



# OSHAWA SKATING CLUB

Policies, Procedures, and Safety

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## OSHAWA SKATING CLUB Policies and Procedures

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## 1. Inclusivity Policy-

### Purpose

Oshawa Skating Club strives to have an inclusive, safe, and fun environment. This policy is to let our members know they are safe and accepted at our Club. As such all OSC members can rest assured that we take all member's safety seriously.

The club will ensure-

- 1) No person will be discriminated against for gender, sexuality, religion, race, ethnicity, or disability.
- 2) That the club does not tolerate bullying, discrimination, or hate speech.
- 2)3) To assist to ensure an equitable experience for all members. Please contact our Programs Chair at [programs@oshawaskating.com](mailto:programs@oshawaskating.com) to ensure we have all necessary information to ensure your skater has a fun and safe environment to learn.

If at any time you feel unsafe, discriminated against, or bullied please follow our Dispute resolution policy and notify the club as soon as possible. All OSC members deserve to feel safe and welcome.

## 2. Dispute Resolution Policy-

This policy is to ensure the skaters, coaches, parents, and volunteers have a safe and comfortable environment. All Oshawa Skating Club members are ensured to have a respectful, inclusive, and safe environment. The Club has zero tolerance for harassment and bullying. All members must read and comply with Skate Canada's Code of Conduct. Oshawa Skating Club ensures to handle each dispute as laid out within this policy.

- 1) Submit your dispute in writing to the Membership Chair at [membersrep@oshawaskating.com](mailto:membersrep@oshawaskating.com). The volunteer will acknowledge receipt of the dispute and let you know the Safe Sport Committee will be looking it over to begin.
  - a. You may be requested to clarify your desired outcome.
- 2) Once the committee has assessed the dispute, meetings will be held with both parties involved separately. The member the dispute is against will be given a copy of the dispute, so they know why they are being requested to have a meeting.
- 3) At this point the committee will bring the dispute to the Board for further instruction. There are a few ways the dispute can proceed.
  - a. A discussion between parties, with a Club mediator, to come to a mutually agreeable solution.



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- b. further investigation by the Club, to which point there may be a suspension of membership until a decision can be made.
- c. Escalate dispute to Skate Ontario if the Board feels it has a conflict of interest or that it needs to be escalated for stronger penalties or further investigation.
- d. The Board reserves the right to contact police if the situation warrants it.

The goal of dispute resolution is to come to a mutually agreeable solution with help from our Safe Sport Committee.

### Member Disciplinary Actions-

The Board Reserves the right to penalize members that do not follow the Club's operational documents, and Skate Canada's Code of Conduct. All Members penalized will be classified as being in "Bad Standing"

- 1) Nonpayment of fees- No communication, no payment, still skating
  - a. Suspension of membership, at members expense, until fees are paid
- 2) Investigation into discrimination, harassment and bullying-after interview, and finding some reason to further investigation
  - a. Suspension of membership, at members expense, until investigation is complete, and membership is either reinstated or removed completely.
- 3) Skate Canada Code of conduct breach-
  - a. Removal from session for yelling, coaching from Boards, and disrupting the session. If behavior continues after first removal, there will be no ability for the offending member to watch sessions or events
  - b. Suspension of membership indefinitely

### 3. Financial Transparency Policy-

The Club ensures to work conservatively while making budgets and working "within our means". The Board of Directors will be transparent with financials and review financials quarterly to ensure they operate within the budget and if changes need to be made to allow fiscal responsibility.

Fees are determined by the Board. The formula is as follows.

- 1) Sessions Fees are based on a base fee for a 50-minute session, which is then divided into smaller amounts to add extra for longer sessions.
  - a. IE.  $\$20.00$  (base fee)/ 5(for 10-minute fee) =  $\$4.00$  for 10 minutes
  - b. IE.  $\$20.00$  (base fee)/ 10(for 5-minute fee) =  $\$2.00$  for 5 minutes
  - c. IE.  $\$20.00 + \$4.00 + \$2.00 = \$26.00$  for a 65-minute session
- 2) StarSkate Group lessons get a small fee per lesson on the session.
  - a. IE.  $\$1.00$  per group lesson
  - b. IE.  $\$26.00$ (65 Minute Session) +  $\$2.00$  (2 group lessons) =  $\$28.00$  for a session
- 3) All fees are charged for number of sessions.
  - a. IE. 19 (sessions available) x  $\$28.00$  (session fee) =  $\$532.00$ (for whole season)



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### Extra yearly Fees-

- 1) Oshawa Skating Club Membership Fee- This fee is your Club membership fee used to help with general running of the Club, including but not limited to
  - a. Banking fee, transaction fees, registration fees
  - b. Website, email, and other general management needs
- 2) Fundraising fee- The Club depends partially on fundraising
  - a. Fee is done in exchange with a booklet of tickets, chocolates or another product at equal cost in which the member can sell to recover the fee or can choose not to sell it.
- 3) Skate Canada Fee- This fee is a flow throw fee. This the members registration with Skate Canada and Skate Ontario.
  - a. 50% stays with Skate Canada, the other 50% goes to Skate Ontario
  - b. This fee includes your skater's insurance.
- 4) Safe Sport Fee-Is sometimes included with the Skate Canada Fee.
  - a. This fee covers Safe Sport in our Club
  - b. This ensures all our members have a safe, inclusive, and comfortable environment.

### Volunteer Recognition-

- 1) Program Assistants-
  - a. Will receive \$3.00 an hour towards Club fees, unless the volunteer is working towards School volunteer Hours, up to 40 hours.
  - b. Volunteers will receive a gift related to the sport of their picking.
  - c. Volunteers who are not Club sessions participants will receive a Gift Card in an amount of the Board's choosing, unless they are receiving School volunteer Hours.
  - d. All recognition will be done at the Club's Awards Banquet.
- 2) Event Volunteers-
  - a. Will receive free event admittance, if tickets are limited, they will be instructed where they can watch from.
  - b. Skaters participating in event, IE. Seminar, still pay the fee to participate.
  - c. Any additional recognition will be done at or just after the event.
- 3) Board of Directors-
  - a. Board Members get the same recognition as general members
  - b. Long meetings may require meals and refreshments
  - c. The Club can buy jackets and other Club Merchandise for better recognition at the rink. For transparency, to make Directors recognizable at events and sessions.
- 4) Club Awards-
  - a. Program Assistant of the Year- name on Club trophy, keepsake trophy, flowers
  - b. Program Assistant Excellence- name on plaque, Keepsake trophy, flowers
  - c. Volunteer of the Year- name on Club trophy, keepsake trophy, flowers

### Skater Recognition-

- 1) Club Awards- Qualifications in Awards
  - a. Canskate of the Year- Gold Medal-Name on club plaque
  - b. CanSkate Excellence- silver Medal each



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- c. PreCanSkate Shining Star- Silver medals
  - d. PreStarSkate Excellence- Silver medals
  - e. Hockey Skills Excellence- Silver Medal
  - f. Adult LTS Excellence- Gold medal
  - g. Teen LTS Excellence- Gold medal
  - h. Don Jackson Award- Name on Club trophy, Keepsake Trophy, flowers
  - i. Stephanie Gaetz Award- Name on Club trophy, keepsake trophy, flowers
  - j. Always Smile Award- Name on Club trophy, keepsake trophy, flowers
  - k. Osborne Colsen Award- 1 main award, 2 sub awards
    - i. Best Artistic Award-(Main Award)- name on Club trophy, keepsake trophy, flowers, and \$100 OSC scholarship (gift certificate for Club skaters, cheque for non-Club skaters)
    - ii. Developing Artistic Award- (Secondary Award) name on Club trophy, keepsake trophy, flowers, and \$50 OSC scholarship
    - iii. Beginning Artistic Award- (Secondary Award) name on Club trophy, keepsake trophy, flowers, and \$50 OSC scholarship
- 2) Gold and Diamond Test Completion Recognition-
- a. First Gold Test- name on Club trophy, Gold test certificate, SC gold pin for discipline, OSC pendant, flowers
  - b. Second and third Gold Test- name on Club trophy, Gold test certificate, SC gold pin for discipline, flowers
  - c. Forth Gold Test- name on Club trophy, Gold test certificate, SC gold pin for discipline, personalized framed photo, flowers
  - d. Diamond Test- A Special engraved Resin diamond, SC Diamond pin, flowers
- 3) Bursaries-
- a. Provincial/Sectional Competition Qualify & Compete- \$125.00
  - b. National Competition Stage 1 Qualify and Compete- another \$125.00
  - c. Skate Canada Nationals, Stage 2, Qualify and Compete- another \$125.00
  - d. International Competitions- Board to decide amount

## 4. Session Safety Policy-

### All Members- On and Off Ice

- 1) Skates may not be put on in the lobby. Campus Ice Centre and Delpark Homes Centre requires all skaters to use the assigned dressing rooms for changing into skates and skating attire. **Check the change room number on the TV screen as you enter the arena.**
- 2) The City of Oshawa requires all skaters, parents and coaches to adhere to fire evacuation policies. If the alarm is sounded all individuals must evacuate immediately from the building by the nearest exit and may not re-enter until the Arena staff informs them that the hazard has been cleared.



