

Kootenay Region BC/ YK Section Skate Canada

Policies and Procedures



Updated August 7, 2021

Policies and Procedure Table of Contents

Section #	Section	Page
1.0	Policies and Procedures	
	1.1 Manual	3
2.0	The Region	
	2.1. Structure	4
	2.2. Responsibilities	4
	2.3. Membership	4
	2.4 Meetings	5
	2.5 Finance	6
3.0	Individuals	
	3.1 Athletes	8
	3.2 Team Leader	8
	3.3 Conflict, Mediation & Harassment Policy	9
	3.4. Code of Conduct	9
	3.5 Social Media Policy	9
	3.6 Conflict of Interest and Divided Loyalty Policy	9
4.0	Competitions/ Events	
	4.1 General Competition Policies	10
	4.2 BC Winter Games	11
	4.3 Assessment Days	11
	4.4 Seminars	12
	4.5 BC/ YK Section AGM	12
5.0	Travel and Living Policy	13

**Kootenay Region - BC/ YK Section - Skate Canada
Policies and Procedures**

1.0	Policies and Procedures	Date: September 2018
------------	--------------------------------	-----------------------------

1.1 Manual

- 1.1.1 There shall be a regularly maintained and updated Policies and Procedures manual.
- 1.1.2 The manual shall contain all policies and procedures developed by the Kootenay Region.
- 1.1.3 A complete copy of the Policies and Procedures Manual shall be made available to all Region Clubs and Board members.

**Kootenay Region – BC/ YK Section - Skate Canada
Policies and Procedures**

2.0

The Region

Date: August 2021

2.1 Structure

- 2.1.1 The organizational structure of the Kootenay Region will be neither rigid nor permanent save as determined by the Skate Canada Rulebook.
- 2.1.2 Nominees must be a member in good standing of a club in good standing within the BC/YK Section. Nominations for the Kootenay Region shall be submitted no later than the thirtieth (30th) day prior to the date of the Annual General Meeting of the Region.

2.2 Responsibilities

- 2.2.1 Objectives of the Board of Directors:
 - 1) To share information;
 - 2) To facilitate the effective management of the Association;
 - 3) To coordinate all matters having impact throughout the Region;
 - 4) To assume primary responsibility for planning the future of figure skating in the Kootenay Region.
- 2.2.2 The Kootenay Region Chairperson will be responsible to the Board of Directors for the supervision and direction of the Society.

The chief concerns of the Region Chair will be to ensure that:

- 1) Effective communication is maintained with the Clubs and Coaches within the Kootenay Region;
- 2) Kootenay Region operates in a financially and administratively sound manner;
- 3) Ensure planning is conducted to keep abreast of the changing needs within the figure skating community of the Kootenay Region.

2.3 Membership

- 2.3.1 If a member is not in good standing with a Club, Region or Section due to outstanding bills, the following procedure shall take place:

- 1) A double registered letter to the parents is sent explaining that there are outstanding monies due to the Club, Region or Section (not the Coach). In that letter there will be various payment options listed. There will be a date 2 weeks after the date on the letter that the parent must have contacted the Club President or relevant Chair. If arrangements haven't been made by that time to make payments on monies owed, the Skater shall be listed as "not in good standing".
- 2) Once a Club lists a skater as "not in good standing" they will send a letter to the Region Chair, with a copy going to the parents. Once a Region Chair receives a letter stating that a skater is "not in good standing" they shall notify the Region and Section Competition Chair and the Region and Section Judges/Assessment Chair. This shall ensure that all skaters who are not in good standing with a Club are unable to compete or have an assessment done.

2.4 Meetings

- 2.4.1 The Kootenay Region shall meet at least three times annually;
 - 1) Fall Meeting – September/ October
 - 2) Planning Session – May/ June
 - 3) Annual General Meeting - April
- 2.4.2 Rules of Order for the Kootenay Region Board meetings will follow *Robert's Rules of Order* or *The Law and Procedure of Meetings in Canada* by William Graham Craig;
- 2.4.3 The chair will prepare the agenda for the Board of Directors meetings in consultation with Board Members. The agenda and reference material will be distributed to the Board prior to the meeting;
- 2.4.4 A hard copy of all minutes will be kept in a binder by the Region Secretary with an electronic backup copy.
 - 2.4.4.1 The Region Secretary shall send a copy of all meeting minutes to the BC/YK Section Office (this includes AGM, Fall and Planning)
- 2.4.5 As per Bylaw 8.2, reasons for removing a Director may include but are not limited to the following:
 - 1) Breach of Duty
 - 2) Breach of Confidentiality
 - 3) Inappropriate conduct (including harassment or bullying) to skaters, officials or other Directors.

