

Club Operations 101

May 5, 2023



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Registration

Why do I have to register?



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Registration

- Skate Canada registration opens mid-August each season.
- Registration season runs from September 1-August 31 each year.
- All clubs/skating schools must register each year with Skate Canada.
- When you register your first member club registration is automatically added to the first invoice.



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Registration

- All members must be registered with Skate Canada.
- This includes Skaters, Board Members, Program Assistants(if not registered as skaters) and Officials.
- The Skate Canada Membership fee for BC/YT Members for the 2023-2024 season will be increasing to \$58.65
- The breakdown of the Membership fee increase will be \$28(SC), \$25(BC/YT), \$5(SafeSport), 0.65(Insurance).



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Registration

- Members are considered registered as soon as the club collects the registration fee.
- Coaches must also register annually with Skate Canada.
- Coaches must be in Good Standing in order to be able to coach.



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Coach Registration

- In Good Standing means coaches have completed the following
 - Registered annually with Skate Canada
 - Completed BackCheck within 3 years
 - Completed Respect in Sport within 3 years
 - Completed Code of Ethics annually
 - Completed required NCCP Professional Development points every three years



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Coach Registration

- Coaches In Good Standing may expire at any time.
- To check if a Coach is In Good Standing Status:

<https://members.skatecanada.ca/en-US/coach-check/>

- It is the responsibility of the club/skating school to check their coaches In Good Standing Status throughout the season.
- Coaches not In Good Standing are not covered by insurance and put the club/skating school at risk.



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Board Members

- Once elected all Board Members are required to read & sign the following documents.
 - Skate Canada Code of Ethics
 - Confidentiality Agreement
 - Consent To Act Form
- These forms only need to be completed once elected to the Board the first time.
- These forms should be reviewed annually.



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Conflict of Interest

What Do You Think is a Conflict of Interest?



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Board Members

- Board Members should also review the Conflict of Interest & Divided Loyalty Policy annually.
- If a Board Member feels that they have a conflict based on the policy, they need to complete the Declaration of the Conflict-of-Interest Form.
- If during a meeting a Board Member feels they have a Conflict of Interest, then the Board Member is required to fill out the Conflict of Interest-During a Meeting Form.



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Board Members

- At each Club Board Meeting the following should be asked and recorded in the minutes.
 - **Conflict of Interest Declarations**-There were no declarations of Conflict of Interest.

A copy of the Club Constitution & Bylaws should be given to each member of your Board of Directors. This should also be available for all Club Members.



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Board Meetings

- Board meetings are to be held regularly with the schedule of meetings determined by the Board.
- The schedule of meetings for the year should be determined at the first meeting following the club AGM.
- Board meetings may be held in person or by Zoom/Teams. It is recommended that meetings be held in person whenever possible.
- Quorum for Board Meetings is the majority of Board Members.



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Board Meetings

- Board meetings must have an agenda distributed to Board members prior to the meeting.
- Proper minutes must be taken at each meeting. Motions must be included in the minutes.
- Minutes must be approved by the board at the next meeting.
- Minutes should be kept on record for 10 years.



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Board Meetings

- Proper Financials should be reviewed at each board meeting.
- Approval of the financials should be motioned and recorded in the minutes.
- Guests may be invited to attend a board meeting. The board needs to motion and record in the minutes for the guests to have a voice but not a vote.
- Coaches representative is a voting member of the board.



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Board Meetings

- All decisions made by the board must be made with all board members during a board meeting.
- All decisions must be motioned and recorded in the minutes.
- All board meeting decisions and conversations are to remain confidential.



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Annual General Meetings

- Each Club is required to hold an Annual General Meeting once per calendar year in person.
- AGM Notice of Meeting must go out no less than 14 days before the meeting to all registered members.
- Appropriate Notice of Meeting distribution is by email, posting on club website and/or on Club Notice board at the arena.
- Notice of Meetings posted only on social media accounts is not an appropriate way to post a notice of meeting.



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Annual General Meetings

- Clubs should form a nomination committee for each AGM.
- The nomination process should be included in the AGM Notice of Meeting.
- Nomination papers should be reviewed by the Nomination Committee to ensure they are complete.
- Nomination papers should be kept on file in case they are requested to be reviewed.
- After nomination deadline, no further nominations are to be accepted. No nominations from the floor are to be accepted.