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- 3) The City of Oshawa requires that all skaters exit the ice when the Zamboni door opens, or the buzzer is sounded. They may not enter the ice surface until the Zamboni door has been fully closed.
- 4) No parents or guardians should be coaching, lecturing, or encouraging from the boards, only coaches and program assistants can coach skaters

### **CanSkate Sessions-** Includes, PreCanSkate, Hockey Skills, PreStarSkate, Adult/Teen Learn to Skate

- 1) Please try to have only one parent/guardian in the change room to avoid overcrowding.
- 2) No banging on glass or yelling from off- ice. Skaters need to concentrate on the instruction and be aware of their surroundings, distraction can cause injury.
- 3) Please do not open doors once closed, if you need assistance, please go to the CanSkate table.
- 4) Do not enter the players box, it is for emergencies, and off ice volunteers to assist on ice coaches if needed.
- 5) Please move to the stands, or seating area, away from the player's box. This area is our area to evacuate the skaters in ~~cause~~ of emergency.
- 6) Maximum number on a session is 60 skaters... each session max may be different based on coach availability, PA availability. Our sessions are 1 coach to 10 skaters with PA's assisting, the Club could change ratios at any time.

### **StarSkate Sessions-** Figure Skating

- 1) Skaters need to be aware at all times of their surroundings to avoid serious collisions. Priority of right of way shall be as follows whenever possible:
  - a) **skaters with music**
  - b) **skaters in lesson**
  - c) **all other skaters**
- 2) Due to on ice skater safety issues, parents are not permitted to coach, teach, ~~lecture~~lecture, or encourage at the Boards. Interrupting focus during a moving session is considerably dangerous. Parents may enjoy watching their skater from the lobby or the stands.
- 3) Skaters should commit to an energized work ethic that enhances the training environment. Please do not socialize with skaters or coaches' mid ice.
- 4) Lying on the ice is a signal ~~of you are~~ injured. Please be sure to ~~keep~~be moving or step off the ice if you need a break.
- 5) Maximum number on the ice during a session-
  - a) Single level session- 23 skaters
  - b) 2 level session- 18 skaters
  - c) OPEN session- 15 skaters

### **Playing Music**

- Solos will be played on a rotational basis during free skate. ~~Only coaches may play music except on the Session D, where~~ Sskaters may request music but are given second priority to coaches'





requests. With coach approval Skaters may change the music, only 1 skater in music box at a time.

## 5. Assessment Day Procedure-

- 1) Coach assessed Tests-
  - a. Skater/Parent will be told about the assessment. Payment made in cash or cheque. Electronic payment is an option, but proof of payment must be given to the coach to put in the envelope to avoid delay of assessment submission.
  - b. Envelopes will be available in the office, the coach will put completed test, and payment in the envelope. Completed envelopes should be put in the office in the Assessment Chair's slot, or the locked drop box.
  - c. Coaches should update their skater's completed tests in Uplifter. To avoid skaters not being able to sign up for their new level session, until all tests are up to date.
- 2) High Assessment days- STAR 6-10, Gold, Diamond
  - a. The Skate Canada STAR program includes tests in skating skills, free skating, artistry, and dance.
  - b. High assessment days are determined by the Club Executive and approved by the Skate Ontario Section (SO). STAR 1-5 tests are done during skating sessions.
  - c. For a skater to participate in an assessment, the skater must have a current registration number, must have assessment fee(s) prepaid and must meet eligibility requirements that have been verified prior to the test.
  - d. Four weeks prior to Club assessment day:
    - i. Coaches submit preliminary assessment lists (skater names & tests to be tried) to the Assessment Chair.
  - e. Two weeks prior to Club assessment day:
    - i. Final assessment lists are verified by the coaches.
  - f. One week prior to Club assessment day:
    - i. The assessment day schedule will be posted.
    - ii. Assessment times are arranged around the availability of the judges/evaluators.
    - iii. Forms of acceptable payment (cash, cheque, money order).
  - g. Should a skater withdraw from an assessment(s) within fourteen days of the assessment day and/or after the final assessment schedule has been posted, all test fees are deemed due and payable.
  - h. Assessment Day:
    - i. Skaters should arrive at least one hour before their scheduled test time – except for the first test of the day where 15 to 20 minutes is sufficient.
    - ii. Assessment fees are due – must be given to the Assessment Chair or placed in an envelope with skater information in the locked drop box at arena reception.
    - iii. Assessment fees must be paid before a skater is allowed to test.
    - iv. After testing, skaters will receive written documentation on how well the assessment tried was performed.
  - i. Out of Club Testing
    - i. Must be arranged through the Assessment Chair.



- ii. Written permission must be received from the home club Assessment Chair.
- iii. A fee will be charged per requested test

## **6. Club Communication**

### **Responses to Members queries**

- 1) Acknowledgement of member communications shall be made within 48 hrs directly to the member. Where a ruling is possible based on existing OSC policy, such ruling will be communicated to the member within 3 business days. Where a member request requires a new policy or an interpretation of an existing policy, the President of the OSC will decide, in his/her sole discretion, to place the item on the agenda for an upcoming Board meeting, if the request is received at least 2 business days prior to a planned Board meeting; defer the matter to a future Board meeting if received after 2 business days prior to a planned Board meeting; or convene an emergency meeting of the Board within permissible time frames.

### **Responses to Coaches queries**

- 1) Acknowledgement of coach's communications shall be made within 48 hrs directly to the coach. Where a ruling is possible based on existing OSC policy, such ruling will be communicated to the coach within 3 business days. Where a coach's request requires a new policy or an interpretation of an existing policy, the President of the OSC will decide, in his/her sole discretion, to place the item on the agenda for an upcoming Board meeting, if the request is received at least 2 business days prior to a planned Board meeting; defer the matter to a future Board meeting if received after 2 business days prior to a planned Board meeting; or convene an emergency meeting of the Board within permissible time frames.

### **Notifications and emails-**

- 1) Please keep an eye on your email.
- 2) All updates and news about your session will be sent to you as soon as possible.
- 3) You may opt out of emails, but you may miss vital information about your sessions or upcoming events, including but not limited to session changes, safety information, carnival and fun events.

## **7. Privacy Policy**

- 1) All participant information is confidential to the Club. Board and Coaches sign a Confidentiality Agreement. Appendix A of this policy.



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- 2) The Club is required to share information with the City of Oshawa, Skate Canada, [Skate Ontario](#), and surrounding Club's for Assessment Days, and registration.
  - a. City Of Oshawa
    - i. Participant Name
    - ii. Address with City
    - iii. Birthdate
    - iv. Session registered for
  - b. Skate Canada & [Skate Ontario](#)-For registration
    - i. Participant name
    - ii. Address with postal code
    - iii. Email address
    - iv. Birthdate
  - c. Other Skating Club's-only if requested.
    - i. Skate Canada Number
    - ii. Account Standing- if member is in good or bad standing. As outlined in the Dispute Resolution Policy
    - iii. Participant's Coach



## Appendix A- Privacy Policy

### Confidentiality Agreement

The preservation of confidential information regarding club member matters and other confidential information relating to the business of the Oshawa Skating Club is crucial to ensure the integrity of the club and must be maintained by all executive members and directors, always including ex-officio executive members and non-board members of board committees.

“Confidential information” means all information obtained, in any form, in my role as a member of the Oshawa Skating Club.

The following confidential information, if disclosed outside of the OSC Executive, has the potential to cause harm to a member, coach or Oshawa Skating Club itself and therefore must be kept in the strictest of confidence.