2.5 Finance

- 2.5.1 There shall be a \$35.00 fee assessed for all NSF cheques.
- 2.5.2 A \$8.00/part assessment from each assessment shall be sent to the Region Treasurer after each assessment day if they are held live by a judge.
- 2.5.3 No expenses shall be paid without an original receipt. A credit card receipt is not an acceptable receipt.
- 2.5.4 Expense Forms must be submitted within 30 days of incurred expense.
- 2.5.5 Competition and Seminar registration will be done through Wufoo.
- 2.5.6 The Kootenay Region will send the Region Chairperson to the Skate Canada Ice Summit at the Region's expense.
- 2.5.7 The Kootenay Region will send three people to the BC/YK Section AGM at the Region's expense.
 - 2.5.7.1 Any Kootenay Region member attending the BC/ YK Section AGM weekend at the Region's expense must attend all Section events (AGM, banquet etc.) If the member chooses not to attend all events, he/she will be responsible for all their expenses incurred and billed accordingly.
- 2.5.8 All board members who attend Region meetings will be reimbursed as per the Kootenay Region Travel and Living Policy
- 2.5.9 Any Kootenay Region Coach taking the STAR 1 – 4 Evaluator's Clinic will not be reimbursed by the Region.
- 2.5.10 Prior Region Board approval for Judges' upgrading at clinics and trialing at competitions must be requested thirty (30) days in advance along with all projected costs.
- 2.5.11 Centralized Data Specialist training clinics will have the travel costs divided equally between the regions. The Section will pay all additional costs.

2.5.12 The Kootenay Treasurer will submit the finalized yearly financial statement and proposed next year's budget to the BC/YK Section office by May 31st of each year.

**Kootenay Region - BC/ YK Section - Skate Canada
Policies and Procedures**

3.0

Individuals

Date: July 2020

3.1 Athletes

3.1.1 Skaters attending the BC/YK Section Championships shall receive a \$50.00 Bursary.

3.1.2 Skaters who make the Kootenay Region Team shall receive a \$25.00 Bursary.

3.1.2.1 The Kootenay Region will select the Kootenay Region Team using the following criteria:

- Must attend the Super Series STARSkate Final;
- Must skate in STAR 5 up to STAR 10, Gold, Pre-Juvenile or Juvenile
- Must compete in a Free Skate event in a minimum of 2 Region Competitions – one MUST be the Kootenay Championships
- Must attend at least one Region Clinic
- Display good sportsmanship

3.1.3 Skaters who attend the Skaters Development camp in Kelowna shall receive a \$20.00 Bursary.

3.1.3.1 The Kootenay Region will provide \$200.00 for Snacks.

3.1.4 Skate Canada Award winners for the Canskater, Program Assistant and STARSkater of the year awards, for the Kootenay Region shall receive a \$25.00 Bursary along with the Region award. These will be presented yearly.

3.1.4.1 The Region Board Selection Committee will select a winner for each award from the submitted entries.

3.2 Team Leader

3.2.1 The Kootenay Region will provide a team leader for the BC/YK Section Championship Competition.

3.3 Conflict, Mediation & Harassment Policy

3.3.1 *Refer to the BC/YK Section 2018-2019 Membership Manual [Section 31]*

3.4 Code of Ethics

3.4.1 *Refer to the BC/YK Section 2018-2019 Membership Manual [Section 4a & b]*

3.5 Social Media Policy

3.5.1 *Refer to the BC/YK Section 2018-2019 Membership Manual [Section 30]*

3.6 Conflict, Mediation & Harassment Policy

3.6.1 *Refer to the BC/YK Section 2018-2019 Membership Manual [Section 28a, b & c]*

