

RIDEAU SKATING CLUB

MEMBER POLICIES

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11-26-2023

Table of Contents

Change of Program Policy	2
Concussion Policy	3
Credit Card Policy	4
Emergency Action Plan (RSC Members)	5
Dispute Resolution Procedure	11
Guest Skating (Drop-In) Procedure	13
Helmet Policy	15
Liability Waiver.....	16
Media Policy.....	17
Member Code of Conduct Policy	18
Privacy Policy	20
Program Assistant Policy.....	22
Refund Policy	24
Replacement Session Policy.....	26
Skater Recognition Policy.....	28

Change of Program Policy

Document Classification: Policy

Associated Documents: None

Document control:

Implementation	Date: January 2023
Next Review by Board	Date: January 2024

POLICY purpose:

This policy provides the board of directors and committee members with guidelines for change of programs.

POLICY scope:

This policy applies to the board of directors, committee members, and club administrator of the Rideau Skating Club.

This policy is presented on the club website.

POLICY statement:

Participant request:

- Participants in the Pre-CanSkate/CanSkate programs may request one (1) change/per season with no additional fee.
 - Subsequent changes will be charged \$15/per change.
- Participants in the StarSkate program may request up to two (2) program changes/per season with no additional fee.
 - Subsequent changes will be charged \$15/per change.

Coach request:

- Coach recommended changes (ie. transfers from CanSkate to StarSkate) will not be charged a fee (except the difference in program costs).

Concussion Policy

Document Classification: Policy

Associated Documents: None

Document control:

Implementation	Date: May 2023
Next Review by Board	Date: May 2024

POLICY purpose:

This policy provides the club members with the guidelines for concussion management.

POLICY scope:

This policy applies to the board of directors, committee members, and club members of the Rideau Skating Club.

POLICY statement:

The recognition of concussion in sport is coming to the forefront of injury in sport. More and more scientific and public press attention is paid to this injury, and our knowledge of the causation, effects and outcomes of concussion injury is expanding daily. Skate Canada and its medical team recognize the importance and need for athletes, parents, coaches and other team members to rapidly and appropriately recognize and respond to a concussion injury.

Rideau Skating Club adheres to Skate Canada and Skate Ontario policies for the management of concussions. Policies are available for viewing at the links listed below.

Please note that this information is for general information purposes only. It is not intended to and does not constitute any medical advice and does not contain any medical diagnoses, symptom assessments or medical opinions.

[Skate Canada – Safe Sport - Concussion Management Policy](#)

[Skate Ontario Concussion Policy](#)

[Rideau Skating Club's Concussion Resources Page, Rowan's Law](#)

Credit Card Policy

Document Classification: Policy

Related Procedure(s): None

Document control:

Implementation	Date: July 2023
Next Review by Board	Date: July 2024

POLICY purpose:

This policy describes Rideau Skating Club’s policy on credit card use.

POLICY scope:

This policy applies to the board of directors and committee members of the Rideau Skating Club.

POLICY statement:

Credit card payments are managed by a third party merchant.

Your credit card number is not stored by Rideau Skating Club.

If you choose to pay by installments, this credit card will be automatically debited for the installation payment on the specified dates.

Refunds will be issued to the original credit card. Secondary credit cards cannot be used for refunding purposes. Alternative refund options may be pursued in some circumstances or if the original card is no longer viable.

Emergency Action Plan (RSC Members)

Emergency Action Plan (RSC members)

Document Classification: Procedure

Associated Documents: None

Document control:

Implementation	Date: May 2023
Next Review by Board	Date: May 2024

PROCEDURE overview:

This procedure outlines the action plan and contact information for emergency situations at Rideau Skating Club.

PROCEDURE scope:

This policy applies to the board of directors, committee members, and coaches of the Rideau Skating Club.

PROCEDURE statement:

Contact Numbers:

- 9-1-1
- City of Ottawa 4-1-1

Locations:

- Manotick Arena – 5572 Doctor Leach Drive
- Fred Barrett Arena – 3280 Leitrim Road
- Minto Recreation Complex – 3500 Cambrian Road

Injuries

Charge Person:

1. CanSkate sessions - CanSkate Resource Coach
2. Coach of skater involved in injury
3. Health & Safety Coordinator
4. Staff coaches in order of seniority
5. Whichever board member or coach is in the arena

Responsibilities of Charge Person:

1. Conduct an initial assessment of injury
2. Assign a call person (see order below)
3. Designate someone to watch the other participants or stop all activities and ensure all participants are in a safe area if nobody is available to supervise.
4. Wait with the injured participant and help keep them calm until the emergency medical services arrive and conduct their assessment of the injury
5. Work with city personnel to complete City of Ottawa's incident forms
6. Complete Skate Canada's Safe Sport Incident Report

