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***Policy and Procedure Manual***

***General Rules***

**Skate Thompson Policies and Procedures**

***These Policies and Procedures are effective as passed by the Skate Thompson Executive on the date signed and are subject to annual review. Any concerns with these Policies and Procedures can be submitted in writing and given to any Club Executive member. They will be discussed at the Skate Thompson Executive meeting for resolution.***

***Latest review & revision date: \_\_\_\_2015/16\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**General Club Policies**

1. **Club Operations**
	1. Skate Thompson (hereafter also referred to as the ‘Club’), is a member of Skate Canada, which designs and authorizes the Can Skate, STAR Skate, Adult Skate and CanPowerSkate programs that we provide. The Club ensures that our Coaches are certified and properly trained to teach these programs and that these programs are run to the standards for delivery set by Skate Canada.
	2. The Club operates under the articles and by-laws set out in Skate Thompson’s Constitution. The Constitution is reviewed annually and revisions are voted on by the general membership at the Annual General Meeting.
	3. As per the Skate Canada Club Code of Ethics, the goal of the Club is to create and maintain a positive learning environment for individuals to participate in skating throughout their lifetime for fun, fitness and/or achievement.  ***(See Appendix A)***
	4. The Club is a member of the Norman Region. The Norman Region consist of, Skate Gillam, The Pas Skating Club, The Flin Flon Skating Club and Skate Thompson. The Club must have a representative on the Norman Regional Board. The Club must also support events hosted in the Norman Region.
2. **Membership**
	1. Membership in the Club shall be open to all, irrespective of sex, age, creed or colour.
	2. All members of the Club shall uphold, observe and conform to the By-laws, Rules and Regulations of Skate Canada, the By-laws of the Club and such regulations as made by the Board of Directors of the Club.
	3. For a member of the Club to be considered in good standing with the Club, that member must pay Club fees as are stipulated by the Club Board of Directors in advance of the membership year in question. Members will not be permitted to take part in any Club activities if these fees are not paid within the time limit, set by the club. Members in arrears may have their club membership terminated and skaters may be denied access to the ice.
	4. Skaters in The Club are expected to follow the Skaters’ Code of Conduct. ***(See Appendix B)***
	5. Parents/guardians of skaters in The Club are expected to follow the Parent Code of Ethics. ***(See Appendix C)***
	6. Coaches employed by The Club are expected to follow the Coaches’ Code of Ethics. ***(See Appendix D)***
3. **Fees**
	1. All Fees, skating rules and skating hours of the Club shall be as the Board of Directors decides from time to time. Club membership shall commence on the first day of the Skate Canada membership year, 1 September, or the date that fees are paid (whichever is the latter) and terminate on the last day of the Skate Canada membership year, 31 August.
	2. Requests for refunds must be approved by the Board of Directors, with the exception of the annual Skate Canada fee, which is non refundable.
	3. Annual fees are to be paid to the Norman Region at the Norman Regional Competition. The Norman Region Board of Directors sets fee.
4. **Board Of Directors**
	1. The members of the Board of Directors, Chairs of committees, and the Club Delegate to Skate Canada must be members in good standing of the Club, be registered as Associate Members of Skate Canada, be of legal age, and be eligible persons (with the exception of the Coaching Representative) as defined by Skate Canada Rules. These members are: President, Vice President, Treasurer, Secretary, Publicity Chair, Ice Scheduler, Rec. Coordinator, Test Chair, Registrar, Coaching Representative,Fundraiser, Past President and up to 4 members at large.
	2. The general management of the club shall be vested in a Board of Directors consisting of: immediate Past President, President, Vice-president, Secretary, Treasurer, Publicity Chair, Test Chair, Registration Chair, Ice Scheduler, Fundraising Chair, Recreation Coordinator, up to 4 members at large and a Coaching Representative. All of the above, with the exception of the Past President and the Coaching Representative shall be elected for 1-year terms at the Annual General Meeting. The Coaching Representative shall be elected annually by and from within the coaches of the club. The Past President shall be ex-officio and shall hold office until a new President has been duly elected. The coaching representative shall be elected as per Skate Canada by-laws. Board members shall carry out their duties as per the Club’s approved Positions and Duties document. ***(See Appendix E).***