**Kootenay Region - BC/ YK Section - Skate Canada
Policies and Procedures**

4.0

Events

Date: August 2021

4.1 General Competition Policies

- 4.1.1 The Region Competition Liaison will coordinate with the host clubs.
- 4.1.2 The Kootenay Regional Championships will be hosted by the Region Executive with volunteer help from each Club and be held in Creston.
- 4.1.3 The Region Competition Levy will be \$10.00 per entry.
- 4.1.4 As per BC/ YK Section Policy (Section 4.1.2), all competitions within the Region will pay to the Section \$3.00 per entry.
- 4.1.5 Coaches temporary accreditation badges for competition will be issued for \$25.00 by showing proof of current Skate Canada membership and valid First Aid information. The \$25.00 will be payable to the Kootenay Region Coaches Committee.
- 4.1.6 The Kootenay Region shall decide when they wish to hold their Region Championships and other region competitions. Dates and locations must be brought forward to the BC/ YK Section September Board meeting the year prior to the competitions to avoid conflicts in allocating officials.
- 4.1.7 All Kootenay Region clubs hosting competitions will receive an approved announcement from the Region Technical Advisor, who will ensure that it is posted on the Section and Region Websites.
- 4.1.8 The Data Specialists' will supply all equipment and supplies with the exception of paper. The rental fee per competition will be \$150 per day.
- 4.1.9 The Kootenay Region will supply all medals, ribbons and trophies with the cost being expensed back to the competition.
- 4.1.10 Each Competition Committee shall host a hospitality room for officials Friday or Saturday evening during the competition. This should be discussed with the Tech Rep and you should budget \$200.00 for this event.

4.1.11 Officials' gifts must be a gift card.

4.2 BC Winter Games

4.2.1 Each Region is responsible for having a Region Winter Games Rep that will liaise with the Provincial Advisor. The name of the Region Winter Games Rep is to be submitted to the Provincial Advisor as requested.

4.2.2 Each Region is responsible for providing a Provincial Level Certified Coach (ISPC Certified – old Level 2) and an Assistant Coach for the zone. The name of the Coach must be submitted to the Provincial Advisor by the Fall Tri-Annual meeting preceding the Games. The Assistant Coach may be named after the Team selection process is finalized.

4.2.3 The Kootenay Region will pay an honorarium of \$500.00 to the Certified Coach that attends the BC Winter Games.

4.2.4 The Kootenay Region will purchase a jacket for the skaters and coaches.

4.2.4.1 The BC/YK Section Office will coordinate the ordering of the jackets and bill the Region.

4.2.5 There will be a Pizza Party and the Region will be billed back for their share of the expense.

4.2.6 Skaters who have been selected to attend BC Winter Games must travel on games transportation to and from games and stay in games accommodation. Skaters and parents will be asked to sign a waiver that they understand and agree to those terms. Skaters will not be allowed to attend unless the signed waiver has been submitted to the BC/YK Section Office.

4.3 ASSESSMENT DAYS

4.3.1 All Assessment Days are to be communicated through the Region Assessment Coordinator – this includes Fall & Spring schools. The host club will be responsible for all aspects of these assessment days.

Note: Clubs must contact the Region Assessment Coordinator prior to organizing an Assessment Day.

4.4 Seminars with the Exception of the 2021/22 Season

- 4.4.1 The region will host a 2-day “Learn to Train” seminar each fall, in Creston. The Event Liaison will organize all aspects of the seminar with guidance from the Region Executive.
- 4.4.2 Individual Clubs in consultation with the Region Event Coordinator will host two 1-day STAR 1 – 4 clinics, one in the East and the other in the West.

4.5 BC/ YK Section AGM

- 4.5.1 To reinforce the importance of the BC/YK Section AGM no other Club or Region activity (e.g., Ice Shows, Assessment Days, Competitions, Seminars, AGMs, and Simulations) may take place during the BC/YK Section AGM. Special permission may be considered on a case-by-case basis by applying through the Region Chairman to the Section Chairman with 2 months notice.
- 4.5.2 This also applies to the Region AGM.

**Kootenay Region - BC/ YK Section - Skate Canada
Policies and Procedures**

5.0	Travel and Living Policy	Date: July 2020
------------	---------------------------------	------------------------

Purpose To set forth the conditions governing travel on official business for the Kootenay Region. This policy applies to all persons traveling on Kootenay Region business.

5.1. **Standards:** All individuals traveling on Region business shall be afforded travel and accommodation standards which are comfortable and of good quality, but neither sumptuous nor sub-standard. Transportation and accommodation must be both economical and practical. Rates and conditions of payment and reimbursement are intended to be sufficient to avoid the person being out-of-pocket as a result of reasonable expenses necessarily incurred while traveling on official business.

5.2 **Authorizations:** The Board of Directors' through the approval of the Region's annual budget authorizes all travel. Any travel, which has not been budgeted, must receive advance approval.

