

Clavet Skating Club

Policies



SKATECANADA
CLAVET SKATING CLUB

Box 262 Clavet, SK S0K 0Y0
info@clavetskatingclub.ca
www.clavetskatingclub.ca

1. Fall School
 - 1.1 Pro-Rating Registration Fees for Less Number of Days
 - 1.2 Drop-In Sessions
 - 1.3 Lockers
2. Regular Season
 - 2.1 Administration Fees
 - 2.2 Pro-Rating Registration Fees for Less Number of Days
 - 2.3 Late Registrations
 - 2.4 Refunds
 - 2.5 NSF Charge
3. Program Assistants and Helpers
 - 3.1 Age and Training Requirements
 - 3.2 Bursary Accounts
 - 3.3 Year-End Gifts
4. Fundraising
 - 4.1 Use of Individual Fundraising Accounts
 - 4.2 Individual Fundraising Account Balance at Season End
5. Executive Members
 - 5.1 Gifts for Retiring Executive Members
6. Committee Chairperson
 - 6.1 Skate Canada Membership Fee
7. Arena Bingos
 - 7.1 Clavet Arena Bingo Requirements
 - 7.2 Withdrawal from the Clavet Skating Club
8. Kitchen
 - 8.1 Requirements
9. Communication
 - 9.1 Club Communication
 - 9.2 Complaint Protocol
10. Competition Expenses
 - 10.1 Regional Interclub Competition
 - 10.2 Competitions
11. Standing Motions
 - 11.1 SkateCanada Saskatchewan Award Recipients
 - 11.2 Beginner CanSkate Coaching Course Fees
 - 11.3 Skater Bursary for Qualified Events

1. Fall School

1.1 Pro-Rating Registration Fees for Less Number of Days

Fall School registration for StarSkate and CanSkate allows for full or partial registration. Partial registrants must identify which day or days they are skating. If the skater is not able to come on the specified day in any week, they may skate on another day during the week.

1.2 Drop-In Sessions

Skaters (members and non-members) may skate during any Fall School session at a cost of \$10.00 per session. The skater must sign in on the sign-up sheet on the bulletin board and payment for any drop-in sessions must be made at the time of the drop-in session. **Skaters must have a current Skate Canada membership.**

1.3 Lockers

If the skater is registered for the regular season and is renting a locker for the regular season, they do not have to pay the additional rental for renting a locker during Fall School.

2. Regular Season

2.1 Administration Fees

The Skate Canada Registration & Administration Fee, Skater Lottery Tickets and Clavet Arena Bingo Fee Requirements cannot be paid from fundraising accounts. Payment for these fees is due at registration.

2.2 Pro-Rating Registration Fees for Less Number of Days

Registration fees for the regular season will not be pro-rated for skaters wishing to skate fewer days. Skaters must pay the entire registration fee.

2.3 Late Registrations

Late registrations will be accepted at the discretion of the Club Executive and registration fees will be pro-rated for skaters starting after November 15 of the program year.

2.4 Refunds

The Skate Canada Registration & Administration Fee are non-refundable. Refund of the Skater Lottery and Clavet Arena Bingo Requirement Fees will be reviewed based on the exception described below.

All program fees are non-refundable with the following exceptions:

- Refunds will be considered due to injury or illness of at least 7 consecutive days. Requests must be submitted in writing within 14 days of said injury and must be accompanied by a medical certificate.
- Formal withdrawal from the club consists of notifying the Club Executive by submitting a written request for a refund. Refund requests must be received within THREE weeks of the start date of the season.

A \$10.00 administrative non-refundable fee will apply to all refunds.

2.5 NSF Charge

A \$10 fee will be charged for any payment returned to the Clavet Skating Club marked NSF. This includes Fall School and Regular Season.

3. Program Assistants and Helpers

3.1 Age and Training Requirements

Program Assistants are a vital part of the CanSkate program. As an assistant, skaters will aid the certified professional coaches in the delivery of the CanSkate program. All program assistants (new and old) are required to attend a training session in the fall.

The skater must be a minimum of 11 years of age at registration to be a Program Assistant. Helpers must be a minimum of 10 years of age at registration. Program Assistants and Helpers must have passed their Preliminary Dance and Preliminary Skating Skills tests.

3.2 Bursary Accounts

Program Assistants and Helpers receive a 'gift of appreciation' in their **bursary account** for each time that they assist during CanSkate or Rising StarSkate. The money paid into this account can only be used for expenses incurred within the club. This includes things such as ice time, club fees, club clothing, competition entry fees, test day fees. Program Assistants receive \$5.00 per session and Helpers receive \$4.00 per session. If Helpers are assisting in the same way that a Program Assistant does, they will receive \$5.00 per session.

3.3 Year-End Gifts

Program Assistants and Helpers will receive a gift certificate at the end of the season. The amount is determined by the number of times that they have assisted or helped. Program Assistants will receive \$5.00 per time to a maximum of \$50.00 and Helpers will receive \$4.00 per time to a maximum of \$40.00. If Helpers were assisting in the same way as a Program Assistant (as in 3.2), they will receive \$5.00 per time to a maximum of \$50.00.