Call Person:

1. Staff Coaches in order of seniority
2. Next senior coach on the session
3. Whichever board member or coach is in the arena
4. City of Ottawa Employee

Responsibilities of Call Person:

1. Call for emergency help.
2. Provide all necessary information to dispatch.
 - a. The facility location
 - b. The closest access door to the injured participant
 - c. The nature of the injury
 - d. A description of first aid that has been performed
 - e. Other medical information, such as allergies or medical conditions
3. Clear any traffic from the facility entrance or access road before the ambulance arrives
4. Wait by the entrance to direct the ambulance
5. Find out which hospital injured person is being transported to
6. Call the participant's emergency contact person.
7. Assist the charge person as needed

Other emergency situations**Charge Person:**

1. CanSkate sessions - CanSkate Resource Coach
2. All other sessions – Staff Coaches in order of seniority
3. Whichever board member or coach is in the arena

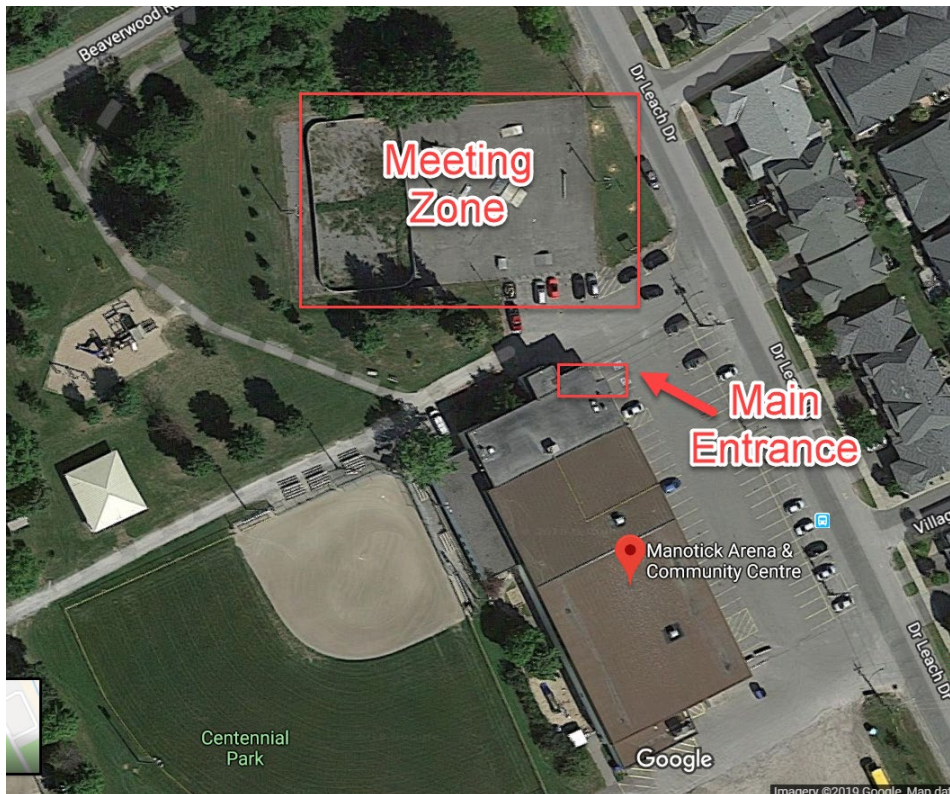
Responsibilities:

1. Assess the situation
2. Designate people to take care of various tasks. Tasks may include
 - a. Directing parents

- b. Directing on-ice participants
- c. Notifying rink staff
- d. Taking attendance while outdoors
- 3. Work with city personnel to complete City of Ottawa’s incident forms
- 4. Complete Skate Canada’s Safe Sport Incident Report

Manotick Arena

<p><u>Address:</u></p> <p>5572 Doctor Leach Drive, Ottawa, On K4M 1L7 613-692-4772</p>	<p><u>Defibrillator Location:</u></p> <p>Outside Arena office at front doors</p>
<p><u>Evacuation Meeting Point:</u></p> <p>Skateboard Park</p>	<p><u>Phone Location:</u></p> <p>Arena office at front doors</p>