5.3 **Travel Expense Claims:** All expense forms and supporting receipts must be submitted within 30 working days after the completion of the trip. All individuals traveling on Region business must obtain the most economical rates available. Original itemized receipts must be submitted. A credit card receipt is not an acceptable receipt (i.e., It must be supported with an itemized hotel or restaurant bill). Receipts for alcoholic beverages will not be accepted. Receipts may be scanned and emailed.

5.4 **Transportation:** The mode of travel should be the mode, which enable the individual to conveniently attend all meetings, events, etc. without spending too much time traveling.

i) **Air:** Flights should be booked well in advance to take advantage of seat sales etc. Air travel shall be by economy class. Flights for all Region business must be booked through the BC/YK Section Office. Flights booked for Region competitions by the BC/YK Section Office will be billed back to the host Club.

Changes to tickets are to be avoided. Charges incurred for changing tickets will be billed to the person making the change.

Flights within BC must be booked in the lowest fare class. Persons wishing to book other class fares may do so but they must pay the difference in the fares themselves.

Airline tickets for travel over 2 hours will be booked in Tango (lowest cost fare) with paid seat selection. Upgrades will be at the traveller's expense.

ii) Private Car: When the traveler uses their private car, the traveler will be reimbursed in accordance with the Skate Canada mileage rate and conditions stated in the BC/YK Section Skate Canada Allowable Expenses Policy. The traveler is responsible for ensuring that the vehicle is adequately insured. The Region assumes no financial responsibility for insurance coverage on privately owned vehicles. The Region is not responsible for reimbursing deductible amounts related to insurance coverage. Only the driver is eligible to claim mileage.

Reimbursement for travel for the Region will be the cost of an airline ticket and related ground costs, OR mileage, whichever is the lesser cost.

iii) Rental Vehicle: Travel by rental vehicle may be authorized when other forms of transportation are unavailable or when it is the most economical and practical method of transportation. When the use of a rental car is authorized and used, compact or sub-compact cars should generally be used. The names of all travelers who will be driving the rental must be registered on the car rental agreement. Travels shall be reimbursed for all actual costs incurred. All fines and violations will be paid by the driver of the vehicle at the time they were incurred. No extra insurance for collision coverage is needed as it is covered by BFL Insurance for Skate Canada.

iv) Other Transportation Expenses: The traveler will be reimbursed the necessary costs incurred for bus, taxi, airport taxes, parking, and toll charges.

The fee for one checked bag will be covered per person. The baggage fee receipt must be provided for reimbursement.

5..5 **Accommodation:** All accommodation should be booked through the Region Event Coordinator or the Competition Club Chairperson.

Attendees at Kootenay Region events will be housed in double rooms, with a roommate. If an attendee requests a single room he/she will pay for any extra charges incurred by the Region.

If extra costs are incurred for visitors in a room, this will be charged back to the traveler.

5.6 Meals & Incidentals:

When a Region approved member is attending the BC/YK Section AGM or the Ice Summit the per diem will be provided with exception of provided meals. The daily amount of \$50.00 detailed as follows:

Breakfast	\$12.00
Lunch	\$15.00
Dinner	\$23.00

On travel days when per diem is not applicable, expenses will be paid with receipts submitted on an expense form and must not exceed the per diem amount. The above are maximum amounts and only the actual amounts may be claimed and backed up by a valid receipt.

On the day of departure, if your travel status begins:

- After 8:00 am breakfast should not be claimed
- After 12:00 noon, breakfast and lunch should not be claimed
- After 6:00 pm no meals should be claimed

On the day of return, if your travel status terminates:

- Prior to 6:00 am, no meals should be claimed
- Prior to 12:00 noon, breakfast may be claimed
- Prior to 6:00 pm, breakfast and lunch may be claimed
- After 6:00 pm, all meals can be claimed.

5.7 Officials/Volunteers attending competitions in a dual capacity (eg. Coach/parent):

Travel: 50% of expenses shall be covered for travel costs according to the Travel & Living Policy

Accommodation – Daily Basis

Official works 100% for the Region	100% room paid by the Region (on shared basis)
Working partial for the Region in a dual capacity	50% room paid by the Region (on shared basis)
Working 100% as a Coach/Parent	Will not be paid

Note: All meals will be provided at the arena for officials through the duration of the competition.

Note: Coaches – it is presumed that any expenses paid by the Kootenay Region will not be billed back to the skaters.

- 5.8 No childcare, elderly parents care or pet care assistance will be provided by the Kootenay region.
- 5.9 All officials at Kootenay Region competitions and assessment days shall refrain from wearing fragrances.