

GLOUCESTER SKATING CLUB

POLICY & PROCEDURE MANUAL (January 2024)



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AGM (Annual General Meeting) or Special General Meetings

(Updated: August 2023)

The AGM shall be held every year no later than ninety (90) days following the closing of the Club's fiscal year which is August 31st.

The AGM shall be held on a date set by the Board of Directors, but no later than November 30th.

The General Manager shall forward the Notice of AGM or Special General Meetings to all voting members in good standing and shall be posted on the Club's website at least forty-five (45) days prior to the meeting (*i.e. no later than October 16th.*)

At any Annual General or Special General meeting of the Club a quorum shall be ten (10) voting members.

Voting Membership - An individual is automatically deemed to be a Voting Member in any of the following situations:

- a) a Director, for so long as they remain a Director
- b) a Skater who is 18 years of age or older, for the duration of the current Skating Year
- c) one Parent or Legal Guardian whose child (children) is (are) under the age of 18 and is (are) registered as a Skater(s) with the Club, for the duration of the current Skating Year. There will be only one vote per household for this category.
- d) Active GSC Coaches
- e) Active Officials

Three scrutineers shall be appointed by the Chairperson, as soon as the Annual General or Special General Meeting convenes to determine whether a quorum is present at the meeting.

If, within half an hour from the time appointed for any meeting, a quorum of voting members is not present the meeting shall stand adjourned for not more than two (2) weeks, and if at the adjourned meeting, a quorum is not present within half an hour of the time appointed for the meeting, the voting members present shall be a quorum.

The agenda of the AGM shall be as follows:

- (a) Reading of the Notice of Meeting;
- (b) Quorum
- (c) Approval of Agenda
- (d) Approval of the Minutes of the last Annual General Meeting/Special

Meeting.

- (e) Presentation & Approval of Treasurer's Report which includes the Annual Financial Statement and the Auditor's Report.
- (f) Appointment of Auditors for the coming fiscal year.
- (g) Nomination of Honorary Members
- (h) Amendments to the Constitution and By-Laws.
- (i) Transact such other business as may be properly brought before the AGM.
- (j) Election of Board of Directors
- (k) Adjournment

In the event of more than one nomination for any position, an election, by secret ballot, will be held at the AGM:

	POSITION	Term of Office
1	President	2 Years (Even)
2	Vice President	2 Years (Odd)
3	Treasurer	2 Years (Odd)
4	Director at Large	2 Years (Even)
5	Director at Large	2 Years (Odd)
6	Director at Large	2 Years (Even)
7	Director at Large	2 Years (Odd)
8	Director of Pro-Liaison/Coach Liaison	2 Years (Even)
9	Director of Skating	2 Years (Even)

Special General Meetings may be held at any time at the request of the Board of Directors or by a majority of voting members in good standing.

AGM and Special General Meetings shall be open to all voting members in good standing. Observers may attend with the permission of the President.

ANTI-DOPING

(Updated: September 2020)

The Gloucester Skating Club will follow the Skate Canada Anti-Doping Policy.

Skate Canada is committed to world-wide ethics in relation to anti-doping and the advancement of clean sport. This Anti-Doping Policy (this “Policy”) has been established to demonstrate our commitment to an ethical environment and ensure the integrity of our sport is protected. In addition, this Policy supports the objectives of Safe Sport in ensuring there is a safe, inclusive and respectful environment for all of our participants in the skating community.

The current version of the Skate Canada Anti-Doping Policy can be found here:

<https://info.skatecanada.ca/index.php/en-ca/policies/429-safe-sport-anti-doping-policy.html>

AWARDS

(Updated: August 2022)

The Gloucester Skating Club will present these annual awards at the year-end Banquet. The awards shall be on permanent display at the Club whenever possible.

“Tara McGowan” Volunteer of the Year – is selected by the Board of Directors and awarded to a volunteer member who provides outstanding support to the club. The winner will receive a keeper trophy and their name will be engraved on the plaque, that is displayed at the Club.

Orleans Recreation Complex Trophy – is presented in memory of one of the Gloucester Skating Club’s beloved volunteers, formerly known as the “Lorne Woods Memorial Trophy”. The winners are selected by the GSC Coaching Staff and awarded to the Most Improved Skater. Each winner (Comp, Gold/Pre-Comp, Silver, Bronze and Adult/Rec) will receive a keeper trophy, a \$50 training credit from the Gloucester Skating Club and their name will be engraved on the trophy, that is displayed at the Club.

“Joe and Kay Bierko” Volunteer Skater of the Year – is presented in memory of Joe and Kay Bierko, longtime volunteers and honorary members. It is presented to a GSC youth skater who has been a home club member for the past two years, in recognition of their volunteer work. The GSC skater must be between the ages of 12 and 19 and be actively volunteering within the Club as well as within their community. The selection of the award recipient will be made in consultation with the Bierko family. The award recipient will receive a gift certificate of \$50 from the Gloucester Skating Club, which will be matched by the family. In addition to the financial award, the award recipient will receive a keeper trophy and have their name engraved on the plaque, that is displayed at the Club.

President’s Award – is selected by their peers and awarded to skaters who demonstrate sportsmanship, dedication and a positive attitude. Each winner (Comp, Gold/Pre-Comp, Silver, Bronze, Adult/Rec and Synchro) will receive a keeper trophy and their name will be engraved on the plaque, that is displayed at the Club.

Elizabeth Manley Award – awarded to the skater who reaches the highest competitive achievement. The winner will receive a keeper trophy and their name will be engraved on the trophy, that is displayed at the Club.

Gold Medal – presentation of a Gold Medal in a specific discipline (freeskate, dance, skills and artistic) in recognition of the skater’s hard work, determination and perseverance. Each skater will receive a Gold Medal and their name will be engraved on the plaque, that is displayed at the Club.

BOARD OF DIRECTORS

(Updated: November 2022)

The **BOARD** is empowered, including but not limited to:

- Make policies and procedures or manage the affairs of the Club in accordance with the Act and these By-Laws;
- Make policies and procedures relating to the discipline of Members, and have the authority to discipline Members in accordance with such policies and procedures;
- Make policies and procedures relating to the management of disputes within the Club and deal with disputes in accordance with such policies and procedures;
- Employ or engage under contract such persons as it deems necessary to carry out the work of the Club;
- Follow registration procedures, and other registration requirements as determined by Skate Canada
- Enable the Club to receive donations and benefits for the purpose of furthering the objectives and purposes of the Club;
- Make expenditures and access credit for the purpose of furthering the objectives and purposes of the Club according to these By-laws , ONCA and the Club's Policies and Procedures;
- Perform any other duties from time to time as may be in the best interests of the Club.

At the first meeting following the Annual General Meeting (AGM), the Board shall appoint from the Directors, a President, a Vice President, and a Treasurer each of whom shall be an "Officer" of the Club.

The **President** will be the chair of the Board and will preside at the Annual and Special Meetings of the Club and at meetings of the Board unless otherwise designated. The President will be the official spokesperson of the Club and will perform such other duties as may from time to time be established by the Board.

The **Vice President** will be responsible for supporting the President as required and perform the functions of the President if absent. In the event the President resigns from the position, the Vice President shall assume the duties of the President until the next Annual Meeting.