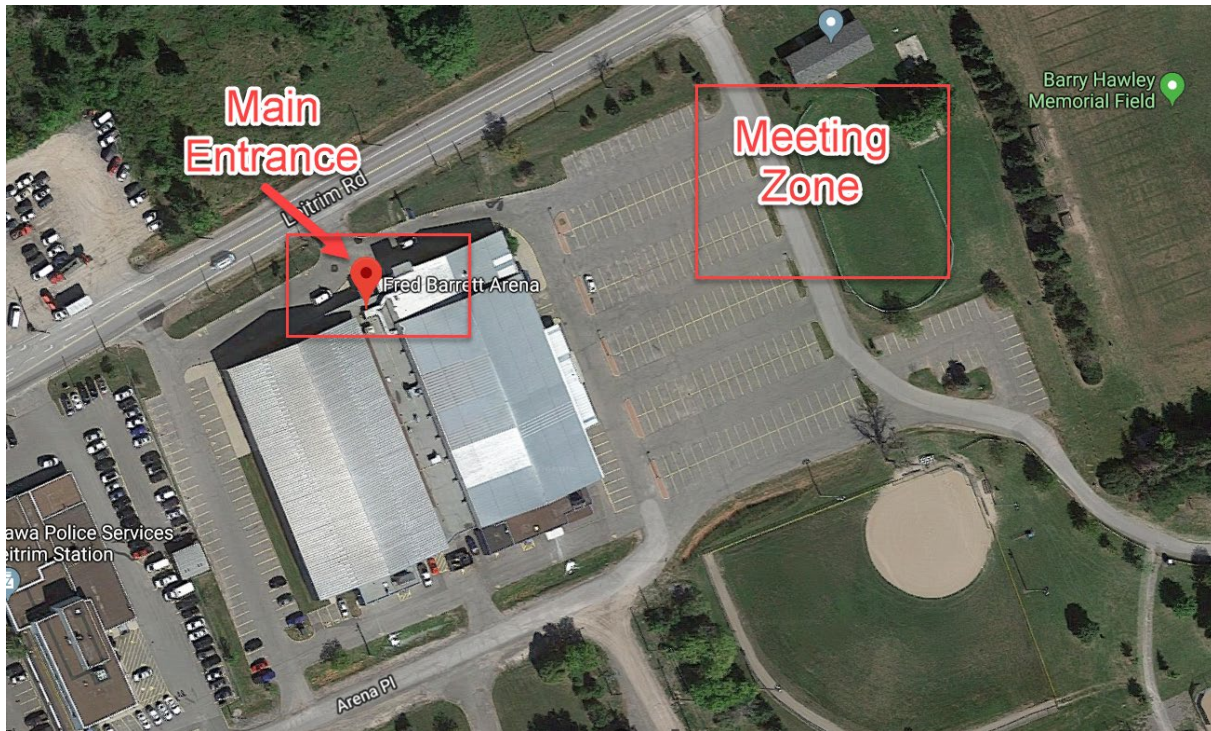
First Aid Kit Location:

****First Aid Kits should come out to the boards with the music for all sessions****

****See arena staff if additional first aid supplies are required***

Fred Barrett Arena

<p><u>Address:</u></p> <p>3280 Leitrim Road, Ottawa, On K1T 3Z4 613-822-2175</p>	<p><u>Defibrillator Location:</u></p> <p>Main Lobby – between Arena office & doors to enter West arena</p>
<p><u>Evacuation Meeting Point:</u></p> <p>Far side of East Parking lot (near fields)</p>	<p><u>Phone Location:</u></p> <p>Main Lobby arena office</p> <p>*There is a phone located in the timekeepers box that connects you to the front office.</p>



