level. In some cases, accidents happen. When this happens, skaters should apologize if they get in each other's way, and if they are a seasoned skater, they may gently correct the etiquette of a newer skater.

- c. First priority of ice space will go to a skater doing their run through to music. Second priority is to skaters in a lesson. All other skaters need to move out of the way.
- d. Skaters are to watch out for coaches who may sometimes stand in odd places to view jumps from a certain angle.
- e. When practicing spins, skaters should work in the centre of the ice. For jumps, skaters should 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.
- f. As ice time is for training, fooling around on the ice will not be tolerated.
- g. Cell phones are not permitted on the ice, unless with direct supervision and permission of the coach (ie. use of cell phones for someone to video their own program).
- h. Phone, video, and/or mobile devices must be turned off and put away in bags while in dressing rooms.

### **13. SHORT TERM CONTRACT COACHES**

- a. The procedure for hiring short term contract coaches, whether on an as needed basis or otherwise, shall commence with the club pro-liaison being contacted by the potential candidate.
- b. Upon being contacted by the potential candidate, the pro-liaison will gather the pertinent information from them. The pro-liaison will subsequently present it to the board of directors either by email or at the next board meeting, whichever is the most practical, for approval.

### **14. CONFIDENTIALITY**

- a. 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.