The **Treasurer** will, subject to the powers and duties of the Board, ensure that proper accounting records as required by the Act are kept and will perform such other duties as may from time to time be established by the Board.

BUDGET APPROVAL

(Updated: November 2020)

The Board is responsible for reviewing and approving the annual budget. In its oversight function, the Board shall review the budget to ensure that the projected expenses and incomes are comprehensive and realistic, based on the organizations' prior financial performance. The Board may send the draft budget back to the Budget Committee for revisions if it determines that changes are needed.

Once the budget is approved, the Board will be updated on a monthly basis and if at any time the approved bottom line budget projection has a variance of 15% from the original approved budget, then the Treasurer will need to request approval from the Board.

COACHES & BOARD OF DIRECTORS

“DROP-IN” SESSIONS

(Updated: November 2021)

Coaches who are under contract for CanSkate or STARSkate/COMPSkate, SynchronSkate at the Gloucester Skating Club will be granted the privilege to take part in Drop-In skating sessions.

We encourage our Coaches to keep active for their own professional development. Therefore, each Coach will be granted 3 free Drop-In sessions from September 1 – August 31st, each skating year. Coaches must be registered in Skate Canada as a Skater in addition to their Skate Canada Coaching membership fee. NO exceptions.

To take advantage of this benefit, ensure you have an account in Amilia. Then purchase a GSC Coach membership (free) and an optional GSC Skater membership. Contact the GSC office when you plan to skate and register for a drop-in. You must register before you skate.

Active **Board of Directors** at the Gloucester Skating Club will be granted the privilege to take part in Drop-In skating sessions. Each Board member will be granted 3 free Drop-In sessions from September 1 – August 31st, each skating year. GSC will register all active Board members every September with Skate Canada, as a volunteer and a skater.

To take advantage of this benefit, ensure you have an account in Amilia. Then purchase an optional GSC Skater membership. Contact the GSC office when you plan to skate and register for a Drop-In. You must register before you skate.

COACHES REPRESENTATIVE

(Updated: September 2022)

The Board of Directors acknowledges the importance of giving all its' members a voice in the decision-making process at the Gloucester Skating Club.

All active coaches on contract with the Gloucester Skating Club are eligible to be nominated to hold the position of the Coaches Liaison on the Board of Directors. A coaches vote is held every two (2) years before the Annual General Meeting (November), to select a new Coaches Liaison to sit on the Board of Directors. The coach with the majority of the votes received, shall be a Board of Director nominee and presented at the Annual General Meeting for a membership vote.

CODE OF CONDUCT

(Updated: September 2020)

The Gloucester Skating Club (GSC) is committed to ensuring a quality experience for all members. All members of the GSC are expected to conduct themselves in a manner consistent with the values of GSC, which include fair play, integrity, open communication and mutual respect.

The following Code of Conduct shall apply to all members of the GSC:

- Members shall treat all individuals and property with dignity and respect, including but not limited to peers, athletes, coaches, officials, parents, opponents, sponsors, media, and spectators and event organizers.
- Members shall refrain from any behaviour or comments, which are sexist, racist, abusive, disrespectful or otherwise offensive.
- Members shall avoid any conduct, which brings the Gloucester Skating Club or the Team, into disrepute, including but not limited to abusive use of alcohol, non-medical use of drugs and use of alcohol by minors and gambling.
- Members shall at all times adhere to the policies, procedures, rules, standards, and ethics of the Gloucester Skating Club.

ETIQUETTE AND RULES

For all skaters participating in GSC Skating Schools both on and off the ice, the following rules are to be observed and obeyed at all time.

- Do not step on the ice for a session until the Zamboni doors are closed and at least one coach is on the ice.
- Kicking of the ice, foul language and inappropriate behaviour will not be tolerated on the ice or in the dressing rooms. Skaters will be given one warning and then be asked to leave the training session for the remainder of the day.
- Proper skating attire is required (no jeans); hair should be neatly tied up.
- No food, drink or gum should be taken on the ice – except water bottles.
- Skaters are asked to clear the ice promptly at the end of the session. The Zamboni is not permitted to start resurfacing the ice until all skaters are off.
- Be alert for other skaters at all times. Listen for the announcement of solo music and identify the soloist.

- If skaters need to speak to their parents in the stands, they need to get off the ice to do so. If a skater is speaking to their parent in the stands they are not focused on the activity on the ice.
- When your name is called for your music, raise your hand. This helps the music player find you, as well as permitting other skaters to recognize you as the soloist.
- In the playing of free skating music, priority will be given to lesson requirements.
- Priority of the right of way will be as follows:
 - a) coaches
 - b) skaters in a lesson with music
 - c) skaters with music
 - d) skaters in a lesson.
- Group lessons on sessions. The skaters in a group lesson do not have the right away vs. the skater who is in a private lesson.
- No sitting on the barrier at any time.
- Solos will be played after the first 5 minutes of free skating.
- The GSC will keep the electronic file.
- Free skating will not be allowed during the dance / skating skills sessions.
- In the playing of dance / skills music, preference will be given to lessons.
- Do not leave any valuables in the Dressing Rooms
- Please keep Dressing Rooms clean and tidy.

Your co-operation in observing the above rules will help the school run smoothly and will contribute to the success of all skaters.

SKATER ICE RULES

Skate with your eyes up.

Look both ways when leaving the boards.

Learn to maneuver skillfully around other skaters.

Respect the right of way of the skater whose music is playing in a lesson and those in a lesson.

Call out "Excuse me" or "Head's up" to alert inattentive skaters.

Practice spins in the centre ice area.

Get up promptly after a fall.

Be polite. Foul or abusive language is forbidden.

Control your behaviour on the ice.

Avoid socializing during a session.

You must leave the ice when speaking to anyone in the stands.

Clear the ice promptly at the end of a session.

Gates (doors to ice surface) must be closed while sessions are in progress.

SPECTATOR ETIQUETTE

For skater safety, watch from the stands, not by the boards.

Refrain from talking to skaters on the ice.

Gates (doors to ice surface) must be closed while sessions are in progress.

OFF-ICE SKATER & PARENT CODE OF CONDUCT

(Updated: September 2019)

At the Gloucester Skating Club, our mission is that our sport reflects honesty, good sportsmanship, courtesy, integrity and respect towards others. Members are encouraged to cooperate together for the betterment of the sport of figure skating. This includes coaches, skaters, officials, board members and parents.