	3. The Board of Directors shall hold office until the close of the meeting at which their successors have been duly elected. Any member of the Board of Directors may be removed by the members by a 2/3 majority vote at a Special General Meeting duly called for that purpose.
	4. A quorum of the Board of Directors shall consist of 50% plus 1 of the following positions that are filled: Past President, President, Vice President, Treasurer, Secretary, Test Chair, Publicity Chair, Registration Chair, Ice Scheduler, Rec. Coordinator, Fundraising, Coaches Rep, and 4 members at large. NOTE: Questions arising at any meeting of the Board of Directors shall be decided by a majority of votes. The meeting chair may vote only when the vote would change the result. Therefore the chair may vote to break a tie, and thus pass the motion, or to create a tie, and thus defeat a motion. A majority of the Board of Directors shall form a quorum.
	5. Casual vacancy occurring between any Annual General Meeting of the Club may be filled, until the next annual General Meeting by a majority vote of the remaining members of the Board of Directors or in the case of the Coaching Representative, by the coaching staff.
	6. If a Board of Directors Member is absent for more than three consecutive scheduled Board of Directors meetings, without good cause and/or without prior notification to the President or Secretary, then that office may be declared vacant by a majority vote of the Board of Directors.
	7. The President shall act as Chair of all Board of Directors and general meetings. In his/her absence, the Vice-president will fill this duty. The President is authorized to sign Club cheques.
	8. The Treasurer shall be responsible for the safe control of all club funds, for preparing and submitting to the Board of Directors on a regular basis an annual budget and keeping such records as are required for financial review. The Treasurer is also responsible for arranging for an unaudited annual financial statement. The Treasurer is authorized to sign Club cheques. The Treasurer shall prepare monthly financial summary statements for the Board of Directors to review at their monthly meetings, with up-to-date debits and credits.
	9. The Secretary shall deal with all correspondence subject to the approval of the President or his/her delegate, shall issue all notices for Board of Directors and general meetings, shall take minutes at all meetings, and shall be responsible for submitting to Skate Canada and the Section such reports as are required by Skate Canada rules and other regulations.
5. **Commitees**
	1. The President shall be an ex-officio member of all committees.
	2. The President shall seek volunteers to serve as standing committee Chairs who shall look after duties assigned to them. All Committee Chairs must submit the names of their committee members to the President for approval.
	3. All Club Board of Directors and members of Committees shall be eligible persons and shall be of legal age (18 years). They must be members in good standing of the club and be Associate Members of the Association.
	4. Special program committees as deemed necessary by the Club may be formed. These committees may include, but are not limited to:
* Registrar/Membership Chair
* Special Events Committee/Chair
* Ice Committee/Chair
* Test Committee/Chair
* Can Skate Chair
* Junior/Senior/Competition Committee/Chair
* Club/Coaches Liaison Committee/Chair
* Fundraising Committee/Chair
* Public Relations/Newsletter/Chair
* Boutique Committee/Chair
1. **Rules of order for all meetings**
	1. General and Board of Directors, shall be as outlined in General Rules of Order for Skate Thompson Meetings **(*Appendix F*)** in all cases in which they are applicable and consistent with the by-laws or special rules of the Association.
	2. Meeting will be called to order by the Chair of the meetings – either the President of Skate Thompson or the Vice-President, as directed by club president in the absence of the President. If members are unable to attend the meeting, they are required to give their regrets to the Chair or to an alternate member of the Skate Thompson Executive. After so many failed to attend meetings without regrets it can be assumed that they are no longer interested in fulfilling their term/position and their resignation will be called for.
	3. Meetings require quorum in order to formally proceed. Quorum consists of 50 % of all voting members plus 1 of the elected executive.
	4. Meetings will proceed according to the agenda. The Chair will determine and distribute the agenda.
	5. Order of business will proceed as follows:

 - Call to order

 - Approval of minutes

 - Adoption of agenda

 - Reports of committees

- Old (unfinished) business

- New business

 - Open floor

- Adjournment

**SKATE THOMPSON**

**POLICIES & PROCEDURE**

**APPENDIX A**

**CLUB CODE OF ETHICS**

Members, Executive, Coaches and parents in Skate Thompson are expected to follow the Skate Canada Club Code of Ethics and demonstrate appropriate ethical behavior in the pursuit of maintaining a positive learning environment for all.

# CLUB OBLIGATIONS TO THE SKATER AND TO THE PARENT

1. To provide up-to-date quality Skate Canada skating programs to all members in accordance with delivery standards prescribed by Skate Canada.
2. To provide the skater and parent(s) with the basic information necessary to enable them to choose a realistic and affordable course of action to achieve their goals and objectives.
3. To outline clearly all club programs including cost and method of payment.
4. To outline clearly all club policies including parent responsibilities, safety issues, ice show fees, test days, etc.
5. To ensure that sufficient, qualified coaches are available to teach all programs within the club, including private and group instruction.
6. To adopt a philosophy of being athlete centered in all decision making.
7. To ensure that the best interests of all skaters in the club are taken into account in club decision-making. To ensure that each skater is able to participate and progress at his/her own level and that no skater is held back.
8. To communicate as regularly and effectively as possible with skaters and parents as to club activities changes in Skate Canada rules and regulations, club regulations and policies and other important or relevant information affecting the skater's participation in the sport.
9. To help ensure that a positive learning environment is maintained in the club.
10. To respect all members' racial and religious practices.
11. To inform all members regarding the club's constitution and by-laws and requirements for the Annual General Meeting.
12. To implement an appeal process to deal with customers requesting special consideration.

# CLUB OBLIGATIONS TO THE SPORT

1. To maintain a current working knowledge of the ISU, Skate Canada and Section rules, policies, regulations and programs so as to be able to deliver the product of skating in an organized and professional manner. To exhibit the important character traits of honesty, reliability/dependability and cooperation when dealing with all participants in the sport.
2. To share responsibility with the Skate Canada Board, the Section, Skate Canada Officials (judges, evaluators, referees, accountants) and coaches to initiate and support actions that are required to meet the needs of the skaters and skating in general.
3. To promote Skate Canada and its programs and the sport of skating in general.

# CLUB OBLIGATIONS TO THE COACHES

1. To hire only qualified Skate Canada coaches who have paid the current Skate Canada coaching membership fees.
2. To convey at the beginning of each year the club's expectations and the responsibilities of the coach.
3. To provide a reasonable contract to coaches which does not infringe upon their right to earn a living.
4. To negotiate coaching contracts in good faith and honor their terms.
5. To treat all coaches and staff fairly and with respect.
6. To respect a coach's teaching methods and judgment regarding a skater's readiness for testing.
7. To refrain from soliciting directly or indirectly another coach's students for a particular coach.
8. To refrain from interfering with a coach-skater or coach-parent relationship unless agreed upon by both parties.
9. To refrain from firing a coach for unjust reasons or become slanderous towards a coach.
10. To provide accurate information when advertising to attract coaches to a location.
11. To accept the name of the coach representative who is selected by the coaches.
12. To hold club executive meetings at a convenient time as to permit the coaching representative to attend.
13. To involve the club coach representative in the process of developing policies, procedures and regulations for the operation of the club, to monitor the club’s programs and overall performance.

**SKATE THOMPSON**

**POLICIES & PROCEDURES**

**APPENDIX B**

**SKATERS’ CODE OF ETHICS**

All skaters in Skate Thompson are expected to follow the Skaters’ Code of Ethics and demonstrate appropriate ethical behavior in the pursuit of maintaining a positive learning environment for all.

1. Club members will always show respect for themselves, other Skate Canada members, and the Club by behaving in a fashion that shows discipline, good sportsmanship, and a positive attitude.
2. Skating is an individual sport, but the experience and one's performance can be greatly enhanced if a skater is also a participating member of a Club or a team. Each skater should commit himself or herself to being a supportive team member. If everyone supports each other, each skater will not only enjoy the experience more, but they will perform at a higher level. Each skater shall demonstrate behaviors that promote teambuilding. A good team person:
3. Works hard
4. Sets a good example
5. Does their best
6. Supports & encourages
7. Is always positive
8. Talks positively to and about teammates
9. Gives respect
10. Is responsible
11. Is reliable
12. Respectful to the Coaches
13. Cooperates
14. Plays fair
15. Respectful to all ice guests
16. Proper dress codes must be followed for practices, exhibitions and competition and Test Day.
17. Skaters shall abide by the following rink and ice rules:
18. Close doors
19. No littering in rink
20. No cell phones on ice or in the players boxes during sessions
21. No friends on ice, in the players boxes, dressing rooms or music room/Club office
22. Close rink gates
23. No chewing gum
24. No eating food on the ice
25. Stay clear of solo skater
26. Keep your eyes open
27. No fooling around
28. Consumption of alcohol or use of non-medical drugs or smoking during practice, exhibitions or competition will be grounds for dismissal as a skater.
29. A member of skate Thompson share use proper judgment regarding social media