- fiduciary and business matters
- member, executive, or coach personal information
- coaching disputes
- discussions between members of the executive

If a member has any doubt as to whether or not certain information is confidential, he/she shall obtain direction from the Board Chair.

I, \_\_\_\_\_ acknowledge that I have read and understand this agreement and will hold in confidence all club matters that come to my attention in my role as a member of the Oshawa Skating Club.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date



## 8. Conflict of Interest Policy

### Purpose

This Policy has been developed to address the need for Oshawa Skating Club (OSC) to avoid conflicts of interest at all levels of operation, including in the actions of the organization, in decisions of committees and the Board, and in the work of the professional staff.

This OSC Conflict of Interest Policy is part of the overall code of ethics and position descriptions for the directors, committee members and trustees who are involved in OSC activities.

### Application

This Policy applies to:

- every member of the ~~OSCSO~~ Board of Directors (Board)
- every member of any committee (which includes sub-committees ~~and task forces~~).

This Policy applies regardless of whether the director or committee member is an employee, contractor, official, coach, athlete, volunteer, or vendor.

### Obligations of Directors and Committee Members

Understanding conflict of interest requires some understanding of the general duties of directors and committee members.

Directors are fiduciaries, meaning that they owe a duty of good faith, skill, and care.

Generally, directors must, always:

- act honestly and in good faith, in the best interests of the organization;
- exercise their powers properly, and their discretion reasonably;
- exercise their powers and discretion for the purpose for which they are conferred; and avoid conflict of interest.

While committee members are not always fiduciaries, the organization still requires that its committee members, always:

- act honestly and in good faith, in the best interests of the organization;
- exercise their powers properly, and their discretion reasonably;
- exercise their powers and discretion for the purpose for which they are conferred; and avoid conflict of interest

**The Duty to Act Honestly and in Good Faith** - Acting honestly and in good faith means that the director or committee member is not seeking to gain an advantage for themselves, or for someone else; is not intending to deceive anyone and is not blindly following the lead of others on the Board or the committee.



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**The Duty to Properly Exercise Powers** - Properly exercising powers conferred on the director or committee member means the person is not acting upon some personal “hidden agenda” but is exercising his or her powers for legitimate purposes which serves the best interests of the organization.

**The Duty to Avoid Conflicts of Interest** - Conflict of interest arises when a person has (or could have) divided loyalties. Directors and committee members owe the organization their undivided loyalty.

Therefore, they need to be conscious of the potential for conflict of interest, and they need to act with candor and care in those situations.

“Avoiding” conflict of interest does not mean that a director or committee member will never be in a conflict-of-interest position - it means that when the person is (or could be) in a conflict-of-interest position, the situation is disclosed and properly handled.

It is important to remember that conflicts of interest arise naturally, and often, in ordinary circumstances. There is nothing inherently wrong or illegal about the mere existence of a conflict of interest involving a director or committee member. The mere existence of a conflict of interest does not automatically reflect badly on the integrity of the director or committee member, or the integrity of the Board or the committee. Conflicts of interest only become problematic if the director or committee member, or the Board or committee, fail to disclose the conflict of interest, or fail to deal with the situation properly.

Avoiding conflict of interest, in the narrow sense, means putting the duty to the organization ahead of any other interest or duty.

Generally, conflict of interest in this narrow sense, arises when the director or committee member (or a person, company, or group associated with the director, committee member or trustee) wants to obtain some benefit (financial, professional, personal, or otherwise) from the organization.

Avoiding conflict of interest, in the broader sense, means that the director or committee member must assess his or her views and proposals in light of their benefit to the organization. Every director or committee member should contribute his or her unique skills and perspective, and his or her honest views, to any Board or committee discussion. However, when it comes to decision-making, the person’s actions will be judged in terms of the benefit to the organization.

For example, a committee member who is a coaching representative is entitled - and expected - to bring the coaching perspective to the table. However, when that member is called upon to make a committee decision, he or she must give priority to the best interests of the organization, even if that means the decision being made is not in the best interests of the coaching “constituency”.

**Need to Avoid both Actual and Perceived Conflicts of Interest** - A conflict of interest may be actual and obvious. Most commonly, this will arise when the director or committee member has a material interest in a proposed contract or transaction to which the organization may be a party.

This material interest may arise directly because the director or committee member is personally involved with the contract or transaction. Or, the material interest may arise more indirectly, because the director or committee member has an employment or investment relationship with the entity dealing with the organization, or because of some family or other personal relationship.

Material interest is generally interpreted to mean an interest which is sufficient to result in some benefit - even a minimal one - to the director or committee member. Usually, although not always, that benefit is (directly or indirectly) a financial one.

The corporate laws which govern OSC and other organizations impose certain disclosure obligations on a director who is in any way, whether directly or indirectly, interested in any contract or proposed contract with the organization. Those same laws require the director to abstain from any discussion, debate and vote related to the contract or proposed contract. (Because committee members can also find themselves in these types of conflict situations, under this Conflict-of-Interest Policy, OSC applies the same rules to directors and committee members.)

There can be serious legal consequences when such “legal” conflicts of interest are not properly handled. For example, the decision about the contract may be vulnerable to court challenge, and insurance protection under Directors and Officers (D&O) insurance may be placed in jeopardy, if an undeclared conflict leads to a lawsuit.

Sometimes, even though there may be no “legal” conflict of interest, there is still potential for the reasonable **perception** of a conflict of interest, when viewed from the perspective of an objective outside observer.



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For example, if a committee is considering which skaters to nominate to a list for skater development sessions, and one of the skaters belongs to the same club as one of the members, an objective outside observer might expect the committee member to be biased toward that skater. In that case, even if the committee member in fact has no actual bias, there is a potential for the perception of a conflict of interest. Whether the perception is reasonable or not in each situation will depend on the facts and circumstances, including what is “at stake” in the decision being considered.

Again, there can be serious consequences when a reasonable perception of a conflict of interest exists, and the situation is not properly handled. The integrity of the Board or committee may be undermined, and their decision may also be vulnerable to court challenge, if the conflict is not properly handled. For all of these reasons, the rules set out below for awareness, disclosure, objective review, and resolution of disputes must be followed by all directors and committee members.

### Awareness

All directors and committee members must be vigilant to identify:

- whether they have any material interest in the contract or transaction which is being considered by the Board or the committee (legal conflict of interest)
- whether, even if there is no legal conflict of interest, there is some other factor which does, or could, prevent them from exercising objective judgment (potential conflict of interest)
- whether, even if there is no potential conflict of interest, there is some other factor which might give an objective outside observer a reasonable basis to perceive that the director, committee member or trustee might not exercise objective judgment (reasonably perceived conflict of interest).

### Disclosure

**Financial** - A director or committee member who is employed by, performing services for or has a financial interest in any business enterprise doing business with or seeking to do business with SO or an SO Club/skating school, has a general and ongoing duty to disclose that interest in writing to the President/Chairman of the Board (in the case of directors), to the Committee Chair (in the case of committee members), or to Board (in the case of a President/Chairman of the Board)..

**Legal Conflict of Interest** - Where a director or committee member has a legal conflict of interest, the person must disclose that interest as soon as possible to the President/Chairman of the Board (in the case of directors), to the Committee Chair (in the case of committee members), or to the Board (in the case of a President/Chairman of the Board).by completing a Declaration of Conflict of Interest in the form set out in Appendix “A” to this policy..

The interest must be disclosed in sufficient detail to allow the recipient to understand the nature and scope of the interest.

In some cases, the director or committee member may have a legal conflict of interest but be unable, because of duties to others, to disclose the full nature and scope of the interest. In that case, the person must still complete and submit the Declaration of Conflict-of-Interest form, and at least disclose that an unidentified interest exists.

**Potential or Perceived Conflict of Interest** - Where a director or committee member has a potential conflict of interest, or there is some basis for a perceived conflict of interest, the person must at least disclose that interest to the Board or the committee, in sufficient detail to allow the other directors or committee members to understand the nature and scope of the interest.

The Chair of the Board or the committee may then require the director or committee member to complete a Declaration of Conflict of Interest form (Appendix A) and submit it to the President/Chair of the Board or his/her designate (in the case of directors), to the Committee Chair (in the case of committee members), or to the Board (in the case of a President/Chairman of the Board).

### Objective Review

Objective review means that only those directors or committee members who are objective and disinterested can participate in a decision being made by the Board or committee.