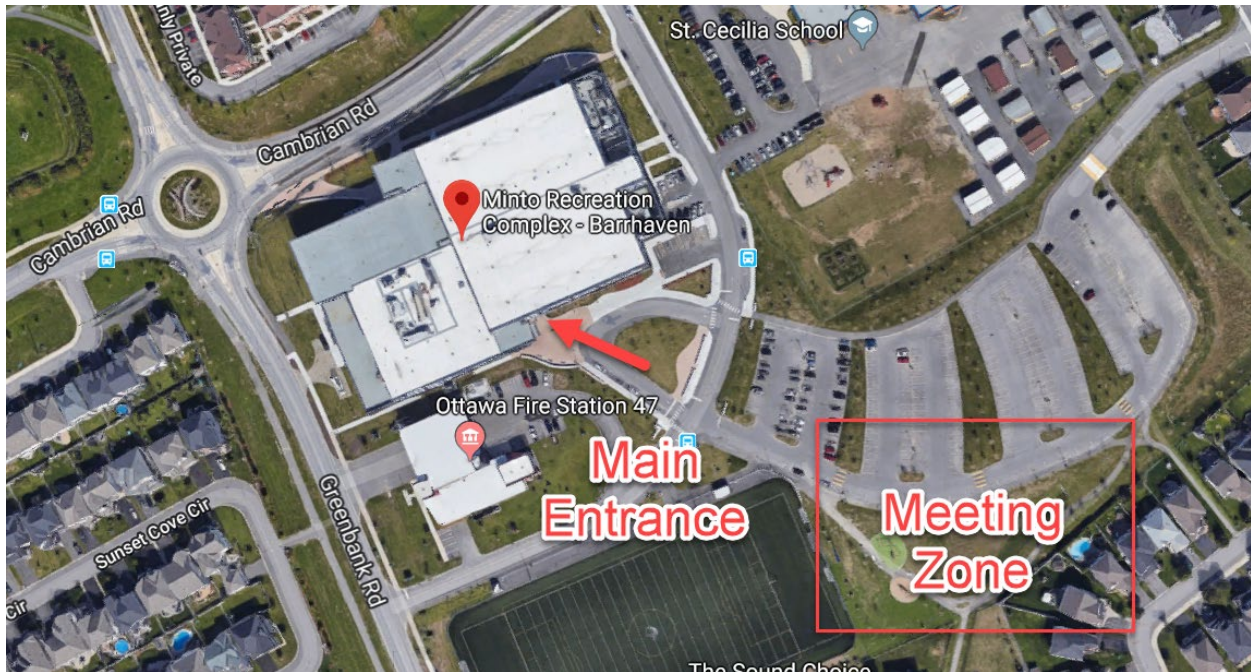
First Aid Kit Location:

****First Aid Kits should come out to the boards with the music for all sessions****

****See arena staff if additional first aid supplies are required.***

Minto Recreation Complex – Barrhaven

<u>Address:</u> 3500 Cambrian Road, Ottawa, ON K2J 0V1 613-727-2683	<u>Defibrillator Location:</u> Hallway to dressing rooms
<u>Evacuation Meeting Point:</u> Playground near parking lots	<u>Phone Location:</u> Front desk



First Aid Kit Location:

****First Aid Kits should come out to the boards with the music for all sessions****

Must be brought from one of the other locations

**See arena staff if additional first aid supplies are required*

Hospitals

Children's Hospital of Eastern Ontario (CHEO)

401 Smyth Road, Ottawa, ON K1H 8L1

613-737-7600

Queensway Carleton Hospital

3045 Baseline Rd, Ottawa, ON K2H 8P4

(613) 721-2000

Ottawa Hospital – Civic Campus

1053 Carling Ave, Ottawa, ON K1Y 4E9

613-722-7000

Ottawa Hospital – General Campus

501 Smyth Road, Ottawa, ON K1H 8L6

613-722-7000

Other Important Contacts

Poison Control Ontario - 1-800-268-9017

Kids Help Line - 1-800-668-6868

National Suicide Prevention Support Line - 1-866-277-3553

Crisis Line - 613-722-6914 (outside of Ottawa 1-866-996-0991)

Distress Centre for Ottawa - 613-238-3311

Dispute Resolution Procedure

Document Classification: Procedure

Associated Documents: Dispute Resolution Policy

Document control:

Implementation	Date: November 2023
Next Review by Board	Date: November 2024

PROCEDURE overview:

This procedure outlines the procedure that will be followed in the event of a dispute within Rideau Skating Club.

PROCEDURE scope:

This policy applies to the board of directors and committee members of the Rideau Skating Club.

PROCEDURE statement:

This procedure will be followed with the goal of resolving the dispute between the Complainant (individual(s) raising the concern) and the Respondent (individual(s) who are the subject of the concern) in a fair and equitable manner. The procedure will be followed for disputes between members of the Rideau Skating Club. For the purposes of this document, members include parents, coaches and skaters.

Member Level

1. The Complainant and Respondent are encouraged to make a reasonable attempt to resolve the complaint/conflict between themselves.

Club Level

1. Where reasonable attempts to resolve the complaint/conflict fail, a complaint may be made in writing to the Vice-President (vicepresident@rideauskating.ca).
2. Upon receipt of a written complaint, the Vice-President:
 - Shall respond in writing to the Complainant, acknowledging receipt of the complaint and Cc the president’s email.
 - Include a copy of the Dispute Resolution Procedure.
 - Request confirmation in writing if the Complainant wishes to pursue the complaint according to the Dispute Resolution Procedure.