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Annual General Meetings

- Voting Eligibility at AGMs
 - Directors of the Board
 - Members who are 19 years of age and older.
 - Parent/Guardian of members under 19 years of age.
- One person may only hold one vote. No proxy votes are allowed.
- Quorum is set in each club's bylaws.
- Lack of Quorum-after 30 minutes meeting is adjourned and reconvened the next day.
- Members must sign in to have a vote.



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Annual General Meetings

- **Business at AGM**
 - Adoption of Agenda.
 - Approval of minutes from previous AGM.
 - Approval of Financial Statements.
 - Approval of Bylaw changes(if any)
 - Election of Directors
 - Any other business deemed by the Board of Directors



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Annual General Meetings

- After the AGM is concluded
 - File the Annual Society Act Report.
 - Ensure record of AGM attendance is kept on file.
 - Ensure minutes of AGM are completed.
- If any elected positions are vacant, the board may elect to appoint someone to the vacant position. Vacant positions do not need to be filled if the minimum number of positions as per the bylaws are filled.



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Club Bylaws

- Bylaws are to be provided to all Board Members and made available to all members.
- Club Bylaws were developed by a lawyer who specializes in BC Not-For-Profit law.
- If you wish to make any changes to your Club Bylaws please check with the Section Office.
- Any changes to Club Bylaws must be approved at the Club AGM.



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Society Act -Living Membership Form

- The Societies Act requires that BC/YT Clubs maintain the following information on their Skating Club Members.
- Clubs may be required to submit this report at random to the Societies Act.
- When Skaters are in multiple programs or move programs, please submit the addition in another line.
- Then sort the document by Last Name.



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Thin Ice

- Thin Ice is the official publication of the BC/YT Section.
- It is published 4 times a year.
- Displays achievements, events, schedules, and information submitted from skating clubs, regions and members.
- This is time to brag! Show us what your club has been up to.
- Gold Feet-submit skaters who have passed a Gold Assessment.



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Awards

How do you recognize volunteers & skaters at your club?



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Award Nominations

- Award Nomination Forms will be made available early December each year.
- Nominating a skater, coach, official and/or volunteer is a great way to acknowledge their achievements and contributions.
- Deadline to submit nominations is March 1 annually.



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Club Recognition

- Clubs/Skating Schools can participate in this optional annual recognition program .
- Clubs can achieve Platinum, Gold, Silver or Bronze Status. Clubs will be given a certificate with their status to display.
- Clubs can submit their achievements throughout the season as they achieve them using the online form.
- Results will be announced at during the BC/YT AGM each year.



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Coach Contracts

- Clubs are to request letters of intent from their coaches each year. Clubs should respond to these letters of intent within one month of receiving the letters of intent from the coaches.
- When creating Coach Contracts, use the Coach Contract Checklist to make sure you have covered everything.
- Coaches are employees of the Club for ANY Club time that they are hired for.



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Coach Contracts

- CPP and EI MUST be deducted from Club time.
- The club may deduct income tax for Club time or coaches may choose to play this independently.
- Coaches are entitled to Holiday Pay and Statuary Holiday Pay for ALL Club time. To determine the amounts go to the Employment Standards Website.
- For private lesson time, coaches are Independent Contractors and are responsible for their own deductions.



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Coach Contracts

- Clubs are to pay Work Safe (WCB) for ALL Club time.
- Coaches are responsible for Work Safe (WCB) for their private lesson time.
- Two Hour Work Law
 - The Province of BC has a two hour work law that we must obey. This means whenever a coach does Club time they MUST be paid a minimum of two hours.
 - Clubs should group all Club time together as best they can in order to make up the two hours.
 - If Clubs have morning and afternoon ice, the hours can be split between these sessions, they do not have to be consecutive hours.



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Club Policies

- Bylaws are what is required by law for a BC Society.
- Policies are how you operate the day to day operations of a club.
- Policies should be reviewed annually.