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When a director or committee member has disclosed a conflict of interest in a matter and is found to have a legal, potential or reasonably perceived conflict of interest in a matter, then that director or committee member is not “disinterested” and must not participate in or influence the discussion, debate or vote relating to the matter.

Where a decision/direction regarding the conflict of interest is obtained under the Resolution Process (see section 7 of this policy), the decision/directions must be implemented.

In many circumstances, it will be appropriate that the director or committee member who has the conflict of interest physically removes themselves from the room, while the matter is being discussed, debated and voted upon.

However, having had the conflict or potential conflict declared, the Chair of the Board or committee, in consultation with the Board or committee, may decide/recommend that the director or committee member may participate in all or any part of the discussion but shall not vote.

The minutes of the Board or committee meeting should record the director's or the committee member's absence from the discussion and debate, and his or her abstention from any related votes (or compliance with the decision/directions obtained under the Resolution Process, as the case may be).

### Resolution of Disputes

The awareness and disclosure rules must always be followed. However, SO recognizes that it is not always clear whether a particular fact situation does or does not amount to a legal, potential or a reasonably perceived conflict of interest. In addition, it is not always clear what steps should be taken to deal with the conflict of interest.

In such cases, once a dispute about a possible conflict of interest arises, the applicable Resolution Process should be initiated as soon as possible to determine what actions should be taken to address the possible conflict. The time frames to be followed must be reasonable, in all the circumstances.

The following Resolution Process applies where the director or committee member is acting at the level:

- a) The recipient of the Declaration of Conflict-of-Interest form shall consult with the OSC President with respect to the nature of the possible conflict, and what actions should be taken to address it.
- b) As part of this consultation process, the director or committee member may be required to provide additional information concerning the nature of the conflict of interest.
- c) The President shall communicate a decision/direction regarding the conflict of interest, in writing, to the director or committee member, and to the Chair of the Board or the Chair of the committee in question.
- d) If the director or committee member, or the Chair of the Board/President or the Chair of the committee in question, object to the decision/direction, then a written letter stating the reasons for the objection must be delivered to the Board.
- e) Upon receiving a letter of objection, the Board shall appoint an independent advisor to review the matter.
- f) As part of this review process, the director or committee member may be required to provide additional information to the independent advisor.
- g) The independent advisor shall deliver to the Chair of the Board/President or the Chair of the committee in question or his/her designate(s) their recommendations regarding the conflict of interest, in writing, within 15 days of being appointed.
- h) The OSC Chair of the Board/President, or his/her designate(s), or the Chair of the Committee, shall communicate a decision/direction regarding the conflict of interest, in writing, to the director or committee member, within 5 days of receiving the recommendations of the independent advisor.

### Breach of this Policy

Any breach of this Conflict-of-Interest Policy (including the failure to abide by any final decision/directions obtained under the Resolution Process) is a disciplinary matter to be dealt with under the OSC Dispute Resolution Policy.





**Appendix “A” Conflict of interest Policy**

**Declaration regarding Conflict of Interest**

I have read OSC’s Conflict of Interest Policy, and I agree to be bound by the obligations contained therein. I commit to avoid any real or perceived conflict of interest to the best of my knowledge and belief and I commit to disclosing the existence of any real or perceived conflict of interest in accordance with the Conflict-of-Interest Policy as soon as it is known to me.

I declare the following interests which may represent a real, perceived or potential conflicting interest:  
I also pledge to inform OSC in accordance with the Conflict-of-Interest Policy of any other member of the organization who I feel is in a position of any real, perceived or potential conflict of interest.

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Name: (Please Print) \_\_\_\_\_

Signed: \_\_\_\_\_



## 9. Registration

- 1) All forms, schedules and registration information can be found on the OSC web site:  
<http://www.oshawaskating.com>.
- 2) Registration of a skater is completed as soon as you complete it on Uplifter. A space has been set aside for your child. You are responsible for payment once registration online is completed.
- 3) Registrations must be received to ensure the Club's liability waivers have all been signed.
- 4) Payment can be made in full on the Club's On-Line System, by E-transfer, cash, or post-dated cheques will be accepted. The post-dated cheque schedule is as written in the registration invoice and under your membership account on Uplifter. Any cheque returned to the Club will have an NSF charge of \$25.00. Any member whose dues are NOT in good standing, as laid out with our Dispute Resolution Policy, will not be able to test or skate.
- 5) For Refund and credit information please read our Refund Policy.
- 6) The Club Executive, in conjunction with the skater's coach, may request a skater move sessions due to skater test record or membership session numbers.
- 7) All skaters' requests for skating on a session the skater is not qualified for need to be put in writing and submitted to the Executive for consideration. These requests will be considered individually.
- 8) The OSC reserves the right to alter the qualifications required for each session based on numbers of registrants on the sessions in order to balance the overall program and provide a safe learning environment for the skater.
- 9) Skaters who would like to skate on a session for which they have not registered (Oshawa Skating Club session members) must receive prior approval from the Membership Chair.



## Appendix A- Registration Policy

### Registration Waiver

Thank you for registering with the Oshawa Skating Club. We look forward to a great season!

The Oshawa Skating Club reserves the right to change scheduling, requirements, or cancel sessions at any time without notice. Please check our website [oshawaskating.com](http://oshawaskating.com) regularly.

\*Please note payment is due ON/BY the skaters first session prior to entering ice. Nonpayment may result in a missed session at skater's expense.

Please Note: All fees that accompany registration are Non-refundable. Please read our refund policy.

~~Please Note: Families that qualify for the 10% "Family Discount (3rd + Participant (s))" will receive this discount AFTER their registration is processed. Please allow adequate time.~~

There is a \$25.00 fee for returned payments. We apologize for any inconvenience.

We accept Credit Card online, e-transfers ([etransfers@oshawaskating.com](mailto:etransfers@oshawaskating.com)), cash, and cheque payments.

Lack of payments can result in becoming a member in bad standing. A member in bad standing is unable to continue skating, testing, or competing until their account is back in good standing. Overdue accounts will be charged interest at a rate of 2% per month.

Accepted on: \_\_\_\_\_

For: \_\_\_\_\_

By: \_\_\_\_\_



## 10. Structured Sessions

- 1) Members who have completed their Gold Test in Dance or who certify to the Board in writing that they are undertaking no form of ice dance instruction during the current skating year may receive permission, at Board discretion, to work on step/footwork sequences during the dance portion of structured sessions. Should a member commence ice-dance instruction at a later point in the year, the member should so advise the Board and will be expected to participate during the ice-dance portions of the structured sessions. Changes to the structured sessions, may be made with all the coaches on that session's approval.
- 2) StarSkate Sessions will include-
  - a. A Session-
    - i. 3 group lessons
  - b. B Session-
    - i. 2 group lessons
  - c. C Session-
    - i. 1 group lesson
  - d. D Session-
    - i. 1 group lesson

### 3) Structured sessions are...

- a. Stroking-every session- builds control, endurance, and stance
- b. On a rotational bases-
  - i. Skills
  - ii. Dance
  - iii. FreeSkate- Jumps
  - iv. FreeSkate- Spins
  - i.v. Synchronized Skating

## 11. Guest Skate

- 1) Club starskate/competitive members may request to guest skate on any session they are qualified for, but not registered for, the member's coach should request the skate 48 hours prior to the desired session to [membersrep@oshawaskating.com](mailto:membersrep@oshawaskating.com)
  - a. Once approval is received go into your member's account and purchase a member's guest skate ticket.
  - b. Bring the ticket, either printed or an electronic copy, and present it to a coach or director for it to be redeemed.
  - c. Payment can be made by cash, cheque, e-transfer, or credit card online. Please put cash or cheque in an envelope with name and date guest skate.
  - d. There is a 10-guest skate ticket book available at a discount. Each ticket will be \$3.00 off the regular price.



## OSHAWA SKATING CLUB Policies and Procedures

- 2) Out of Club members may request an opportunity to guest skate at the OSC with prior approval. Your request must be made 72 hours in advance in writing to [membersrep@oshawaskating.com](mailto:membersrep@oshawaskating.com)
  - a. Once approved, please register on our registration site, and purchase a Non-Member Guest skate ticket
  - b. Bring the ticket, either printed or electronic, and present it to a coach or director for it to be redeemed.
  - c. Payment can be made by cash, cheque, e-transfer, or credit card online. Please put cash or cheque in an envelope with name and date of Guest Skate.