4. Fundraising

4.1 Use of Individual Fundraising Accounts

Each skater has an individual fundraising account. All amounts earned from individual fundraising activities will be credited to this account.

The funds in this account can only be used for coaching fees, Clavet Skating Club clothing, test day fees, competition fees, skating clothing or items, etc. while an active member of the club.

4.2 Individual Fundraising Account Balance at Season End

Should a skater have a balance in their account at the end of the season, the balance will carry over to the following season.

Should a skater not be returning to the Clavet Skating Club and they have a balance in their individual account, the balance cannot not be paid out because it is not money that was paid directly to the Club but was fundraised for under the Clavet Skating Club. The balance will then revert to the Club after 2 consecutive years of inactivity.

5. Executive Members

5.1 Gifts for Retiring Executive Members

Retiring Executive Members will receive a gift certificate in the amount of the number of years of service multiplied by \$10/year to a maximum of \$100.

6. Committee Chairpersons

6.1 Skate Canada Membership Fee

The Club will pay the Skate Canada membership fee for any committee chairpersons who require one for the Clavet Adult Learn-to-Skate program.

7. Arena Bingos

7.1 Clavet Arena Bingo Requirements

Each skating member is required to work a certain number of arena bingos based on the program in which they are enrolled. Fees per bingo requirement as determined by Clavet Community Arena Board are collected with club registration fees and cashed. If the parent member works the required bingo obligations in full, the fee will be reimbursed by the arena board. The arena board's bingo hall of choice is City Centre Bingo Hall; bingo dates are posted in the arena.

7.2 Withdrawal from the Clavet Skating Club

Should a skater withdraw from the Clavet Skating Club part way through the season, a proportionate number of the arena needs bingo obligations will be required to be completed. This number will be at the discretion of the Clavet Skating Club and the Clavet Community Arena Board.

8. Kitchen

8.1 Requirements

The Clavet Skating Club is requested by the arena board to have the arena kitchen open for all skating times beginning with Fall School, through the regular skating season as well as a number of tournament weekends. The number of shifts required per family, will depend on how many families are registered. If there are an odd number of shifts left to fill, we ask those with more than one child per family to do an extra shift.

Kitchen shifts are a source of fundraising for the Clavet Skating Club as we receive a % of the profits. The schedule for these shifts will be posted on the bulletin board. If you are unable to work your shift, you are responsible to find replacement workers or to trade with someone else who is willing. A penalty of \$25 will be charged for each failure to fulfill required obligations.

9. Communication

9.1 The Clavet Skating Club utilizes the following means of communication:

- a) email
- b) communication folders
- c) bulletin board
- d) newsletters
- e) meetings
- f) Clavet Skating Club website

Email is the quickest way to relay information to a group of people, therefore, it is the primary means of communication by the club executive. Please provide us with an email address that you are willing to share with the club members, you read regularly, and that has the capabilities of opening various attachments (ie: Excel, Word, and PDF documents).

9.2 Complaint Protocol

Any concerns regarding on-ice programming at the Clavet Skating Club (such as the number of lessons received, specific coach requests, skater conflicts, etc.) should be first addressed to the senior-coaching staff, either in person or via phone/email. The coaches will follow up with this complaint as required, and communicate it to the executive or other members as deemed necessary.

Any concerns regarding off-ice programming at the Clavet Skating Club (such as fee concerns, fundraising, volunteer commitments, etc.) should be addressed to the club president, either in person or via phone/email. The club president will then delegate the inquiry to the appropriate executive member so that it can be resolved as quickly as possible.

10. Competitions

10.1 Regional Interclub Competition

The Clavet Skating Club strongly encourages its skating members to participate in the Regional Interclub Competition. To that point, the Coaches' meals and mileage expenses incurred as a result of the interclub competition will be paid for by the skating club. The skating club will also assume the Coaching Fees for CanSkate members participating in the interclub competition. The Coaching Fees for Rising StarSkate, Junior and Senior StarSkate members participating in the interclub competition will be charged to each skater respectively. In addition, the entry fees for the interclub competition are the sole responsibility of each skater.

10.2 Competitions

Skaters choosing to participate in competitions other than the Regional Interclub Competition are solely responsible for the entry fees, as well as the attending Coach(s) expenses for that event. The coaching expenses may include some or all of the following: coaching fees per event, meals, mileage, hotel accommodations.

11. Standing Motions

11.1 SkateCanada Saskatchewan Award Recipients

April 21 2013 - Clavet Skating Club will pay for dinner tickets to the Annual Awards Banquet for the Recipient plus one guest.

11.2 Beginner CanSkate Coaching Course Fees

April 21 2013 - Clavet Skating Club will pay, upon successful completion, for the fees required to attend the Beginner CanSkate Coaching Course for a club member who is interested in pursuing the coaching profession. It is with the recommendation that the trained coach commit to 2 years of service to the Clavet Skating Club which is subject to the availability of a coaching position.

11.3 Skater Bursary for Qualified Events

October 29 2014 – Clavet Skating Club will support skaters who qualify for qualifying events by providing them with a \$100 bursary to be used for expenses related to the said event.