3. If the Complainant advises the Vice-President in writing that they wish to proceed with the complaint, a copy of the complaint and the Dispute Resolution Procedure shall be provided to the Respondent.
 - Note: At the discretion of the Vice-President, the identity of the Complainant may remain confidential depending on the specific situation. If so, the Complainant will be advised and all reasonable effort will be made to ensure confidentiality.
4. The Respondent shall be asked to respond to the complaint in writing, within two weeks, to the Vice President.
5. The Vice President will investigate the complaint by interviewing the Complainant, the Respondent and any witnesses whom he/she considers appropriate.
6. The Vice President shall:
 - Prepare a written report outlining:
 - i. Allegations of the Complainant
 - ii. The response of the Respondent
 - iii. The evidence of any witnesses
 - iv. The conclusions reached as to the allegations
 - v. The decisions and rationale
 - vi. Recommendations for appropriate resolution.
 - The report will be sent to the President for review. If approved by the President the report shall be provided to the Complainant, the Respondent and the Club Board of Directors by the Vice President. If either the President or Vice President have a conflict of interest another board member will take on their role.
7. If the Complainant and Respondent accept the recommendations, the complaint is resolved. The Vice President shall follow up with the Complainant within one month following resolution of the complaint to ensure things are running smoothly.
8. If resolution cannot be reached following the above steps, a hearing of the Club Board of Directors, at which both the Complainant and Respondent may make oral submissions, will be held.
9. The Club Board of Directors shall re-interview any witnesses considered appropriate and shall prepare a summary report outlining conclusions reached, the decisions and underlying reasons for those decisions, and a recommendation as to the appropriate resolution.
10. If resolution cannot be reached following the Dispute Resolution Procedure at the Club level, the Club Board of Directors shall seek assistance from the Section (Skate Ontario), and the dispute will follow the Section Dispute/Conflict Resolution policies and procedures.

Guest Skating (Drop-In) Procedure

Guest Skating (Drop-In) Procedure

Document Classification: Procedure

Associated Documents: None

Document control:

Implementation	Date: January 2023
Next Review by Board	Date: January 2024

PROCEDURE overview:

This procedure outlines the guidelines for guest skating (drop-in) at Rideau Skating Club.

PROCEDURE scope:

This policy applies to the board of directors, committee members, and coaches of the Rideau Skating Club.

PROCEDURE statement:

All guest skating (drop-in) fees are purchased online through the RSC registration system.

- Skaters register for a “drop-in” session.
- The drop-in fee is dependent on the length of the session.
- If there is not enough space on the chosen session, the skater will not be able to register.

For club skaters, permission must be requested from the skater’s coach to ensure that:

- The level of the skater is appropriate for the requested drop-in session.

For out-of-club skaters, before registering,

1. an email must be sent to info@rideauskating.ca with the following information:
 - Skater’s name
 - Skater’s level
 - Coach’s name
 - Is the coach attending with the skater?
2. The mail request and information must be received a minimum of 48 hours before the requested drop-in session.

3. The club administrator will reply to the email with confirmation of approval (or not) for the skater.
4. If approval is given, the skater may then register for the drop-in session.
5. Payment must be completed before the skater can skate on the session.

Helmet Policy

Document Classification: Policy

Associated Documents: None

Document control:

Implementation	Date: May 2023
Next Review by Board	Date: May 2024

POLICY purpose:

This policy provides the board of directors and committee members with the guidelines for the use of helmets in skating programs.

POLICY scope:

This policy applies to the board of directors, committee members, and club members of the Rideau Skating Club.

This policy is presented for acceptance at the time of registration.

POLICY statement:

Rideau Skating Club adheres to the Skate Canada’s helmet use policy. The helmet use policy is outlined on the Skate Canada website (www.skatecanada.ca) in the Safe Sport Guide.

The full Safe Sport Guide can be found at the following link.

<https://info.skatecanada.ca/index.php/en-ca/guides/50-guide-to-safe-sport.html>

- Skaters working STAGE 5 and below, as well as skaters in the CanPowerSkate program, MUST wear a CSA approved hockey helmet with a valid expiry date.
- Skaters working on STAGE 6 or higher may choose to continue to wear a helmet at their discretion. The skater, parent/guardian have the final say as to whether or not the skater will or will not wear a helmet.
- Skaters, regardless of age, who lack good control/balance when skating forward, backwards and have difficulty stopping, as well as maneuvering around obstacles on the ice are required to wear a CSA approved hockey helmet.
- The helmet policy is not optional for clubs. Failure to meet the Skate Canada helmet policy, in programs that require a helmet, will result in the skater being refused entry to the ice surface or being escorted off of the ice.

Liability Waiver

Document Classification: Policy

Associated Documents: None

Document control:

Implementation	Date: June 2023
Next Review by Board	Date: June 2024

POLICY purpose:

This policy provides the board of directors and committee members with guidelines for the liability waiver.

POLICY scope:

This policy applies to the board of directors, committee members, and members of the Rideau Skating Club.

This policy is accepted at the time of registration.