### **12. Program Assistant's Program-**

- 1) Program Assistants are volunteer Oshawa Skating Club members who are age 10, or by coach discretion.
- 2) PAs are in our StarSkate sessions and/or community members with skating ability
- 3) They aid professional coaches during CanSkate.
- 4) Program Assistants will earn credits towards next season's skating fees or volunteer hours. All Program assistant's recognition is laid out in our Financial Transparency Policy.

### **13. Jump Harness-**

- 1) All participants MUST sign the Jump Harness waiver to use the harness. (Appendix A of this policy)
- 2) Only 1 skater WITH a coach at a time may use the harness.
- 3) Please pay attention for skaters in the harness or skating around the harness.
- 4) Participants use the harness at their own risk.
- 5) The Club will conduct a harness safety inspection yearly to ensure safety.



## Appendix A- Jump Harness Policy

### Harness Waiver

Oshawa Skating Club coaches may utilize the OSC Harness for training jumps on-ice. I hereby grant permission for my child(ren) to be taught in the OSC Harness and will not hold OSC responsible for any injuries because of the safe operation of the Harness.

Accepted on: \_\_\_\_\_

For: \_\_\_\_\_

By: \_\_\_\_\_



## **14. Photography Policy-**

- 1) The Club has a Photography Waiver. (Appendix A of this policy) The club needs permission to take photos.
- 2) The Club will use photos for advertising, promotion, social media and our website.
- 3) Copies of photographs are available upon request for a fee.
- 4) Any pictures of skaters who did not sign the waiver will not be posted or used.
- 5) Parents are asked to not video tape or take photos during sessions, in case you take pictures of other children.



## **Appendix A- Photography Policy**

### **Photography Waiver**

The Oshawa Skating Club periodically uses both photographers and videographers to capture marketing and promotional material. I hereby acknowledge that my child(ren) or myself may be photographed/recorded during on-ice and off-ice sessions and permit OSC to use images of my skater for promotional purposes and social media.

Accepted on: \_\_\_\_\_

For: \_\_\_\_\_

By: \_\_\_\_\_





## 15. Social Media Policy

The purpose of this policy is to safeguard the organization's integrity, image and branding and is applicable to all Oshawa Skating Club stakeholders. This policy is not intended to interfere with the private lives of our employees, volunteers, board or members or impinge on the right to freedom of speech. As representatives of Oshawa Skating Club, all parties are required to exercise good judgment in their use of social media and conduct themselves in a responsible and respectful manner when contributing and interacting in online spaces. "Social media" should be understood in its broadest interpretation to include but is not limited to Facebook, Twitter, Instagram, YouTube, blogs, electronic newsletters, online forums and other sites and services that permit users to share information with others in a contemporaneous matter. Official use refers to anyone posting on behalf of the organization, with any form of Oshawa Skating Club in their username or description. Personal use refers to posts about Oshawa Skating Club through a personal, non-affiliated account of an employee, volunteer, board or Club member. Oshawa Skating Club employees, volunteers, board and club members are free to publish or comment via social media in accordance with this policy.

### Guidelines:

- 1) The purpose of using social media channels on behalf of Oshawa Skating Club is to support the organization's mission, goals, programs, efforts and events, including news, information, content and objectives
- 2) When posting on behalf of the club, refrain from reporting, speculation, discussion or giving opinions on Club topics or personalities that could be considered sensitive, confidential or disparaging
- 3) Confidential or proprietary information that has been shared with you should not be publicized on social media channels
- 4) As in all communications, the employees, volunteers, board and club members should be consistent in their message when posting about the club. Users are not permitted to post information, photos or other representations of inappropriate behaviour, or items that could be interpreted as demeaning or inflammatory. All communications will be respectful of others. This includes the obvious (no ethnic slurs, offensive comments, defamatory comments, personal



## OSHAWA SKATING CLUB Policies and Procedures

insults and obscenity) but also proper consideration of privacy of objectionable topics, such as politics and religion.

- 5) Posters are encouraged to tag the accounts of athletes and coaches, along with images, provided the action does not release any personal information the subject does not already have on their account/handle
- 6) Oshawa Skating Club's social media channels are to be used for positive interaction. Refrain from posting negative or critical comments about or relating to athletes, officials, coaches, staff or organizations.
- 7) When posting on behalf of the club, professionalism and quality must be maintained. This includes the use of proper grammar, syntax, style and accuracy of information in all posts. All communications should adhere to the brand guidelines and established online voice of Oshawa Skating Club.
- 8) Posters will not use social media to promote goods or services not affiliated with Oshawa Skating Club.
- 9) Material posted on Oshawa Skating Club media platforms that does not follow the Social Media Policy, will be promptly removed or the individual who posted on an affiliated account will be asked to remove said post. It is not the intent of the Club to police accounts, so please, stay positive, humble and professional.

### **Guidelines for posting:**

If you see a misrepresentation of Oshawa Skating Club in the media, you may point it out and report it to the Club staff. Conversations are encouraged, but if you feel the values of the Club are being contradicted, please address the issue immediately.

If an error is made, correct it quickly and if you modify an earlier post, make it known that you have done so. If accused of posting something incorrect, seek official response from the department which the issue concerns and correct immediately.

Recommendations to effectively promote Oshawa Skating Club across social platforms:

- 1) Encourage others to share Club content
- 2) Use relevant hashtags
- 3) Keep content fresh
- 4) Use photos and videos to increase interaction on posts
- 5) Include links to websites or other external posts
- 6) Respond to comments in a timely manner and in a positive fashion
- 7) Pose questions to stimulate discussions
- 8) Commenting and retweeting is important, but don't flood timeline
- 9) Send messages to multiple channels (e.g. an Instagram post to Twitter)

## **16. Board/Committee Code of Conduct**

This Code of Conduct applies to all executive members and directors, including ex-officio executive members and non board members of board committees.



## OSHAWA SKATING CLUB Policies and Procedures

- 1) Respect the confidentiality of all information obtained, in any form, in your role as a member with the Oshawa Skating Club and as outlined in the OSC Confidentiality Agreement. Understand that any breach of confidentiality will result in the immediate termination as an executive member with the Oshawa Skating Club.
- 2) Adhere to the OSC by-laws, polices and procedures, Skate Ontario, and Skate Canada guidelines, polices and bylaws.
- 3) Conduct oneself in a professional, responsible, and courteous manner while interacting with members, coaches, skaters, parents and the public.
- 4) Agree that people are entitled to hold their own opinions and if their opinions are different from your own, you will attempt to reconcile with the other person; if not possible, will express your concerns through the appropriate channels and as outlined in the club Dispute Resolution Policy. Above all, debates between members shall take place in an atmosphere of mutual respect and courtesy.
- 5) Acknowledge that properly authorized board actions must be supported by all members. The board speaks with one voice. Those members who have abstained or voted against a motion must adhere to and support a decision of many of the directors.
- 6) Agree that meeting agenda items may be added prior to the executive meeting by the Secretary or Treasurer if time allows communicating the addition to all other executive members. There should be no questioning of an executive member's actions unless a proper time frame has been allowed for preparation and advice discussions.

Recognize the following grounds for complaints and their negative impact on the club and board meetings:

- 1) Personal Harassment: Improper conduct making an individual uncomfortable.
- 2) Abuse of Power: Improper use of authority which endangers or limit's the job or performance of an individual. May include verbal, psychological, or physical behavior which is demeaning or embarrassing.
- 3) Behavior that takes place at or during a Skate Canada activity, Club Executive meeting or event, or outside such an event, which adversely affects Skate Canada, a member, club or individual.



## Appendix A- Board Code of Conduct

### OSC Code of Conduct

This Code of Conduct applies to all executive members and directors, including *ex-officio* executive members and non-board members of board committees. As a member of the Oshawa Skating Club Executive, I agree with the following statements and affirm that I will always adhere to this code of conduct:

- I will respect the confidentiality of all information obtained, in any form, in my role as a member with the Oshawa Skating Club and as outlined in the OSC Confidentiality Agreement. I understand that any breach of confidentiality will result in my immediate termination as an executive member with the Oshawa Skating Club.
- I will adhere to the OSC by-laws, policies and procedures and Skate Canada guidelines, policies and bylaws.
- I will conduct myself in a professional, responsible, and courteous manner while interacting with members, coaches, skaters, parents and the public.
- I agree that people are entitled to hold their own opinions and if their opinions are different from mine, I will attempt to reconcile with the other person; if not possible, I will express my concerns through the appropriate channels and as outlined in the OSC policy and procedure manual. Above all, debates between members shall take place in an atmosphere of mutual respect and courtesy.
- I acknowledge that properly authorized board actions must be supported by all members. The board speaks with one voice. Those members who have abstained or voted against a motion must adhere to and support a decision of many of the directors.
- I agree that meeting agenda items may be added prior to the executive meeting by the Secretary or Treasurer if time allows communicating the addition to all other executive members. There should be no questioning of an executive member's actions unless a proper time frame has been allowed for preparation and advice discussions.
- I recognize the following grounds for complaints and their negative impact on the club and board meetings:
  - Personal Harassment: Improper conduct making an individual uncomfortable.