**SKATE THOMPSON**

**POLICIES & PROCEDURES**

**APPENDIX C**

**PARENT CODE OF ETHICS**

1. Do not pressure an unwilling child to participate or continue in sports.
2. Teach your child that an honest effort is just as important as winning a medal.
3. Encourage your child to abide by the rules of Skate Thompson.
4. Never shout at or ridicule your child for making a mistake, losing a competition, or not passing a test or earning a badge.
5. Never compare your child’s achievements to another child’s.
6. Applaud good efforts by other skaters in the spirit of respect in sport, as well as your own skater. Children learn best by example.
7. Do not publicly question or criticize Club Executive, skating officials, Coaches or Club members and do not question their honesty. Discuss questions and concerns with the appropriate person in private and at an appropriate time and place.
8. Use of Social Media should reflect a positive image of your skater and Skate Thompson.
9. Recognize the value and importance of volunteers. They give their time and resources to provide a Club for your child.
10. Be supportive of your skater and to Skate Thompson.
11. Be informed. If you want information – *Go find it* – don’t wait for it to come to you. Skate Canada online provides recourses online.

**Skate Thompson**

**POLICIES & PROCEDURES**

**APPENDIX D**

**COACHES CODE OF ETHICS**

The Club endorses the principles of the Skate Canada Code of Ethics. This Professional Coaches’ Code of Ethics has been developed to aid coaches in achieving a level of behavior that will allow them to assist their athletes in becoming well-rounded, self-confident and productive human beings. The athlete/coach relationship is a privileged one and professional coaches play a critical role in the personal, as well as athletic development of their athletes. To create and maintain a positive and successful learning environment, all stakeholders involved in our sport (athletes, parents, coaches, officials and volunteers) must share a common vision and understanding of their role as their actions ultimately contribute to, or undermine, the existence of a positive skating environment. All Skate Canada Professional Coaches are responsible for establishing and maintaining ethical coaching behavior.

1. **ETHICAL OBLIGATIONS TO THE SPORT AND THE PROFESSION**
	1. At all times conduct oneself in a manner, which does not have a material adverse effect on the sport of skating, or on the goodwill and reputation of Skate Canada. Support and promote Skate Canada, its programs and the sport of skating.
	2. Be familiar with and adhere to the standards of coaching as defined under Section 2400 of the Skate Canada Rulebook.
	3. Be familiar with and conduct oneself in accordance with ISU, Skate Canada, Section and club/school rules, policies, regulations and programs so as to be able to produce a positive skating environment in a professional manner.
	4. Actively participate in the development and/or maintenance of desirable coaching standards in our sport (practice, education, certification and working conditions) and maintain professional competence by continually upgrading one’s education in the sport and in related fields beneficial to skating (e.g. the performing arts, sport science, sport psychology, officiating, etc.).
	5. Initiate and support actions that are required to meet the needs of the athletes, the club/school and skating in general with coaching colleagues, judges/evaluators and club/school officials.
	6. Accept personal responsibility for providing and delivering coaching services in a safe and professional manner.
	7. Negotiate coaching contracts in good faith and adhere to their terms.
	8. Accurately represent one's technical, educational and professional credentials and resume.
	9. Dress in a neat, clean and appropriate manner that is becoming of a member of this profession.
	10. Give back a certain portion of time, effort and knowledge to our sport as a volunteer.
	11. Coaches may produce resumes, flyers, pamphlets, web pages or other promotional material to advertise and promote their services, qualifications and experience and may distribute this information to individuals when requested by those individuals.
	12. Coaches may advertise their services, qualifications and experience on-line, and through advertisements in print media (e.g. newspapers or Yellow Pages).
	13. Provided the club or skating school has granted the same permission for all coaches, coaches may display a resume, flyer, brochure, or advertisement for their coaching services or lesson availability on a club bulletin board, club web site or club newsletter. Coaches may participate in self-promotional activities that do not violate other clauses in this code.
2. **ETHICAL OBLIGATIONS TO ALL INDIVIDUALS**
	1. Exhibit the important character traits of honesty, integrity, fairness, reliability/ dependability and cooperation when dealing with all participants in the sport so as to bring credit to the profession.
	2. Treat everyone fairly within the context of their activity regardless of skating ability andparticipation goals.
	3. Be a positive role model and encourage sportsmanship by demonstrating respect, courtesy, andpositive support for all athletes, coaches, officials and volunteers at all times. Do not engage inactions (verbal or physical) that unfairly disadvantage a given athlete (or athletes) over another.Actively encourage athletes to learn and uphold the rules of their sport and the spirit of such rules.
	4. Refrain from engaging in conduct, which constitutes personal harassment or abuse of power in relation to another Skate Canada member. For these purposes:

a) "Personal harassment" is defined as improper conduct (comment, conduct, or gestures), which is directed toward an individual, and which is offensive or harmful to that individual, and which the person making the comment, conduct, or gestures knows or ought to know is unwelcome or unwanted.

b) “Abuse of power” is defined as conduct which involves the improper use of power, trust or authority inherent in a position held, which is directed toward an individual, and which endangers the job or performance of the individual, or undermines his or her job or performance, or in any way interferes with or influences the performance or career of that individual.

c) This conduct includes verbal, psychological and physical forms of behavior, is demeaning, belittling, or causes personal humiliation or embarrassment, and may be on a one-time or continuous basis.

d) This conduct does not have to be made with the intent to harass or to abuse power, as the case may be, to constitute harassment or abuse of power;

e) The conduct takes place at or during the course of any Skate Canada business or skating activity or event (including business or skating activities or events of member organizations); or, outside of

those situations, when the conduct occurs between members of Skate Canada, and the conduct adversely affects Skate Canada skating environment.

* 1. Refrain from engaging in conduct, which constitutes discriminatory or sexual harassment. Discriminatory and sexual harassment, whether verbal, physical, or institutional, is unacceptable and will not be tolerated by Skate Canada.

a) Discriminatory harassment is defined as improper behavior (comment, conduct, or gestures), which is directed toward an individual or group of individuals, and which is related to or motivated by the race, national or ethnic origin, colour, religion, age, marital status, family status, disability, or pardoned conviction of that individual or group of individuals, and which is offensive to that individual or group of individuals, and which the person making the comment, conduct, or gestures knows or ought to know is unwelcome or unwanted. This improper behavior, which may be on a one-time or continuous basis, is insulting, intimidating, humiliating, malicious, degrading, or embarrassing. The improper behavior does not have to be made with the intent to harass or discriminate, to be in violation of this policy.

b) Sexual harassment is defined as improper behavior (comment, conduct, or gestures), which is directed toward an individual or group of individuals, and which is related to the sex or sexual orientation of that individual or group of individuals, and which might reasonably be expected to cause offense or humiliation to that individual or group of individuals, or which might reasonably be perceived by the individual or group of individuals as placing a condition of a sexual nature on

employment, or on any opportunity for training or advancement. Sexual harassment may be directed at members of the same sex or the opposite sex. This improper behavior, which may be on a one-time or continuous basis, is insulting, intimidating, humiliating, malicious, degrading, or embarrassing. The improper behavior does not have to be made with the intent to harass or discriminate, to be in violation of this policy.