POLICY statement:

The applicant (parent / guardian for skaters under the age of 18) acknowledges that certain risks are involved with a skating program that could easily result in injury. The applicant and parent/guardian hereby waives all claims, rights or causes of action against the Rideau Skating Club, it's officers, directors, coaches or members, for personal injury or loss of property of any nature or kind, however or whenever sustained.

Media Policy

Document Classification: Policy

Associated Documents: None

Document control:

Implementation	Date: June 2023
Next Review by Board	Date: June 2024

POLICY purpose:

This policy provides the board of directors and committee members with guidelines for the use of media (social media).

POLICY scope:

This policy applies to the board of directors, committee members, and members of the Rideau Skating Club.

This policy is accepted at the time of registration.

POLICY statement:

Rideau Skating Club, from time to time, takes photographs or videos of the skaters. Any photograph or video may be included on our website or social media pages, in the local newspapers, or any other Club related document, information sheet or advertising relating to the Club. The use of photographs and video will be limited to these purposes.

This policy applies to those who have not opted out at registration.

Member Code of Conduct Policy

Document Classification: Policy

Associated Documents: None

Document control:

Implementation	Date: June 2023
Next Review by Board	Date: June 2024

POLICY purpose:

This policy provides RSC members with the code of conduct guidelines.

POLICY scope:

This policy applies to all members of Rideau Skating Club.

This policy is presented for acceptance at the time of registration.

POLICY statement:

Rideau Skating Club (RSC) is committed to ensuring a quality experience for all members.

All members of Rideau Skating Club are expected to conduct themselves in a manner consistent with the values of RSC which include integrity, inclusiveness and collaboration.

All members have the right to a safe environment both on and off the ice. As such, verbal and/or physical abuse of any kind will not be tolerated and may result in immediate suspension.

- 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 Rideau Skating Club into disrepute, including but not limited to abusive use of alcohol, non-medical use of drugs and use of alcohol by minors and gambling.
- Only members in good standing with the skating club will be allowed to participate in club programs, take assessments (STARSkate) or compete in club competitions. Members not in good standing may be suspended at the Board’s discretion.

- Parents of skaters are responsible for the behaviour of their child during all sessions.
- Damaging the ice surface (i.e., kicking, stomping, picking, or making holes) is NOT permitted.
- Pushing, tripping, horseplay, tag, lying on the ice, or intentional interference with other skaters is NOT permitted on the ice or elsewhere in the arena.
- Violent or aggressive acts such as hitting, spitting, biting, or kicking others is NOT permitted on the ice or elsewhere in the arena.
- Skaters are not allowed to leave the ice surface without a coach's permission.
- Members shall at all times adhere to the policies and procedures of Rideau Skating Club.

Three Strike Violation Rule

If a member is in violation of the code of conduct:

1. Member will be verbally warned
2. Member will be warned again with written letters to skater, parent and if applicable, coach.
3. Member will be suspended at the Board's discretion.

If the behaviour of a member is deemed by the Board to be in serious breach of conduct, at the Board's discretion said member may be immediately suspended.

In cases of suspension NO REFUNDS of any kind will be granted.

All complaints or concerns must be addressed to the Board in writing, either given by hand to a Board member or by email to the club. A decision, if required, will be made at the next scheduled Board meeting or sooner dependant upon the severity of the situation. Board members must not be sought out individually at the arena, their home, or place of business to verbally register complaints.

Privacy Policy

Document Classification: Policy

Associated Documents: None

Document control:

Implementation	Date: June 2023
Next Review by Board	Date: June 2024

POLICY purpose:

This policy provides the board of directors and committee members with guidelines for the privacy practices of the club.

POLICY scope:

This policy applies to the board of directors and committee members of the Rideau Skating Club.

This policy is presented for acceptance at the time of registration.

POLICY statement:

Rideau Skating Club values the privacy of our club members.

- Collection and Use of Information
- Rideau Skating Club limits the information we collect about our members to facilitate club business or to comply with legislation.

Accuracy

- We rely on our members to ensure that the information we have on file is accurate and complete.
- Members can review their current information within their club account and modify it as needed.

Retention of Information

- Rideau Skating Club does not store any credit card number and security information on-line or on our website (www.rideauskating.ca).
- Rideau Skating Club does retain membership information for statistical purposes and to assist with future season planning

Release of Information

- Rideau Skating Club does not sell, rent or exchange identifiable client information with any third party except as required to register skaters with Skate Canada.

Protecting Your Information

- Sensitive and personal information is kept secure and strictly confidential.
- Our website maintains appropriate safeguards and security measures and we retain your information only for the duration that is required for the purposes previously stated.
- Only the committee members and administrative staff involved in data processing have access to this data.