## OSHAWA SKATING CLUB Policies and Procedures

- Abuse of Power: Improper use of authority which endangers or limits the job or performance of an individual. May include verbal, psychological, or physical behavior which is demeaning or embarrassing.
- Behavior that takes place at or during a Skate Canada activity, Club Executive meeting or event, or outside such an event, which adversely affects Skate Canada, a member, club or individual.

I, \_\_\_\_\_, acknowledge that I have read and understand the Oshawa Skating Club Code of Conduct. I agree to adhere to this policy and will ensure that I follow all applicable procedures.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

### 17. Volunteer/Staff Policy

This policy is to lay out the Oshawa Skating Club requirements from all our volunteers. The club is run fully by volunteers.

#### On Ice Volunteers-

- 1) Must be registered with Skate Canada, more information in Program assistant Policy
- 2) 18 years or older must have a background check.
- 3) Must be able to skate
- 4) PA jacket and name tag
- 5) Engages with young skaters and works independently with little instruction from coaches.
- 6) Attends training session at the beginning of the Fall season.

#### Off Ice Volunteers-

- 1) Anyone 18 or older must complete a background check
- 2) Jobs include but not limited to
  - a. Events- Ice show, spirit day, competitions, parades, fun events
  - b. CanSkate Table- with training
  - c. Committees- A list in the Directors and Committees Policy

#### Board of Directors-

- 1) Must be registered with Skate Canada
- 2) Must complete a background check
- 3) Must not have claimed Bankruptcy
- 4) Must be available for 1 board meeting a month
  - a. In person or virtual
- 5) Must try to be available for emergency meetings and Member Meetings



## OSHAWA SKATING CLUB Policies and Procedures

- 6) Must read and understand all Club, Skate Ontario, and Skate Canada Policies and By Laws

### Coaches-

- 1) Must be in good standing with Skate Canada and NCCP
- 2) Must be certified at the level they are coaching
- 3) Must have a Club Contract to coach
- 4) Must follow Club, Skate Ontario, and Skate Canada policies, By Laws, and Code of Conduct
- 5) Must ensure their private skaters follow all policies, by laws, and Code of Conduct from OSC, Skate Ontario, and Skate Canada
- 6) Must ensure their skaters are well informed and up to date on all information the is relevant to them

### Employees-

- 1) Must be registered with Skate Canada
- 2) Must complete a background check
- 3) Must not have claimed Bankruptcy
- 4) Must be available for 1 board meeting a month
  - a. In person or virtual
- 5) Must try to be available for emergency meetings and Member Meetings
- 6) Must read and understand all Club, Skate Ontario, and Skate Canada Policies and By Laws
- 7) Must be available to members during work hours
- 8) Must work with members, Board members, and Coaches

## 18. Refund Policy and Procedure

This policy's purpose is to help members understand how/when to request a refund. The Club reserves the right to not give a refund, **Skate Canada fees, Club membership fees, and sessions skated are NOT refundable.** The ways to request a refund are as follows.

- 1) Guaranteed Refund
  - a. Medical- with doctors note
  - b. Move out of Area- with proof of new address
  - c. Withdraw before session starts-which will include ALL fees, if Skate Canada registration isn't processed with a small processing fee
- 2) Possible refunds- some examples below, any reason is allowed.
  - a. Skater isn't enjoying the session
  - b. PreCanSkate skater won't stop crying
  - c. Financial Hardship
- 3) To Request any refund
  - a. In writing to [membersrep@oshawaskating.com](mailto:membersrep@oshawaskating.com)
  - b. For a Guaranteed Refund attach letter, or proof if needed



## OSHAWA SKATING CLUB Policies and Procedures

- i. Our volunteer will forward the email to the Treasurer and administrator for processing
  - c. For possible refund, please write a letter explaining in detail why you need the refund.
    - i. Our volunteer will then forward it the Board Chair and start the process for a Board vote.
    - ii. The Chair will decide how to proceed with a vote of the board
    - iii. Once the Board decides you will be notified
      1. Approval- the Treasurer will process the refund
      2. Declined- You may request a revaluation with more information.

If a refund request comes in once the session has start Skate Canada Fees, Oshawa Skating Club membership fees, and any sessions skated will **NOT** be refunded.

### **Appendix A-Refund Policy and Procedures**

#### **Fees Wavier**

Once registration is completed, you agree to be liable for payment of all fees. OSC Admin and Skate Canada fees are non-refundable. These fees are paid out by the Club at time of registration.

Refunds for session fees only are by OSC Approval or a pre-approved reason, as set out in our refund policy. If you would like a refund of session fees a request must be made to the Members' Representative at [membersrep@oshawaskating.com](mailto:membersrep@oshawaskating.com) as soon as possible.

IF approved all fees except sessions skated and administrative fees will be given as credit or cheque.

OSC reserves the right to change fees/sessions at any time, and your registration is your agreement to accept any changes.

Accepted on: \_\_\_\_\_

For: \_\_\_\_\_

By: \_\_\_\_\_



## 19. Carnival Procedure

The purpose of this procedure is to make it clear how the Event Committee decides on groups, numbers, features, and solos. This is the minimum standard, the committee can add more in a year of low registration for the show, if it's equitable for everyone involved and no one gets special treatment.

### Groups-

Groups	Qualifications	Session Level
PreCan	Currently Registered in PreCanSkate	PreCanSkate
CanSkate	Currently registered in CanSkate, Hockey Skills	CanSkate, Hockey Skills
PreStar	Currently registered in PreStarSkate	PreStarSkate
Teen/Adult LTS	Currently Registered in ALTS/TLTS	Teen/Adult Learn to Skate
Introductory	Passed CanSkate Stage 6	Session A
Intermediate	Passed all STAR 1 tests	Session B/C
Senior	Passed STAR 6 Skills	Session C/D
Features	Passed STAR 5 FreeSkate	Session D
Solos	Passed STAR 5 FreeSkate	Session D

### Number of Numbers

Groups	Lines	Total
PreCan	A small group numbers	1
CanSkate	A small group numbers	1
PreStar	A Small Group numbers	1





## OSHAWA SKATING CLUB Policies and Procedures

Teen/Adult LTS	A small group numbers	1
Introductory	A full group number and a ½ number	2
Intermediate	Intermediate/Senior Number, full group number, and a ½ number	3
Senior	Inter/Senior number, full group number, ½ number, and feature or solo	4

### Solo Qualification-

To receive a solo in the club's you must qualify with 1 or more of the below qualifications. All soloists must be a member of Oshawa Skating Club, and in good standing.

- 1) Passed your Gold FreeSkate
- 2) Qualify for a Provincial/Sectional Competition
- 3) Be your last Ice Show of your OSC skating career
- 4) Have your name drawn by a committee with no skater in the draw

## 20. Nomination Policy

The purpose of this policy is to explain how the nomination policy works and who can register for nomination to the Board of Directors of the Oshawa Skating Club.

### Who can qualify for election

- 1) are 18 years old or older;
- 2) have not been found under the *Substitute Decisions Act, 1992* or under the *Mental Health Act* to be incapable of managing property;
- 3) have not been found to be incapable by any court in Canada or elsewhere;
- 4) do not have the status of a bankrupt;
- 5) are not an "ineligible individual" as defined in the *Income Tax Act* (Canada) or any regulations made under it;
- 6) are not a paid employee of the Club;
- 7) are a Member of the Club, or will become a member within 10 days of being elected; and,
- 8) are willing to abide by the policies and By-Laws governing the Club, Skate Canada, and Skate Ontario.
- 9) The Board's decision as to whether a candidate is qualified to stand for election shall be final.