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Club Policies

- It is recommended that clubs should have the following policies.
 - Refund Policy
 - Session Qualification Policy
 - Guest Skating/Coaching Policy
 - Team Selection Policy(if applicable)
 - On Ice Policies
 - Photo Release Policy
- Club should approve to use the BC/YT Section Policies from the Membership Manual.



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Insurance

- **Injury Benefit**
 - Skate Canada registrants who are enrolled in the registration year in which they are participating in a Skate Canada program are covered by an injury benefit.
 - All club board members and on-ice volunteers are also covered by this injury benefit as long as they register with Skate Canada.
 - Off-ice volunteers do not have to register and are covered by this injury benefit as long as they do not step on the ice.



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Insurance

- **Liability Insurance**

- Only clubs and skating schools that are registered and operate in accordance with Skate Canada rules, that offer only Skate Canada programs and that register all participants (if applicable) are covered by liability insurance.
- Important note: Club board members and skating school administrators could be held personally liable should an incident occur if their club or skating school is operating a Skate Canada program with unregistered participants/coaches on the ice.
- It is the responsibility of the club board and skating school administrators to ensure that all professional coaches are in good standing prior to stepping on the ice. It should also be verified that all registrants have been enrolled with Skate Canada before taking part in any Skate Canada programs offered on club or skating school ice.



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Insurance

- **Optional Insurance**
 - In addition to mandatory purchasing of liability insurance, Skate Canada clubs and skating school may choose to purchase additional coverage for items not covered by liability insurance.
- **Certificate of Insurance Requests** can be made by downloading the request form from the Skate Canada Members Site under **Organizational Management**.
- **Incident Form:** To report any incident to Skate Canada that involves the health and/or safety of program participants, please access the form through the **Membership Site**.



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Assessment Days

- **STAR 1-5 Assessments**
 - Coaches are responsible for assessing STAR 1-5 assessments. Assessments are to take place on club ice with the club assessment chair processing all payments and results to Skate Canada.
- **STAR 6 to Gold Assessments**
 - All STAR 6 to Gold Assessment requests are to be made through the Section Office.
 - Assessment days can be either virtual or in person
 - Minimum of 4 weeks notice is required for assessment day request.
 - When submitting a request, please submit multiple dates as this will help with finding an evaluator.



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Assessment Days

- STAR 6 to Gold Assessments
 - Assessment days can take place on regular sessions. There is no need to book extra ice for assessment days.
 - If you have drop dead date to give back ice please include that information with your request.
 - As soon as an evaluator is confirmed, a confirmation email will be sent to the club.
 - The club is responsible for providing a gift card as a thank you and also reimbursing any travel expenses.
 - The club is also responsible for processing assessment results and submitting payment to Skate Canada.



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Club Competitions

- Clubs are welcome to have fun club competitions for their club members only.
- Outside club members may not participate.
- Skate Canada Officials should not be used to judge the competition.
- Coaches and Senior Skaters can be used.



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Program Assistants

- All PA's must be registered Skate Canada members and must receive training from the Club/Skating School (or their designate) on an annual basis.
- In no circumstances should the PA be considered an employee, contractor, professional coach or be compensated in a manner so as to create this type of relationship.



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Program Assistants

- The responsibilities of a PA may include the following:
 - Assist the Skate Canada coach in delivering the program on-ice and off-ice
 - Demonstrate skills and teaching progressions
 - Supervise practice sessions
 - Lead warm-ups and cool-downs under the direction of the Skate Canada coach
 - Reinforce learned skills (follow-up on coach instruction)
 - Lead circuits, drills, group activities
 - Distribute awards (stickers, badges, etc)
 - Take attendance
 - Be a role model for young skaters



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Dispute Resolution

- The BC/YT Section follows the Skate Canada Dispute Resolution Process.
- The process can be found in the Membership Manual.
- Clubs should try and resolve it at the club level first
- Region
- Section
- Skate Canada



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New Skate Canada Logo

- The new Skate Canada Logo was unveiled in August 2022.
- Please make sure to update old versions of the Skate Canada Logo that you may be using.
- Clubs may request their own version of the new logo from Skate Canada for no charge.



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Resources

- www.skatinginbc.com
- www.skatecanada.ca
- BC/YT Section Membership Manual
- BC/YT Section Office
- Regions
- Skate Canada National Service Centre



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