Privacy Policy Appendix A: Notice of Collection Statement

Your privacy and the protection of your personal information is important to us. Your personal information is required to register you with Skate Canada in any capacity, including, without limitation, as a Skate Canada registrant, coach or in connection with your affiliation with a skating club or skating school and to administer various services, such as Skate Canada events. Your personal information may also be exchanged with Skate Canada affiliates which includes your local skating club or skating school or provincial association or section. By accepting this policy, you expressly provide your consent to the sharing of your personal information with Skate Canada and as described herein for purposes of registration and receipt of national services delivered by Skate Canada. We adopt the 10 Fair Information Principles into our privacy program, and employ reasonable measures to protect against unauthorized access, processing, disclosure, alteration, destruction or loss of your personal information. See [Skate Canada's Privacy Policy](#) for more details.

Program Assistant Policy

Document Classification: Policy

Associated Documents: None

Document control:

Implementation	Date: September 2023
Next Review by Board	Date: September 2024

POLICY purpose:

This policy provides the board of directors and committee members with guidelines that outline the role and duties of a program assistant as well as program assistant recognition.

POLICY scope:

This policy applies to the board of directors and committee members of the Rideau Skating Club.

POLICY statement:

Role of the Program Assistant

Program Assistants are an important component to any successful CanSkate program. The role of the PA involves assisting the Skate Canada coach in the delivery of the program. The responsibilities of the PA may include:

- Assist the Skate Canada coach in delivering the program on-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 instructions)
- Lead circuits, drills, group activities
- Collect name tags on the ice
- Take attendance
- Be a role model for young skaters

Minimum Requirements of the PA

The club coaches are ultimately responsible for selecting and training the best PAs available and for putting the best program on the ice. Candidates must demonstrate:

- A helping nature
- Patience with children
- An ability to communicate ideas clearly
- Reliability
- A sense of commitment to tasks
- Qualities of a good role model
- Ability to lead activities in a creative and enthusiastic manner
- Have a safe behavior on the ice
- Follow the applicable Rideau Skating Club ice rules

PAs should ideally meet these additional qualifications:

- Be minimum of 11 years of age
- Passed one Star 1 Assessment
- Or at the discretion of the staff coaches

Program Assistant Recognition

- A dollar amount (“rate”) will be set by the club at the beginning of each year for each volunteer hour contributed by a Program Assistant. The amount of the rate may vary depending on the age and skating level of the Program Assistant. The rate may also vary depending on whether it is the first year that the skater is acting as a Program Assistant.
- The rate is not considered compensation, but is instead a token gift of appreciation.
- Program Assistants who skate with the Club will be credited with an amount equivalent to their number of volunteer hours multiplied by the rate.
- Hours can be used at any time for a student’s community hours in order to meet his/her high school community service requirements.
- Program Assistants who do not have an account with the Club will be credited with an amount equivalent to their number of volunteer hours multiplied by the rate. The Program Assistant can request either that this amount be forwarded to their club to be applied against their skating fees at the club, or that a gift card be issued in accordance with Skate Canada’s “Program Assistant Recognition Policy”.
- The credited amounts will be applied twice per season in accordance with this policy.

Refund Policy

Document Classification: Policy

Associated Documents: None

Document control:

Implementation	Date: June 2023
Next Review by Board	Date: June 2024

POLICY purpose:

This policy provides the board of directors and committee members with the refund guidelines.

POLICY scope:

This policy applies to the board of directors, committee members, and club members for the Rideau Skating Club.

This policy is accepted at the time of registration.

POLICY statement:

CanSkate, Pre-CanSkate and StarSkate Programs:

- A full refund or credit (less a refund processing fee of \$30) will be considered if the request is received 14 days or more prior to the start of the season.
- A pro-rated refund or credit (less a refund processing fee of \$30) will be granted for medical reasons (supported by medical documentation/certificate) if the request is made less than 14 days prior to the start of the season or throughout the term of the skating season.
- A pro-rated refund or credit (less a refund processing fee of \$30) will be granted for families who are required to relocate for employment reasons.
- Full season CanSkate - a prorated credit (less a refund processing fee of \$30) will be considered if the withdrawal request is received within the first four (4) sessions of the program.
- Half season CanSkate - a prorated credit (less a refund processing fee of \$30) will be considered if the withdrawal request is received within the first two (2) sessions of the program.

- In the event of inclement weather, facility issue, and or other extenuating circumstances beyond RSC's control no refund will be provided for these sessions.

Any request that does not fall within the parameters for any of the programs described above will not be considered.