As a skater, you are entitled to:

- be safe and to feel safe
- be listened to
- be treated with dignity, sensitivity, and respect
- have your voice heard in the sport
- participate on an equal and non-discriminatory basis
- privacy and confidentiality

ROLES AND RESPONSIBILITIES

Skaters:

- Skaters are required to arrive at class promptly. Late arrivals reflect lack of commitment and disrupts productivity and full participation of others.
- Skaters will practice active-listening skills during class to ensure a safe and productive environment for all.
- Skaters are required to wear running /athletic training shoes for all off-ice classes, with the exception of ballet class. **Participants without appropriate footwear will not be permitted to participate in class exercises.**
- Skaters are expected to wear athletic clothing to off-ice classes (no jeans or casual wear). Some classes may include running outside at the discretion of the off-ice trainer. Please ensure appropriate clothing for weather.
- Skaters will refrain from wearing jewelry that may cause injury during class. Skaters with long hair will wear it tied back and away from the face.
- Skaters are expected to bring a **skipping rope** to every off-ice class. This is an essential off-ice tool that needs to be provided for each skater by the parent. Skipping ropes are also available for purchase through the GSC online store in Amilia. Order pick-up is located at club office.
- Skaters must always treat off-ice instructors with respect and act fairly and responsibly. Skaters not conducting themselves appropriately may be removed from the off-ice class by the instructor if he/she feels the safety of the group is compromised or if behaviour is counterproductive to the group.
- Skaters are expected to show respect to all other participants in the program.
- Off-ice is a key component of skater development. To ensure skater growth and optimize on-ice performance, skaters must commit to and attend all off-ice classes for their specific group. Commitment and attendance benefit long-term athlete development in the sport.
- The GSC and the City of Ottawa are not responsible for skaters' valuables and as such, are not liable for any loss or damage that may result during the GSC program. It is recommended that valuables (such as phones and wallets) are left in a secure and safe place while skaters attend their off-ice classes.

Parents:

- To ensure a safe and productive training environment, parents and guardians are not permitted in the off-ice training space during GSC off-ice classes. This includes classes being held in the Crush Space. Individuals not complying, will be asked to leave the training zone.

- Parents or guardians will ensure that skaters are provided adequate nutrition and hydration prior to off-ice classes. Skaters are prohibited from chewing gum or eating food during class unless certain circumstances permit. Staying hydrated is crucial for optimal performance and water bottles are highly recommended.

All GSC members that take part in off-ice classes are expected to sign a Code of Conduct.

CODE OF ETHICS

(Updated: January 2019)

The Gloucester Skating Club will follow the Skate Canada Code of Ethics.

The purpose of Skate Canada's Code of Ethics is to outline the organization's expectations and guiding principles for appropriate decision making and behaviour.

This code of ethics applies to all skaters, officials, coaches, employees, board members, volunteers, alumni and hall of fame members of Skate Canada and its' affiliate organizations. This code of ethics also applies to parents and guardians who participate in and observe related activities.

The current version of the Skate Canada Code of Ethics can be found here:

<https://info.skatecanada.ca/index.php/en-ca/policies/79-skate-canada-code-of-ethics.html>

COMPETITIVE TRAINING ICE (CTI)

(Updated: January 2021)

Competitive Training Ice (CTI) is offered to single skaters, dance teams and pair teams who are training in the Skate Canada competitive stream pathway. CTI provides our skaters with an “enhanced training opportunity” in accordance with their competitive training requirements.

Skaters must be competing at the Juvenile level or higher to purchase CTI session, drop-ins. Skaters must also plan to register for the GSC Competitive Team and Ontario Sectional Championships.

CONCUSSION

(Updated: January 2022)

Gloucester Skating Club will follow the Skate Ontario Concussion Policy.

SKATE ONTARIO CONCUSSION POLICY

Skate Ontario (SO) is focused on ensuring the wellbeing and safety of all skaters, coaches, officials, volunteers, staff, and all other participants. SO recognizes the potential severity of a head injury and the commitment and intent behind research to manage concussions. SO is committed to educating those involved with SO, creating awareness to help prevent injuries and appropriately managing any suspected concussions and diagnosed concussions.

This policy will be enforced at all SO events, activities and programs with SO staff or those acting as agents of SO as instructors, facilitators or any other capacity as designated by SO.

This policy applies to: • All skaters, officials, coaches, clubs and skating schools • All participants that include • Individuals • Parents/guardians • Persons who interact with skaters, all defined as skater support personnel, including but not limited to team leaders, referees, medical/licensed healthcare professionals, paramedical or any other person working with, treating or assisting a skater or other individual • Persons employed by or engaged in activities, competitions, and programs with and/or hosted by SO, including but not limited to, directors of the Board, officers, employees and event volunteers of SO • Spectators.

This policy is to be read in conjunction with the Skate Canada Incidents of Injury Reporting and Management Policy and supporting procedure, the SO Removal-from-Sport Protocol and the SO Return-to-Sport Protocol.

<https://skateontario.org/wp-content/uploads/2022/07/SR-5-Concussion-Approved-2022-01-29.pdf>

This policy has been written to ensure compliance with Rowan's Law and to complement the SO Removal-from-Sport Protocol, SO Return-to-Sport Protocol, the SO Codes of Conduct, the SO Rowan's Law acknowledgment forms, and resources made available on the SO website.

<https://skateontario.org/rowans-law-concussion-information/>

CONFLICT OF INTEREST

(Updated: February 2021)

1. The following terms have these meanings in this Policy:
 - a) *“Conflict of Interest”* – A situation where an individual, or the organization they represent, has a real, potential or perceived direct or indirect interest competing with the Organization’s interests, resulting in a real or seeming incompatibility between one’s private interests and one’s fiduciary duties to the Organization.
 - b) *“Members”* - All individuals employed/volunteering with the Organization who are decision-makers within the Organization.
 - c) *“Non-Pecuniary Interest”* – An interest that an individual may have in a matter which may involve family relationships, friendships, volunteer positions or other interests that do not involve the potential for financial gain or loss.
 - d) *“Organization”* – [**Gloucester Skating Club**].
 - e) *“Pecuniary Interest”* - An interest that an individual may have in a matter because of the reasonable likelihood or expectation of financial gain or loss for that individual, or another person with whom that individual is associated.
 - f) *“Perceived Conflict of Interest”* – A perception by an informed person that a conflict of interest exists or may exist.
 - g) *“Person”* – Any Member, family member, friend, customer, client, sponsor, colleague, legal person or organization.

Purpose and Application

2. The purpose of this Policy is to describe how Members will conduct themselves in matters relating to real or perceived conflicts of interests, and to clarify how Organization will make decisions in situations where conflicts of interest may exist.
3. This Policy applies to all Members as defined in the Definitions section.

Obligations

4. Members will fulfill the requirements of this policy. Members **will not**:
 - a) Engage in any business or transaction, or have a financial or other personal interest that is incompatible with their official duties with the Organization;
 - b) Knowingly place themselves in a position where they are under obligation to any Person who might benefit from special consideration, or who might seek, in any way, preferential treatment;
 - c) In the performance of their official duties, accord preferential treatment to any Person in which Organization Members have an interest, financial or otherwise;
 - d) Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with the Organization, where such information is confidential or is not generally available to the public;

- e) Engage in any outside work, activity or business or professional undertaking that conflicts or appears to conflict with their official duties as a representative of the Organization, or in which they have an advantage or appear to have an advantage on the basis of their association with the Organization;
- f) Use Organization property, equipment, supplies or services for activities not associated with the performance of official duties with the Organization without the permission of the Organization;
- g) Place themselves in positions where they could, by virtue of being a Member, influence decisions or contracts from which they could derive any direct or indirect benefit or interest; or
- h) Accept any gift or favor that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being a Member.

Disclosure of Conflict of Interest

- 5. On an annual basis, all Members will complete a written statement disclosing any real or perceived conflicts that they might have.
- 6. At any time that a Member becomes aware that there may exist a real or perceived conflict of interest, they will disclose this conflict to the Board of Directors immediately.