### How to nominate for election

Nominations made for the election of Directors at a Members' meeting may be made:

- 1) by the Board in accordance with the nominating and election procedure prescribed by the Board from time to time



# OSHAWA SKATING CLUB Policies and Procedures

- a. a member can nominate themselves or another member for Board consideration, when Nominations are requested. (Nomination form is Appendix A of this policy)
  - b. If nominating someone else on the form, please ensure the nominee signs to give their permission for the nomination.
- 2) by not less than five percent of the Members pursuant to a proposal submitted to the Club in accordance with the requirements of the Act and this By-law along with the written consent of the nominee by signed or electronic signature to be submitted to the Board no later than sixty (60) days prior to the annual meeting. (Nomination form Appendix A of this policy)
- 3) There will be no nominations from the floor of the meeting.**

## Circulation of Nominations

Valid nominations will be circulated to Members at minimum of twenty-one (21) days before the meeting.

## Appendix A- Nomination Policy

### BOARD OF DIRECTORS NOMINATION LETTER

Dear: Nominating Committee,

I, \_\_\_\_\_ formally nominate \_\_\_\_\_ for the position of Director on the Oshawa Skating Club’s Board of Directors. I recognize that a nomination does not guarantee the position until the member’s vote at the Club’s Annual Meeting.

I agree this nomination meets the criteria below.

- 1. Are they 18 years of age or older.
- 2. Have not been found under the Substitute Decisions Act, 1992 or under the Mental Health Act to be incapable of managing property.
- 3. Have not been found to be incapable of by any court or elsewhere.
- 4. Do not have the status of Bankrupt.
- 5. Is not a paid employee of the Club.
- 6. Are willing to abide by the Policies and by laws of the Club, Skate Canada, and Skate Ontario
- 7. If not already a member of the Club will become one within 10 days (about 1 and a half weeks) of the election.

The reasons for this nomination are as follows:

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\_\_\_\_\_  
Signature

**Nominee's Contact Information-**

Phone Number- \_\_\_\_\_

Email- \_\_\_\_\_

If nominating another person, please have the nominee sign below.

I, \_\_\_\_\_ understand that I was nominated and accept the nomination.

\_\_\_\_\_  
Signature

## 21. Awards Qualifications Policy-

All awards except CanSkate awards, Gold Test Recognition, and Volunteer of the Year require 2 years membership before they are qualified for skater awards.

**1) CanSkater of The Year-**

a) Coach nominated- Board Decided

**2) PreCanSkate Excellence-**

a) Coach nominated- Board decided

**3) CanSkate Excellence-**

a) Coach Nominated- Board Decided

**4) PreStarSkate Excellence-**

a) Coach Nominated- Board Decided

**5) Hocky Skills Excellence-**

a) Coach nominated- Board decided

**6) Teen Learn To Skate-**

a) Coach nominated- Board decided

**7) Program Assistant Excellence-**

a) Coach Nominated- Board decided

**8) Program Assistant of the Year-**

a) Coach Nominated- Board Decided

**9) Don Jackson Award-** Don Jackson is an Oshawa Skating Club Alumni, that went on to be a World Champion and Olympic Medalist. Don also has a World Record for performing the first triple Lutz in an International Competition. *-anyone can nominate- Board Decided*

a) -must be a member in good standing with Skate Canada and the Oshawa Skating Club

b) -must skate on our Junior to Intermediate Session

c) -must demonstrate determination, perseverance and personal skill and talent achievement

d) -must demonstrate consistent hard work both on and off the ice

e) -must be an asset to the Oshawa Skating Club both on and off the ice



## OSHAWA SKATING CLUB Policies and Procedures

- 10) **Stephanie Gaetz Award**-Stephanie Gaetz is Barbara Underhill's daughter who passed away as a child. This award was put in place as a memorial for an amazing young girl. *anyone can nominate- Board Decided*
  - a) must be a member in good standing with Skate Canada and the Oshawa Skating Club
  - b) -must be a senior member of the Oshawa Skating Club
  - c) -must demonstrate ambassador qualities, determination, perseverance, dedication, passion, personal triumph & talent achievement
  - d) -must demonstrate consistent hard work, leadership and be a good role model for young skaters
  - e) -must have a history of dedication and volunteer work with the Oshawa Skating Club
  - f) -must be an asset to the Oshawa Skating Club both on and off the ice
- 11) **Osborne Colsen Award**-The Osborne Colsen Award was started by Patrick Chan when he donated half his skating fees back to our Club, to set up scholarship system in honor of his Artistic Coach. This is a Memorial Award in Honour of an artistic coach, that helped teach Patrick his artistic flare. *Anyone can nominate- Board and Don Jackson decide*
  - a) -must be a member in good standing with Skate Canada and the Oshawa Skating Club
  - b) -must demonstrate the best artistic merit and outstanding dedication to skating
    - i) Developing Artistic Award- A sub-Award
      - (1) must show promise in their artistic merit
      - (2) must be in Session C or D
    - ii) Beginner Artistic Award- A sub-Award of the Osborne Colson Award
      - (1) must show the beginnings of artistic merit
      - (2) must be in Session A or B
- 12) **Always Smile Award**- This is Carley Elle Allison Memorial Award, Carley continued to skate during her fight with cancer. She was always happy and worked extra hard to show amazing resilience and perseverance. *Anyone can nominate- Board Decides*
  - a) -must be a member in good standing with Skate Canada and Oshawa Skating Club
  - b) -must have a positive attitude and smile even through struggles
  - c) -should overcome a struggle in the skating session with grace and positivity
  - d) -must be in our starskate program
- 13) **Gold and Diamond Test Recognition**-
  - a) Passed a full gold test in any discipline, or Diamond Dances
- 14) **Volunteer of the Year**- Any Board Member can submit-Decided by President/Chair
  - a) Be an asset to the Club, in a way that stands out to the Chair.
  - b) Do your best to do the job at hand, going above and beyond.
  - c) Can be a Board Member or Member volunteer.
- 15) **Bursary**- Skater support
  - a) Need to qualify for a Provincial Competition for first tier
  - b) Need to qualify for a National Competition for second tier
- 16) **Honourary/Lifetime Member**- Anyone can nominate-Decided by Board
  - a) a person who has made a large contribution to the Club
  - b) a person who has made a large contribution to skating as well as the Club



## Appendix A- Award Qualification Policy



# Oshawa Skating Club Award Nomination Form

Skater Name:  Session: \_\_\_\_\_

Coach:

Nomination made by: \_\_\_\_\_

Signature: \_\_\_\_\_

Award being nominated for: Circle one

- ❖ Don Jackson Award
- ❖ Stephanie Gaetz Award
- ❖ Always Smile
- ❖ Osborne Colson Award
  - Developing Award
  - Beginner Award

Reason for nomination—please write why you are nominating this skater for the award. Please see reverse side of nomination form for criteria for each award.



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## 22.Board Positions and Committees

This policy is a general explanation of Board positions and Committees. This is not a full list of duties but a good starting point.

### Director Positions

All Directors are elected by many members at a Member’s Meeting. With 5 being elected on even years, and 5 elected on odd years. All Directors and Committee members must sign an “Agreement to Act”- This form is Appendix A of this Policy.

#### PRESIDENT

- 1) The President shall act as Chair of all Board of Directors and general meetings.
- 2) The President shall be a cheque signatory along with any one of the Vice-President, Treasurer or Secretary.
- 3) The President is ex-officio on all committees.
- 4) They sign all documents, contracts
- 5) Trains and educates Directors
- 6) Decides meeting agenda items

#### VICE-PRESIDENT



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- 1) The Vice-President shall be responsible to perform the duties of the President should the President be absent or incapacitated.
- 2) The Vice-President shall be a cheque signatory along with any one of the President, Treasurer or Secretary.

### **TREASURER**

- 1) 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.
- 2) The Treasurer is also responsible for arranging an annual financial statement. Audited, Notice to Reader, or
- 3) The Treasurer shall be a cheque signatory along with any one of the President, Vice-President, or Secretary.
- 4) Depositing all funds of the Club in such banks or other institutions as may be designated by the Board.