* 1. Never advocate or condone the use of illegal drugs, banned or performance enhancing substances.
1. **ETHICAL OBLIGATIONS TO ATHLETES/PARENTS**
	1. Provide the athlete and parent/s with a current copy of the Skate Canada Coaches’ Code of Ethics andreview the code with the athlete and parent(s).
	2. Assist the athlete in determining realistic goals and objectives in the sport.
	3. Provide the athlete and parent/s with the information necessary to enable them to choose a realistic andaffordable course of action to achieve their goals and objectives. Involve parents in managementdecisions pertaining to their children’s development.
	4. Maintain the best interests of the athlete at heart at all times and communicate regularly and effectivelywith the athlete and parent(s) as to the athlete’s progress, changes in Skate Canada rules or clubregulations, or other important or relevant information affecting the athlete’s participation in the sport.
	5. Place the emotional and physical well being of the athlete ahead of a personal desire to win.
	6. Be aware of the influence one can exercise over one's athletes and never abuse this trust or position ofpower.
	7. Avoid making promises or giving guarantees to the athlete and/or parent(s) of test or competitiveachievement but rather endeavor to restrict dialogue to the athlete’s personal skating development.
	8. Clearly outline your available coaching services including cost and method of payment prior toproviding any services as agreed or contracted by your athlete/parent.
	9. Invoice the athlete/parent for services performed and only for the appropriate value. Invoicingathletes/parents for lessons or professional time not provided or to be provided in the future is notacceptable.
	10. Respect the fact that an athlete and/or parent/s have the right to contract the services of another coach toeither replace or supplement the athlete’s instruction.
	11. Abstain from the consumption of alcoholic beverages or use of tobacco in the presence of athletesin the training environment. Coaches should be role models for athletes and encourage healthyhabits.
2. **ETHICAL OBLIGATIONS TO PROFESSIONAL COLLEAUGES**
	1. Strive to create and maintain cooperative relationships with coaching colleagues for the purpose ofensuring a positive skating environment.
	2. Refrain from criticizing another coach's teaching methods, techniques and/or opinions unless done sowith the coach's knowledge or permission.
	3. Respect the fact that a coach becomes the base coach of an athlete from the moment that an athletecontracts the services of that coach, whether individually or in a group situation, and that other coachesmust initiate discussion about an athlete’s training only through the base coach.
	4. Respect a coach/athlete and/or parent/s' relationship and not solicit or cause to be solicited, directly orindirectly, or through a third party the athlete/s of another coach.Coaches may respond to athletes or parents who approach them and ask questions regarding theirservices, experience, qualifications, teaching methodology and coaching philosophy.
	5. Pursue the following course of conduct in the event that any of the following or similar situations occur:

(a) To communicate clear, precise guidelines or parameters to a coaching colleague whose services one wishes to retain on a temporary or permanent basis to assist, supplement or replace one's services currently being rendered and to communicate these parameters to the athlete and/or parent/s.

(b) To obtain authorization and clear, precise instructions from a coaching colleague as to what the coach wishes to be done with the athlete in the absence of the coach or agreed upon team coaching situation and do nothing to undermine the base coach/athlete and/or parent/s' relationship.

(c) To immediately advise a coaching colleague and seek confirmation from that coach that all undisputed coaching and/or related skating bills are paid or arranged to be paid to the reasonable satisfaction of the coach and/or club upon being approached by an athlete and/or parent/s who request to contract your services. This is to ensure that the proper procedure occurs when taking on a new athlete as a student.

The parent should have discussed the situation with the previous coach and informed him/her of the change to the new coach. All bills should have been paid to the former coach prior to coaching a new

Student*.*

1. **VIOLATION OF THE PROFESSIONAL COACHES’ CODE OF ETHICS**
	1. All violations are to be dealt with according to the Dispute Resolution Process of the Club involved and/or Section as specified in the CSE policy. Contact your Club or Section Office for a copy of theDispute Resolution Process to be followed.

**SKATE THOMPSON**

**POLICIES & PROCEDURES**

**APPENDIX E**

**Skate Thompson Executive**

**Positions and Duties**

The following are the positions available on the Executive of Skate Thompson (the “Club”). Executive meetings are held approximately once per month. An Annual General Meeting is held at the end of the skating season.

**President:**

* Non-voting member (unless vote is needed to break a tie);
* Chairs all Executive and General meetings;
* Oversees running of the Club, including hiring of coaches;
* Determines meeting agendas in consultation with the Vice-President;
* Seeks volunteers for committees and activities as required;
* Liaison between the Club and Skate Manitoba and Skate Canada;
* Contact for TRCC, together with Ice Scheduler;
* Has cheques and legal document signing authority; Signing authorities: President can sign with the Treasurer

**Past President: (this position is filled only in the year of a new President)**

* Non-voting member;
* Assists in running of the Club;
* Provides context and continuity from past skating seasons;

**Vice-President:**

* Voting member;
* Acts for President in President’s absence;
* Works with President in all aspects of the running of the Club, as requested;

**Secretary:**

* Voting member;
* Distributes notices and agendas for Executive and General meetings (usually, Executive meetings are called and agendas are distributed by email; Executive members that do not have email need to be telephoned or contacted in preferred method);
* Responsible for taking minutes at meetings – prepares minutes, submits minutes to President for approval, distributes approved minutes to Executive members, and submits minutes to Skate Canada Manitoba according to Skate Canada rules;
* Arranges (or delegates) pick up of Club mail from post office as required;
* Assists President with Club correspondence as required;
* Maintains Club meeting minutes and general information in the Storage Room at the TRCC in approved method;