Reporting a Conflict of Interest

- 7. Any Member who is of the view that another Member may be in a position of conflict of interest shall report this matter to the Board of Directors. Such a complaint must be signed and in writing. Anonymous complaints may be accepted upon the sole discretion of the Board of Directors.

Resolving Complaints of a Real or Perceived Conflict of Interest

- 8. Upon receipt of a complaint, the Board of Directors will determine whether or not a conflict of interest exists provided the alleged Member has been given notice of and the opportunity to submit evidence and to be heard at such meeting.
- 9. After hearing the matter, the Board of Directors will determine whether a real or perceived conflict of interest exists and if so, what appropriate actions will be imposed.
- 10. Where the Member accused of being in a real or perceived conflict of interest acknowledges the facts, he or she may waive the meeting, in which case the Board of Directors will determine the appropriate actions.
- 11. If the Organization Member accused of being in a real or perceived conflict of interest chooses not to participate in the meeting, the meeting will proceed in any event.
- 12. The Board of Directors may apply the following actions singly or in combination for real or perceived conflicts of interest:
 - a) Determination whether measures may be adopted to mitigate and resolve the perceived or real conflict of interest;
 - b) Removal or temporary suspension of certain responsibilities or decision making authority;
 - c) Removal or temporary suspension from a designated position;

- d) Removal or temporary suspension from certain Organization teams, events and/or activities;
- e) Expulsion from Organization;
- f) Other actions as may be considered appropriate for the real or perceived conflict of interest.

- 13. Failure to comply with an action as determined by the Board of Directors will result in automatic suspension of membership in Organization until such time as compliance occurs.
- 14. The Board of Directors may determine that an alleged real or perceived conflict of interest is of such seriousness as to warrant suspension of designated activities pending a meeting and a decision of the Board of Directors.

Resolving Conflicts in Decision-making

- 15. Decisions or transactions that involve a real or perceived conflict of interest that have been disclosed by a Member may be considered and decided upon by the Organization Board of Directors provided that:
 - a) The nature and extent of the Member's interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded in the minutes;
 - b) The Member does not participate in discussion on the matter giving rise to the conflict of interest;
 - c) The Member abstains from voting on the proposed decision or transaction;
 - d) The Member is not included in the determination of quorum for the proposed decision or transaction; and
 - e) The decision or transaction is in the best interests of the Organization.

Organization Decision-Makers

- 16. Members wishing to obtain a position as a decision-maker (Director, Officer or Committee Member,) within the Organization must declare their professional interests and any potential conflict of interests prior to being declared eligible by the Board of Directors for a position as a decision-maker within the Organization.
- 17. In the event that a Member neglects to disclose a professional interest or any potential conflicts of interest, this Policy will apply.

Decision Final and Binding

- 18. Any decision of the Board of Directors in accordance with this Policy may be appealed in accordance with the Organization's Appeal Policy.

EMERGENCY ACTION PLAN

(Updated: May 2021)

The Club has developed a Concussion policy, Emergency Action Plan and procedures in case of medical or other emergencies.

Our GSC Coaches have a valid first aid certificate and will act as the first aid responder in a medical situation. If they are not present, seek out Bob MacQuarrie facility lifeguards (first response) or any Bob MacQuarrie City employee to attend a medical emergency.

NOTE: The Club must inform the City when an incident requiring first aid occurs. The City also has a checklist of steps that must be taken when a medical incident occurs in City facilities.

Emergency Action Plan

Charge Person - this is a coach(es) or medical individual or other responsible person.

- Establishes immediate care of the athlete and scene safety, this is a coach(es) or medical individual or other responsible person;
- Tends to the immediate 1st Aid of athlete/ injured individual;
- Takes control of emergency situation until EMS or medical personnel arrive;
- Designates a “Call Person”, “Control Person”, “Equipment Person”, “Rendezvous Person”;
- Completes Skate Canada Incident Report and Accident report to the facility for the City of Ottawa;
- Establish scene safety and immediate care.

Call Person - this is a coach, medical individual or other responsible person.

- Calls Emergency Medical Services 911 and complex lifeguards if necessary, using cell phone;
- Communicates location 1490 Youville Drive, Ottawa;
- Communicates which ice surface incident occurred - Zamboni Entrance, crush space, Manley or Senecal Ice Surface;
- Communicates location of athlete/ injured individual;
- Describes nature of emergency/ situation, how many individuals injured;
- Describes condition of injured (conscious, unresponsive, bleeding etc.);
- Stays close to athlete/ injured individual to be able to relay information to EMS;
- Communicates with Charge Person, EMS and Rendezvous Person.

Equipment Person - this is a coach, medical individual or other responsible person.

- Ensures First Aid Supplies and equipment are available for the situation, this could be a coach or other responsible individual;
- Gets blankets/ coat;
- Get defibulator from hallway if required.

Rendezvous Person - this is a coach, medical individual or other responsible person.

- Meets EMS when they arrive and direct them to the scene;
- Communicates with Call Person and Bob MacQuarrie Recreation Staff;
- Returns to the scene and communicates directions/instructions from EMS or Charge Person.

Control Person - this is a coach, medical individual or other responsible person.

- Maintains scene safety;
- Keeps other athletes/ members/ bystanders away so medical personnel services can do their job;
- Communicates with Charge Person, Bob MacQuarrie Complex Staff and athlete/ injured individual emergency contact person from GSC Skater Contact Binder in coaches room.

FUNDING (Skaters & Coaches)

(Updated: January 2024)

Eligibility for reimbursement or funding will be considered on an annual basis, depending upon funds available in each financial year (September 1 to August 31).

At GSC, we are committed to building champions at all levels. We have a practice in place whereby, funds permitting, the Club pays for the travel and hotel accommodations for the primary GSC coach or GSC resource coach traveling to a qualifying competition, training camp or seminar with a GSC "home club" skater (1 coach per skater/team). The skater must be in good standing with GSC and Skate Canada. This helps to bring down the cost of out of town competitions/training camps/seminars for our families.

The following qualifying competitions, training camps and seminars currently apply:

- Skate Ontario Sectional Championships (Pre-Novice to Senior);
- Skate Ontario Provincial Championships;
- Skate Canada Challenge;
- Skate Canada National Skating Championships;
- Skate Ontario and Skate Canada Training Camps / Seminars;
- Special Olympics.
- When a GSC skater / team is selected to compete at an additional Skate Ontario / Skate Canada event, a proposal may be submitted to the General Manager for review and consideration by the Board of Directors to support unfunded Skate Ontario / Skate Canada expenses for the GSC skater / team and coach in question.

REIMBURSEMENT FOR MISSED SESSIONS

GSC will credit skaters for missed sessions while attending a competition, training camp or seminar as noted above. The skater will receive a credit for GSC sessions missed for one (1) travel day to the competition plus the respective competition days they compete.

Requests will be approved based on the financial position of the Club in any given year and will not automatically be given.