### **SECRETARY**

- 1) The Secretary shall deal with all correspondence subject to the approval of the President or his/her delegate
- 2) shall issue all notices for Board of Directors and general meetings
- 3) shall take minutes at all meetings
- 4) shall be responsible for submitting to Skate Canada and the Section such reports as are required by Skate Canada rules and other regulations.
- 5) The Secretary shall be a cheque signatory along with any one of the President, Vice-President or Treasurer.
- 6) The custody of all records and documents of the Club, except those required to be kept by the Treasurer;
- 7) The conduct of the correspondence of the Club;

### **PROGRAMS CHAIR**

- 1) In consultation with the club coaching staff, shall coordinate and oversee implementation and delivery of all Skate Canada skating programs including but not limited to
  - a. Canskate,
  - b. STARSkate,
  - c. Competitive Skate,
  - d. Talent Identification and Development.
- 2) responsible for seminars and special education.
- 3) Finding new and innovative programs and delivery

### **COACH'S LIAISON**



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- 1) The coach's liaison reports all findings from the executive to the coaches.
- 2) bring forward information from the coaches
- 3) responsible for regular meetings and communication with the coaches.
- 4) Holds interviews with another Board member with new coaches
- 5) Holds annual review coach meetings
- 6) Issues annual letter of intents, and completes contracts

### **ASSESSMENT CHAIR**

- 1) The test chair is responsible for the running of Assessment days
- 2) coordinating with the other clubs
- 3) responsible for giving skaters promotion to participate in competitions and out of club test days.
- 4) Responsible for imputing all tests in a timely manner to Skate Canada

### **MEMBERSHIP REPRESENTATIVE**

- 1) responsible for promoting and developing membership in the club in conjunction with the Advertising Committee.
- 2) Responsible for registration, ensures it's set up and ready to go.
- 3) represent the membership at meetings
- 4) brings members concerns
- 5) approves guest skates
- 6) Chairs the Safe Sport Committee

### **EVENTS CHAIR**

- 1) responsible for all club hosted competitions and events.
- 2) responsible for making sure all appropriate applications for Competitions and sanctions are filled out and sent in on time.
- 3) responsible for anything to do directly with skater's advancement, and achievement recognition (send offs, bursaries, awards)

### **FUNDRAISING AND MARKETING CHAIR**

- 1) responsible for the fundraising of the Club
- 2) coordinating it and ensuring proper execution.
- 3) Helps ensure brand continuity. All advertising and public statements work within our values and the organization's integrity.
- 4) collect the money and submit a report to the Treasurer upon completion.

## **Committees-**

The current committees are as follows.

### **FINANCIAL COMMITTEE**

- 1) Chaired by Treasurer with Fundraising Chair





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- 2) Makes budget recommendations.
- 3) Makes long term budget plans
- 4) Plans fundraising and executes them
- 5) Finds new fundraising ideas
- 6) supervising the finances of the Club including the presentation of an independently reviewed annual statement of revenues and expenditures to its members.

### **SAFE SPORT/MEMBERSHIP COMMITTEE**

- 1) Chaired by Member's Representative
- 2) Responsible for all things Safe Sport
- 3) Dispute Resolution
- 4) Accident Reports
- 5) Inclusiveness of the club
- 6) Ensure a safe environment for all members
- 7) Registration processes.
- 8) Help promote membership within the Club

### **NOMINATION COMMITTEE**

- 1) Chaired by the President
- 2) Recruitment of new Directors
- 3) Post and distribute all information to promote nominations
- 4) Prepare the nominations for Board approval
- 5) Prepare nominations with pictures and information for distribution to members, before the 21-day deadline

### **PROGRAMS COMMITTEE**

- 1) Chaired by the Programs Chair
- 2) In consultation with the club coaching staff, shall coordinate and oversee implementation and delivery of all Skate Canada skating programs including but not limited to
  - a. Canskate,
    - i. PreCanSkate
    - ii. PreStarSkate
    - iii. Hockey Skills
    - iv. Adult/Teen Learn to Skate
  - b. STARSkate,
  - c. Competitive Skate,
  - d. CanPower
  - e. Off Ice
  - f. Talent Identification and Development.
- 3) responsible for seminars and special education.



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- 4) Finding new and innovative programs and delivery

### EVENTS COMMITTEE

- 1) responsible for all club hosted competitions and events.
- 2) responsible for making sure all appropriate applications for Competitions and sanctions are filled out and sent in on time.
- 3) responsible for anything to do directly with skater's advancement, and achievement recognition (send offs, bursaries, awards)

### MARKETING COMMITTEE

- 1) Co-Chaired by the Marketing Chair and Secretary
- 2) Responsible for marketing of the Club
- 3) Plan and recommend marketing solutions
- 4) Do social media and media releases
- 5) Produce all brochures and information pamphlets
- 6) Contact media outlets for events

## Appendix A- Board of Directors/Committees

### Agreement to Act

I, \_\_\_\_\_, agree to act as a director or Committee member of the Oshawa Skating Club. In doing so I understand I am required to:

- Declare any possible or actual Conflicts of interest
- Agree to work in good faith, in the best interests of the Club
- Agree to act within the Confidentiality Agreement, and Code of Conduct
- Agree to follow all OSC, ONCA, Skate Ontario, and Skate Canada policies, procedures and by laws

Name- \_\_\_\_\_  
(Please Print)

Witness name- \_\_\_\_\_  
(Please print)

Sign- \_\_\_\_\_

Witness Signature- \_\_\_\_\_

Date- \_\_\_\_\_

Date- \_\_\_\_\_



## **23. Concussion Policy**

Athletes under 26 and parents of athletes under 18 years of age must confirm that they have reviewed the Government of Ontario Concussion Awareness Resources below and Skate Ontario's Concussion Code of Conduct for Athletes and Parents/Guardians prior to registration and/or on the first day of skating.

**Government of Ontario Concussion Awareness Resources –Rowan's Law E-booklet:**

[Ages 10 and Under](#)

[Ages 11-14](#)

[Ages 15 and Up](#)

Please see Appendix A for the Concussion Code of Conduct



## Appendix A- Concussion Policy

### Skate Ontario: Concussion Code of Conduct for Athletes and Parents/Guardians (for athletes under 18 year of age)

I will help prevent concussions by:

1. Wearing the proper equipment for my sport and wearing it correctly.
2. Developing my skills and strength so that I can participate to the best of my ability.
3. Respecting the rules of my sport or activity.
4. My commitment to fair play and respect for all\* (respecting other athletes, coaches, team trainers and officials).
5. I will care for my health and safety by taking concussions seriously, and I understand that:
  - a. A concussion is a brain injury that can have both short-and long-term effects.
  - b. A blow to my head, face or neck, or a blow to the body that causes the brain to move around inside the skull may cause a concussion.
  - c. I don't need to lose consciousness to have had a concussion.
  - d. I have a commitment to concussion recognition and reporting, including self-reporting of possible concussion and reporting to a designated person when an individual suspects that another individual may have sustained a concussion.\* (Meaning: If I think I might have a concussion I should stop participating in further training, practice or competition immediately, or tell an adult if I think another athlete has a concussion).
  - e. Continuing to participate in further training, practice or competition with a possible concussion increases my risk of more severe, longer lasting symptoms, and increases my risk of other injuries. I will not hide concussion symptoms. I will speak up for myself and others.
  - f. I will not hide concussion symptoms. I will speak up for myself and others.
  - g. I will not hide my symptoms. I will tell a coach, official, team trainer, parent or another adult I trust if I experience any symptoms of concussion.



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- h. If someone else tells me about concussion symptoms, or I see signs they might have a concussion, I will tell a coach, official, team trainer, parent or another adult I trust so they can help.
- i. I understand that if I have a suspected concussion, I will be removed from sport and that I will not be able to return to training, practice or competition until I undergo a medical assessment by a medical doctor or nurse practitioner and have been medically cleared to return to training, practice or competition.
- j. I have a commitment to sharing any pertinent information regarding incidents of removal from sport with the athlete's school and any other sport organization with which the athlete has registered\* (Meaning: If I am diagnosed with a concussion, I understand that letting all of my other coaches and teachers know about my injury will help them support me while I recover.)
- k. I will take the time I need to recover, because it is important for my health.
- l. I understand my commitment to supporting the return-to-sport process\* (I will have to follow my sport organization's Return-to-Sport Protocol).
- m. I understand I will have to be medically cleared by a medical doctor or nurse practitioner before returning to training, practice or competition.
- n. I will respect my coaches, team trainers, parents, health-care professionals, and medical doctors and nurse practitioners, regarding my health and safety.

Sign-\_\_\_\_\_

Name-\_\_\_\_\_