**Treasurer:**

* Voting member;
* Responsible for safe control of all Club funds, including preparing and submitting budgets to the Executive, and keeping such records as are required for financial review;
* Makes and manages bank deposits, accounts payable and accounts receivable no later than on a biweekly basis, including issuing refunds and tax receipts in a timely manner;
* Ensures that receipt books are available as required;
* Has cheques and legal document signing authority; Signing authorities: Treasurer can sign with President
* Calculates skating fees and subsequent adjustments, with input from others.
* Responsible for payroll remittance;
* Works with Registration Chair to complete Child Tax Receipts;
* Prepares and distributes monthly financial reports for each Executive meeting;
* Prepares year-end financial statement for the Club, to be presented at AGM;

**Publicity Chair:**

* Voting member;
* Promotes details of Club skating programs and special events, as well as any achievements of the Club, skaters and coaches as required, including awards, competitions, and special recognitions; (*e.*g. Submits an article and photo of Club skaters to Thompson Citizen newspaper after each competition or special event)
* Maintains Club Web Site. Social Media (ea. Facebook, Instagram)
* Maintains bulletin boards, and makes recommendations for additional displays or changes to existing displays;
* Posts changes to regularly scheduled skating programs on bulletin boards, Web Site
* Produces and distributes promotional Club brochures, posters or newsletters as needed;
* Other public relations duties as required;

**Test Chair:**

* Voting member;
* Organizes and troubleshoots all aspects of Test days as required;
* Provides information to Clubs, skaters and parents about Test days and collects/submits fees,
* Recruits necessary support from members for Test days;
* Completes required information for Regional Judges Bureau Representative, judges, and other Skate Manitoba representatives in a timely manner;

**Coaches’ Representative:**

* Voting member;
* Position voted in by current Club Coaches
* Attends meetings representing all Club coaches;
* Relays information back to Club coaches;
* Assists executive in preparing programs etc.

**Registrar:**

* Voting member;
* Prepares registration materials, online registration maintenance;
* Acts as contact person for inquiries regarding costs, registration in and withdrawal from skating programs;
* Registers skating Club members in skating programs, or ensures that other Executive members are trained to take registrations;
* Takes a lead role in the Leisure Mart registration opportunity, recruiting other Executive members to assist as required;
* Arranges for other registration opportunities as required;
* Ensures that registrations and amendments are submitted to Skate Canada (via internet) in a timely manner, including Skate Canada insurance;
* Provides Executive with registration report numbers updates at each Executive meeting;
* Works with [[1]](#footnote-1)Treasurer to complete Child Tax Receipts,

**Ice Scheduler:**

* Voting member;
* Books ice time for Club, including special activities;
* Keeps record of ice time for the Club;
* Cancels ice time as required;
* Contact for TRCC, together with the President

**Fundraising Chair:**

* Voting member;
* Decides fundraising activities for the year;
* Oversees the running of the fundraising activities;
* Keeps track of volunteer hours in binder, as required;
* Recruits additional volunteers for specific fund-raising programs (*e.g.* Socials or Raffles)

**Rec Coordinator:**

* Voting member;
* Organizes orientation sessions with parents, with assistant of program coach;
* Orders recreational program supplies (record keeping tools, badges, flyers, posters, etc.) from Skate Canada National Office;
* Selects house parents for each program and teaches them their duties and responsibilities;
* Appoints program liaisons

**Member at large (4):**

* Voting member;
* Attends club meeting
* Supports club programs, and helps on committees as necessary
* Supports club Fundraisers
	1. The Club shall not be responsible for any damages, injury, or loss of property to any member, guest or visitor to the Club regardless of the reason or nature of such damage, loss or injury. Every member, guest or visitor shall use the Club facilities at his or her own risk. Money or valuables should not be left in the change areas. The Club shall participate in the Skate Canada Club Liability and Member Accident Insurance programs.
1. Meetings cannot be adjourned without primary and secondary motions arising from two voting members.
2. Voting will not take place through email. Reports and/or proposals can be placed through email as to shorten meeting times but no decisions will be made that affect motions.
1. [↑](#footnote-ref-1)