For a **GSC Coach** to be eligible for reimbursement of expenses incurred attending qualifying competition(s), qualifying seminar(s) and or professional development support, the following criteria will be considered:

1. The coach must be using GSC facilities as their primary training venue (i.e. the coach should be actively and physically coaching GSC skaters on a regular basis at GSC).
2. The coach must be under a current MOU/ contract with GSC.
3. The coach must be the GSC "home club" skater's primary coach or a GSC resource coach.
4. The coach should participate in all aspects of coaching GSC skaters at a GSC facility.
5. The coach must be in good standing with GSC and Skate Canada.
6. Duration of coaching contract with GSC and number of skaters with GSC will also be taken into consideration.

For a **GSC "home club" Skater** to be eligible for funding by GSC, the following criteria will be considered:

1. The skater must have a GSC coach as his/her Base/primary coach.
2. The skater must represent GSC at qualifying competition(s).
3. The skater must train 50% or more at a GSC facility.
4. The skater must be in good standing with GSC and Skate Canada.
5. The skater must follow Skate Canada's Skater's Code of Ethics.
6. Length of time as a GSC "home club" member will also be taken into consideration.

NOTE: For skaters and coaches in the pairs and dance disciplines, consideration will only be given to coaches under a current MOU/contract with GSC and GSC skaters representing the Gloucester Skating Club at qualifying competitions or qualifying seminars.

If a GSC coach or "home club" skater does not meet the above criteria, a written application for funding may be submitted to the General Manager (gm@gloucesterskatingclub.ca) for review and consideration by the Board of Directors, prior to the qualifying competitions.

GRACE NADEAU FUND

(Updated: August 2022)

The Club has established a fund in memory of Grace Nadeau, one of the founding members of the Club to enhance skater development. A committee consisting of three members, (Treasurer, General Manager and Director of Skating) to be established annually to be responsible for making written recommendations for the use of the interest from the Fund, for approval by the Board of Directors.

The balance of the Fund will stay in trust and be allocated to the GSC membership, when the club is dissolved.

GUEST COACH

(Updated: September 2020)

Out-of-club coaches must meet the following requirements in order to work with their skaters at the Gloucester Skating Club:

- request permission in writing from the Director of Skating;
- provide a copy of their valid Skate Canada Membership dashboard;
- are only permitted to coach their own skaters, unless they are a secondary coach to a GSC skater;
- cannot coach any of the GSC group sessions ie: edge/spin sessions etc;
- are welcome to use the GSC's coaches room when they are at the rink.

GUEST SKATER

(Updated: August 2023)

The Gloucester Skating Club will allow current Professional Skaters who are former World/Olympic competitors or past GSC skaters, plus current National Team Members including NextGen Members, to skate on GSC Competitive Training Ice without charging a fee, up to a maximum of 4 sessions/year. The skaters must provide proof of their active Skate Canada or National Association/Federation registration.

HALL OF FAME

(Updated: February 2021)

Since 2004, the Gloucester Skating Club (GSC) has been paying tribute to individuals who have made a significant impact and left a memorable legacy, through inducting them into the Gloucester Skating Club Hall of Fame.

Athlete / Team – shall be a person(s) who has won a medal(s) at the Canada Winter Games and/or National Championships and/or competed in and/or won a medal(s) at a Qualifying International, World Championships, Olympic, Para or Special Olympic Games.

Coach – shall be a person who has made an extraordinary contribution to GSC and the sport of figure skating at the national level, and who in turn has achieved national and international success recognized by podium results.

Official – shall be a person who has made an extraordinary contribution to GSC and the sport of figure skating at the national level, and who in turn has participated in national and international events.

Individuals may be nominated one (1) year after retirement from their respective role.

The annual call for nominations will take place in September and nominations will be reviewed by the GSC Board of Directors in October, for consideration to be inducted into the Gloucester Skating Club Hall of Fame. The final approval will be held at the November Annual General Meeting by a vote of the membership.

The permanent home for the Gloucester Skating Club Hall of Fame is located at the Bob MacQuarrie Recreation Complex in Orleans, Ontario. The virtual site will be located at <https://www.gloucesterskatingclub.ca/hall-of-fame>

HELMET USE

(Updated: January 2020)

All Skate Canada member clubs and skating schools who offer a CanSkate program must ensure all CanSkate and Adult CanSkate participants up to and including Stage 5 must wear a CSA approved hockey helmet while on the ice.

This policy also applies to all other Skate Canada programs, therefore anyone who lacks good control/balance when skating forward, backward and has difficulty stopping, as well as maneuvering around obstacles on the ice must wear a CSA approved hockey helmet.

Please refer to the link below for the Skate Canada Helmet Use Policy.

<https://info.skatecanada.ca/index.php/en-ca/policies/58-helmet-use-policy.html>

HIRING

(Updated: June 2012)

Standardized and consistent hiring, employee training and employee evaluation procedures will be followed.

Guidelines when hiring for Gloucester Skating Club full-time or part-time employees are as follows:

Employees of the Gloucester Skating Club may only occupy one paid position at a time. Should a current employee compete for another position within the club, and be the successful candidate, they will be considered as a transfer to the new position. The old position will be considered vacant and available for hire.

Should there be extenuating circumstances where one person will hold more than one paid position, Board approval will be required and a periodic review be performed to assess the feasibility.

HONORARY MEMBER

(Updated: February 2021)

The Gloucester Skating Club (GSC) has been paying tribute to individuals who have made a significant impact and left a memorable legacy, through inducting them as an Honorary Member of the Gloucester Skating Club.

An Honorary Member shall be a person who has distinguished themselves through exceptional service to GSC and the sport of figure skating, for a minimum of ten (10) years.

Individuals may be nominated one (1) year after retirement from their respective role.

The annual call for nominations will take place in September and nominations will be reviewed by the GSC Board of Directors in October, for consideration to be inducted into the Gloucester Skating Club Hall of Fame. The final approval will be held at the November Annual General Meeting by a vote of the membership.

The permanent home for the Gloucester Skating Club Honorary Members is located at the Bob MacQuarrie Recreation Complex in Orleans, Ontario. The virtual site will be located at <https://www.gloucesterskatingclub.ca/hall-of-fame>

HOUSING FOR VISITING SKATERS

(Updated: August 2023)

This policy is in place to assist in placing out of town skaters in housing, while skating at the Gloucester Skating Club:

1. To enable skaters to obtain suitable housing.
2. It is to be made clear to all out of town skaters, that there is no guarantee that the Club will be able to find housing for them.
3. A price range to be recommended to families, both for the boarders as well as the housing families. A maximum daily rate should be recommended, in order that excessive fees are not charged for the skater but to also make sure that families are not out of pocket with respect to expenses.
4. Background check for all adults in the household over 18 years of age may be required. Any costs incurred shall be paid for by the visiting skater's family.

INSURANCE

(Updated: August 2022)

To ensure adequate insurance coverage of non-skating staff (Office Administration staff, Board Members and Officials), the Club will register these individuals with Skate Canada and pay for the annual Skate Canada registration fee (September 1st to August 31st).

All skaters registered with Skate Canada are covered by Skate Canada's policy for injury within the skating environment.

The Club shall not be responsible for any damages or injury or loss of property of any Club member, or of guests or visitors to the Club's leased or owned premises, regardless of the reason or nature of such damage, loss or injury. Every member, guest or visitor shall use the Club facilities at his or her own risk. The Club shall participate in the Skate Canada Club Liability and Member Accident Insurance programs. [Skate Canada General By-law Article 3: Members]

LEGAL DOCUMENTS

(Updated: June 2022)

The President and Treasurer shall sign any document that creates a legal obligation for the Club. In the event that the President or Treasurer is unable to sign, an alternate Board member may substitute.

The Board of Directors shall have the power with a two-thirds majority vote, from time to time by resolution to appoint any officer(s) or any person(s) on behalf of the Club either to sign contracts and or documents.

LOGO USE

(Updated: June 2012)

The symbol and logotype **Gloucester Skating Club** are registered trademarks of the club and are for exclusive use by the Gloucester Skating Club.

The guidelines for the use of the logo, is to ensure that we maintain a single identity that is consistent through all communications and visual presentations. Standardizing use of the logo ensures a unified image for Gloucester Skating Club and protects the trademark.

MEDIA

(Updated: March 2023)

I understand that the Gloucester Skating Club (hereinafter referred to as “GSC”), may record, film, photograph, audiotape or videotape my/my child’s image, work, and performance (hereinafter collectively referred to as “Works”) and to display, publish or distribute these Works for the purpose of publishing or posting at GSC, on the GSC website, Facebook and Instagram page, posting on social media sites and/or for broadcasting on television or radio as determined by the GSC. I also understand that external media organizations may attend GSC skating events and may record, film, photograph, audiotape or videotape my/my child’s Works for the purpose of being published and/or broadcast on-line, on television or radio.

I understand I can explicitly **withdraw my consent** by selecting the Media OPT-OUT option when registering through GSC’s Amilia online registration system.

If I have not supplied the Media OPT-OUT information above, then I AGREE that I/my child may participate in recorded GSC events and GSC hosted events as described above and may participate in media events that may be published or broadcast by organizations external to the GSC.

I hereby waive any right to approve of the use of these Works now or in the future, whether the use is known to me or unknown, and I waive any right to any royalties related to the use of these Works.

I understand that the Works may appear in electronic form on the internet or in other publications outside of the GSC’s control. I agree that I will not hold the GSC responsible for any harm that may arise from such unauthorized reproduction.

MUSIC PLAYERS

(Updated: August 2022)

The appropriate age for music players is 14 years of age or older.

When selecting new music players, the preference is GSC skaters/members first.

New music players will receive training before they can play a session alone.

Music Players work the Summer session (July-August) at GSC and will be paid by the hour.

(GSC also has volunteer Program Assistants who provide support to the on ice and off ice needs of GSC. These volunteers support the September to May program needs and are provided honorariums.)

NATIONAL SAFE SPORT PROGRAM

(Updated: September 2020)

Skate Canada is proud to introduce the enhanced National Safe Sport Program with updated policies and procedures to improve safety within our community.

“Skate Canada’s commitment to safe sport involves everyone in our community to embed the safety and welfare of all individuals into the culture of skating,” said Debra Armstrong, Chief Executive Officer, Skate Canada. “The National Safe Sport Program is designed to enhance the safety of all individuals participating in skating on and off the ice.”

“Being a leading safe sport organization involves having robust policies and procedures, but also requires deliberate action, which includes a proactive approach to education and a thorough reporting system. Today, our program is now better suited to achieve these items. As a community, we can provide an environment where everyone feels respected, valued and supported to reach their full potential and our improved National Safe Sport Program is another step in that direction.”

The National Safe Sport Program establishes the framework, policies and procedures governing the reasonable and appropriate measures to optimize the prevention and management of misconduct, incidents of injury and general disputes. The policies and procedures include:

<https://skatecanada.ca/2020/09/skate-canada-launches-enhanced-national-safe-sport-program/>

ON ICE SKATER QUOTAS

(Updated: September 2020)

GUIDELINES FOR SAFETY ON SESSIONS / MAXIMUM NUMBER OF SKATERS PER SESSION:

(this does not include coaches / skating instructors/ choreographers or partners.)

NAME OF PROGRAM	Manley Rink / Senecal Arena
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Pre-CanSkate / CanSkate	60 skaters / 56 skaters
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Pre-STAR	50 skaters / 46 skaters
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Adult / Rec Skate	26 skaters / 24 skaters
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BRONZE STARSkate	28 skaters / 26 skaters
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SILVER STARSkate	26 skaters / 24 skaters
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GOLD STARSkate / PRE-COMP	26 skaters / 24 skaters
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COMPETITIVE	24 skaters / 22 skaters
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OPTIONAL PROGRAMS

Skating Skills / Dance	26 skaters / 24 skaters
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Open Session	24 skaters / 22 skaters
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PRIVACY

(Updated: May 2020)

The Gloucester Skating Club (GSC) is committed to respecting the privacy of individuals and recognizes the need of people with whom we do business (skaters, parents, suppliers and employees) for the appropriate management and protection of any Personal Information that you agree to provide to us.

Our Privacy Management Plan includes guidelines on the collection, storage, use and retention of your Personal Information as follows:

- **Collection:** The GSC collects personal information about individuals (skaters, parents, suppliers, employees, etc) in order to better manage it's business. The GSC will make all reasonable efforts to fully inform such individuals about the planned use/disclosure. The GSC will limit the collection and use of personal information to that required for valid business purposes or to comply with legislation.
- **Accuracy:** The GSC will make every reasonable effort to ensure that the personal information it collects and uses is accurate and complete. Individuals providing personal information will have the opportunity to review and correct their personal information, and on written request by an individual to whom the information relates, the GSC will modify the information as required.
- **Storage:** The GSC will store personal information using hard copy and/or electronic means in such a way as to prevent unauthorized collection, access, use, disclosure or disposal of the personal information.
- **Retention:** The GSC will establish a retention period for all personal information collected. This period may be related to legislation other than PIPEDA (Employment Standards for example)
- **Disclosure:** The GSC will not disclose personal information unnecessarily to employees or any third party, unless the effected individual consents.
- **Access:** The GSC promotes individual's right of access to personal information about themselves. The employer will provide access to information upon request. Access will be provided according to established procedures. Note: access to a record may be subject to the payment of any fee required according to GSC policy.

PROFESSIONAL COACHES

(Updated: August 2022)

Coaches may be selected by the General Manager and Director of Skating as required and shall be under written contract to the Club under terms agreed upon by the General Manager, Treasurer, President and Coach.

The fees for teaching Club programs will be determined by the General Manager with support from the Treasurer.

The Club Coaches may help co-ordinate a special event and may assume the position of Event Manager or Chairperson, as required.

When teaching Club programs, the Coaches will be directly accountable to the Director of Skating, through the normal chain of command and as outlined in the GSC Organizational Chart.

SERVICE FEES, PAYMENT TERMS, CHANGES & REFUNDS

(Updated: August 2023)

CURRENCY & PRICING

All prices are in Canadian Dollars. The Club takes care to ensure that registration and other fees listed on our website and materials are correct, and we try to keep our prices constant throughout the skating year. We reserve the right to change our prices at any time without further notice. If you have registered for a session that has not started, we will notify you of the price change and allow you the option to accept the change or cancel the affected session without penalty.

PAYMENT TERMS

Payment in full on registration. Certain programs allow payment plans. They will be identified with a tag that says “installments”.

We accept on-line payments only: Visa, MasterCard, or E-cheques.

ADMINISTRATION & SERVICE FEES

ALL PROGRAMS:

Skate Canada Registrant Fee \$28.70 + Skate Ontario \$25 + Safe Sport Fee \$5 = \$58.70/skater/year (mandatory annual membership fee – non refundable).

GSC Membership (optional annual fee – non refundable): Star / Comp \$240, CanSkate and Adult/Teen/Rec Skate \$50 (provides priority registrations and select discounts).

Non-Medical (Sessional) withdrawal fee: (ALL other activities, memberships, fees, purchases are non refundable) 30% of any amount credited to a member’s account. Non-Medical credits will be calculated as the value of remaining unused sessions from the date a written request to withdraw is received from the member.

Medical withdrawal fee: 0% on any amount credited to a member’s account. Medical credits will be calculated as the value of remaining unused sessions from the date of injury. Written medical note must be provided as soon as possible after the date of the injury.

Credit expiry date: Members may use credits towards any purchase in the current skating program year for any family member, following the date the credit is issued. Credits expire one year following the date of issue.

Administration Fee: When extensive administrative support is provided to resolve a skater account update, a \$25 fee may apply.

Refund fee: 5% of any cash amount refunded to the member will apply, except for medical withdrawals which have a 0% refund fee.

Declined Payments: \$25 for any declined payment.

ASSESSMENT FEES:

Skate Canada Assessment Fee \$12 per test.

Skate Canada Challenge Assessment Fee \$60 per test.

"Assessment Day" Ice Fees: \$30 per test (discount applies with a Club membership).

"Assessment Day" Fee for all skaters : \$5 per test.

"Coach Assessment" Ice Fees for Star 5 (on clear ice) \$30 per test (discount applies with a Club membership).

CanSkate Assessment Fee: the skater must purchase a Skate Canada membership prior to the assessment and register for a \$25 CanSkate assessment.

STARSKATE & COMPETITIVE SKATE PROGRAM:

Each skating year the Club identifies projects that require fund raising efforts. GSC will NO longer levy a deposit fee to our members, but we will ask for their volunteer support when hosting any of our fundraising events. If we are not able to secure enough volunteers to host the fundraising event, then it will not occur and the targeted project will not be supported. We look forward to your ongoing support of GSC!

REGISTRATION

Skaters must register at the level (Bronze, Silver, Gold/Pre-Comp, Competitive) they are qualified to skate. Our qualifying levels can be found on the GSC Programs & Progressions Chart located on the Resource Portal page of our website.

Fall, Winter, Spring, and Summer registration is to be completed prior to the skater going on the ice and if applicable, due by the indicated deadline date outlined on the top of the session's

schedule. **Skaters may add sessions at the next lower level if space permits.** GSC reserves the right to move skaters between levels depending on skill, date of qualifying tests, and number of skaters registered.

ADD A SESSION

Add a session online at any time. If the session is still open and has started, the fee will be pro-rated based on the number of classes remaining.

DROP-IN SKATE

Skaters may “drop-in” skate on specific days if they wish to skate less than a full session or missed the change deadline. Priority is given to skaters registering for a full session, therefore, **drop-in registration may open up 7-14 days after the formal registration process opens.**

In our registration system drop-in calendar, a session will change to blue when it is open for registration. A Club Coach may refuse access to a session if it is full.

CHANGE A SESSION

Please email info@gloucesterskatingclub.ca to request a CanSkate, Pre-Star and Adult/Rec change from one session to another.

Please email accounts@gloucesterskatingclub.ca to request a Star and COMP change from one session to another.

Changes will be processed as quickly as possible and within office hours, unless this is deemed an urgent matter.

CANCELLATIONS

GSC reserves the right to change, and / or cancel sessions depending on registration, and to accommodate special circumstances such as Test Sessions and other emergency situations. A refund will be issued for Club initiated cancellations.

MEDICAL WITHDRAWAL

Medical withdrawal are calculated on a pro-rated basis. Skaters must send a completed injury report to the Club Administrator (info@gloucesterskatingclub.ca) within 2 weeks of injury and a medical note no later than 1 week after the skating school ends. The medical note should clearly describe any limitations or restrictions to training in order to help the Administrator calculate the credit.

(March 5, 2020 Update) The GSC Medical Cancellation Policy was developed to cover circumstances where skaters become injured or develop a medical condition, that requires the skater to alter their training schedule over an extended period.

If your skater receives a “positive test result” for COVID they have a medical condition that qualifies under the GSC Medical Cancellation Policy. We request that you submit the test result to the Club Administrator (info@gloucesterskatingclub.ca) to calculate a credit for time off.

In those cases where a skater is made aware that they are a “close contact” of a confirmed COVID-19 case and require a test or a period of self-isolation, the medical condition criteria has not actually been met and therefore **does NOT qualify** for a medical credit at the Club. Unfortunately, unless or until a skater has tested positive for a COVID test, we cannot process credits. The Club will make its’ best efforts to assist families to resell ice-time for any skater mandated by OPH to self-isolate. In this way, they might recoup some or all of the funds lost due to missed sessions. Please contact our General Manager at gm@gloucesterskatingclub.ca for details.

However, an exception to the above will be made if the “close contact” of a confirmed COVID-19 case originates with a GSC Coach during a GSC hosted session. In this case, should a skater require a test or a period of self-isolation, **they WILL qualify** for a medical credit at the Club. The skater will be credited for any sessions missed up to a maximum of seven (7) days from the time they are informed by GSC that they must proceed to get a test. Skaters may return to the ice 24hrs after they inform the Club that they have received a negative test result.

GSC strives to be responsible when it comes to the health and welfare of our skaters and their families. We sympathize with our families trying to manage during this unprecedented time and we thank you for respecting your civic duty and legal responsibilities by staying home and keeping our other GSC families and coaches healthy while you self-isolate, as per the guidance of OPH.

REFUNDS / CREDITS

Refunds / Credits may also be offered based on the review of a unique circumstance.

SKATER ASSESSMENTS

(Updated: September 2023)

PRE-STAR Assessment Process

The Gloucester Skating Club will use the following processes for PRE-STAR Invites and Assessments:

1. CanSkate to PRE-STAR: Director of Skating will e-mail-parent / guardian of a CanSkater to invite them to join the PRE -STAR Program based on the recommendations of the GSC Canskate Professional Staff.

2. Assessment of a PRE-STAR to advance to the BRONZE STARSkate

- Skaters in the current PRE-STAR Program will have the opportunity to be assessed (based on an established Criteria) on a PRE-STAR Session by the Director of Skating.
- Skaters not currently registered in the PRE-STAR session, but in Canskate and passed Stage 6 will be encouraged to register in the BRONZE STARSkate or REC Skate program based on their needs.
- After a successful assessment or completion of STAGE 6 of CanSkate, the parent will be given a detailed registration package with information related to the STARSkate program and the disciplines within it - Freeskate, Dance/Skill sessions, Off-ice Classes, Edge classes and how to go about registering for BRONZE STARSkate or the REC Skate programming.
- This information / registration package will include the GSC Professional Staff names, phone numbers and e-mail address. **At no time will a GSC Coach approach a PRE-STAR Parent/ Guardian** regarding private lessons at the BRONZE STARSkate Level. The parent/guardian is to approach a coach, as their child has worked with the entire staff with the PRE-STAR Program.

STAR Assessment Day Process

Congratulations, you have been identified to take part in the upcoming Assessment Day at GSC. Go to REGISTER NOW from our website and click YOUR ACCOUNT to log in.

Select STARSkate Assessment Day Event for **STAR 6 – Gold test** and **Star 1 – 5 Coach Assessed Tests** can be found under the STARSkate / COMPSkate Event on our Main Page. Add the test to your cart and complete payment online.

There are no refunds, but refunds due to withdrawals due to extenuating circumstances, will be decided on a case by case scenario.

The Assessment Coordinator may accept **late registrations** at their discretion. Requests must be submitted by the Coach to the Assessment Coordinator.

The schedule cannot be confirmed until the Assessment Coordinator receives the final registered skater list and the attending judge(s) schedules. **Schedules are shared the week of the Assessment Day.**

Skate Canada Assessment Fee \$12 per test.

STAR 1-5 - Skills, Freeskate, Artistic and Dance

STAR 6- GOLD – Skills*, Freeskate Elements, Freeskate Program , Artistic and Dance – Evaluator Assessed

(*STAR 6-GOLD Skills may be coach assessed or Evaluator assessed)

Skate Canada Challenge Assessment Fee \$60 per test.

Skaters who apply to take challenge assessment without having passed the previous assessments must pay the applicable assessment fee plus a challenge fee of \$60 per part (i.e. \$60 for freeskate elements and \$60 for freeskate program and \$60 for each pattern dance).

"Assessment Day" Ice Fees: \$30 per test (discount applies with a Club membership).

"Assessment Day" Fees for all skaters : \$5 per test.

"Coach Assessment" Ice Fees for Star 5 (on clear ice) \$30 per test (discount applies with a Club membership).

SOCIAL MEDIA

(Updated: January 2021)

The Gloucester Skating Club's social media platforms (including, but not limited to: Instagram, Twitter, Facebook and YouTube) exist to provide an interactive, fun and respectful environment where anyone from across the country, or around the world, can find information about our events, skaters, programs and more. We look to all social media users who follow or interact with our platforms, or run/participate in/are affiliated with our programs or events, to abide by our social media policy as detailed below.

EXPECTATIONS AND RESPONSIBILITIES:

The Gloucester Skating Club (GSC) expects all of its skaters, parents, coaches and other registrants to act in a manner on social media which abides by the Skate Canada Safe Sport framework and policies, in particular the Membership Harassment, Bullying and Discrimination Policy and the Code of Ethics which apply equally to behaviour on digital platforms, including all social media applications, as they do to interactions in person.

Any registrants, officials, or volunteers experiencing bullying/harassment/discrimination or other unethical treatment via social media are encouraged to contact the GSC and/or Skate Canada to file a complaint and to not engage in any form of retaliation (physical, verbal, emotional, digitally via social media, or other methods).

Additionally, non-registrants are expected to uphold the same Safe Sport values and policies when interacting with the GSC and its followers on social media, in accordance with the Skate Canada Membership Harassment, Bullying and Discrimination Policy and the Code of Ethics.

Failure to abide by these values and policies may result in being permanently blocked from the GSC's social media platforms, and, in the case of registrants, risks termination of registration.

CONTENT SHARING:

When a user shares content to any GSC social media platform, the user certifies that they are the owner of that content and have permission to post it, and also agrees to give the GSC perpetual and irrevocable rights for use and/or for repurposing of that content, royalty-free and without requirement of notification of use by the GSC to the user.

When a user shares any GSC social media content, the GSC must be credited appropriately.

The GSC logo and wordmark are registered trademarks of the Gloucester Skating Club and cannot be used without the express consent of the Gloucester Skating Club.

PHOTO PERMISSIONS:

The Gloucester Skating Club may record, film, photograph, audiotape or videotape my/my child's image, work, and performance (hereinafter collectively referred to as "Works") and to display, publish or distribute these Works for the purpose of publishing or posting on the GSC website, Facebook page, posting on social media sites and/or for broadcasting on television or radio as determined by the GSC.

Each registrant, or their parent/guardian is required to review the GSC Media policy and agrees that:

- I understand I can explicitly withdraw my consent by answering the opt-out option included in my initial registration. I understand that this opt-out must be renewed each Skate Canada Membership year that runs from September 1 - August 31. If I have not supplied the opt-out information, then I AGREE that I/my child waive any right to approve of the use of these Works described above now or in the future, whether the use is known to me or unknown.

SPECIAL EVENTS

(Updated: August 2023)

Events may be held each year and the Chairperson for each Event will work with the General Manager who will then report back to the Board of Directors.

An event budget will be developed by the Treasurer in consultation with the Budget Committee and presented to the Board for approval. Any other incidental expenses can receive approval by the Treasurer.

SUSTAINABILITY FUND

(Updated: September 2023)

A minimum of 25% of the annual year end surplus, will be allocated to this Fund to support a reserve of four (4) months of administrative costs and 1 month of ice cancellation fees. Fund target will be \$220,000.

TRAINING HARNESS

(Updated: January 2020)

Training harnesses at the Club must be inspected annually in accordance with the City of Ottawa's safety regulation.

TRANS INCLUSION

(Updated: January 2020)

The Gloucester Skating Club strives to provide an inclusive, safe, and barrier-free environment where every member, employee, board member, skater, official, coach, parent/guardian, and volunteer feels valued, respected and supported. The Gloucester Skating Club will follow Skate Canada's Trans Inclusion Policy, which can be viewed by following the link below:

<https://info.skatecanada.ca/index.php/en-ca/policies/336-trans-inclusion-policy.html>

The Gloucester Skating Club is fully committed to providing a safe, welcoming, and respectful environment for all, regardless of any actual or perceived differences based on race, national or ethnic origin, colour, religion, age, language, gender, sex, sexual orientation, gender identity and expression, or disability.

VOLUNTEER

(Updated: August 2020)

The Gloucester Skating Club is a not-for-profit organization run by a volunteer Board of Directors, with support from a small number of administrative staff, dedicated professional coaches, and most importantly our MEMBER VOLUNTEERS!

WHY VOLUNTEER?

You get to contribute to a great organization committed to ensuring your children have the best skating instruction and development found anywhere.

You get to work with great people who are equally committed to making a difference for each and every skater. It costs nothing but your time and you contribute to the overall skating experience of your child; knowing that each and every contribution counts and is appreciated.

Skating is an individual sport and the CLUB is the TEAM that supports and connects our members — we need you to help build our team!!!

Whether you're a first-time skater or an aspiring young athlete who dares to dream, skating is a life-long sport for fun, for competition, for life.

Volunteering gives you an opportunity to share your special talents and abilities with the Club for the benefit of all the skaters.

Details will be shared with the membership, as it relates to the respective annual volunteer requirement and needs.

WEBSITE TERMS OF USE

(Updated: September 2019)

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