Replacement Session Policy

Document Classification: Policy

Associated Documents: None

Document control:

Implementation	Date: September 2023
Next Review by Board	Date: September 2024

POLICY purpose:

This policy provides the board of directors and committee members with guidelines for the replacement of missed skating sessions for STARSkate and Daytime Adult programs.

POLICY scope:

This policy applies to all members of Rideau Skating Club.

This policy is presented on the club website.

POLICY statement:

**CANSKATE, PRE-CANSKATE, TEEN/ADULT CANSKATE
ADVANCED CANSKATE, FUTURE STARS**

Participants are expected to attend all sessions as scheduled for the program(s) in which they are registered.

Replacement classes are not permitted for group programming.

STARSKATE, DAYTIME ADULTS

Participants are expected to attend all sessions as scheduled for the program(s) in which they are registered.

However, it is acknowledged that circumstances of daily life occur. In cases where a skater is not able to attend their scheduled session, a replacement session is permitted.

Fall/Winter seasons:

For each program in which a skater is registered, the skater may replace a missed session up to a maximum of two (2) times in that season.

Spring seasons:

For each program in which a skater is registered, the skater may replace a missed session up to a maximum of one (1) time in that season.

Summer seasons:

For each program in which a skater is registered, the skater may replace a missed session up to a maximum of one (1) time in that season.

Replacement sessions will be managed as following:

- Skaters must confirm a replacement session with their coach prior to attending the session.
- The coach will
 - determine if there is available space on the session and confirm with the skater.
 - inform the other coaches on the session of the skater doing a replacement session.
 - Add the skater to the attendance log in Uplifter for the session.
- The skater will not be charged for the replacement session.

Once the approved number of replacement sessions have been used by the skater, the skater must register as a drop-in and pay for any sessions in which they are not registered.

Skater Recognition Policy

Document Classification: Policy

Associated Documents: None

Document control:

Implementation	Date: October 2023
Next Review by Board	Date: October 2024

POLICY purpose:

This policy provides the board of directors and committee members with guidelines for recognizing achievements of skaters.

POLICY scope:

This policy applies to the board of directors and committee members of the Rideau Skating Club.

POLICY statement:

RSC’s ability to provide recognition as outlined below will be determined on an annual basis by The Board of Directors at its January meeting. This review will be available to RSC members via the meeting minutes. The Board will consider factors, including, but not limited to:

- the number of skaters expecting to participate in the competitions listed below
- the location of these events
- the financial state of the Club.

When and as feasible, RSC recognizes its skater’s achievements as follows:

1. Skaters Participating in any Competition:
 - The Club will make best efforts to publicly recognize all skaters that have attended and their placement.
2. Skaters Participating in Adult Competitions:
 - A club send-off will be held where members of the Club will be able to give their best wishes to the skaters.
3. Skaters Participating in Sectionals:
 - A club send-off will be held where members of the Club will be able to give their best wishes to the skaters.

- The maximum allowable expenses for travel, accommodations, meals and coaching is \$500 per skater.
4. Skaters qualifying for Challenge or Nationals:
- A club send-off or post-competition congratulations will be held where members of the Club will be able to give their best wishes to the skaters.
 - Each skater going to the Challenge or Nationals competition will be given a token gift from the club.
 - The maximum allowable expenses for travel, accommodations, meals and coaching is \$1000 per skater.
5. Skaters qualifying for Next Generation Events or Ontario Equivalent.
- A club send-off or post-competition congratulations will be held where members of the Club will be able to give their best wishes to the skaters.
 - Each skater going to the Next Generation or Ontario Equivalent event will be given a token gift from the club.
 - Skate Canada and/ or Skate Ontario covers the travel fees.
6. Skate Ontario StarSkate Provincial Championships (top 12 or 18 skaters qualified from Ontario invitational events)
- A club send-off or post-competition congratulations will be held where members of the Club will be able to give their best wishes to the skaters.
 - Each skater going to the Provincial Championships will be given a token gift from the club.
 - The maximum allowable expenses for travel, accommodations, meals and coaching is \$500 per skater.
7. Skaters qualifying for Ontario and/or Canada Winter Games
- A club send-off or post-competition congratulations will be held where members of the Club will be able to give their best wishes to the skaters.
 - Each skater going to the Ontario or Canada Winter Games will be given a token gift from the club.

- RSC pays travel, accommodations, meals to a maximum of \$350 per skater.
 - Team coach provided by Skate Ontario, so no club coach fees covered.
8. Skaters Participating in Provincial Seminar Opportunities (Tier 1 and Tier 2 Team)
- RSC pays skater and coach registration fees;
 - RSC pays coach travel and accommodation to a maximum of \$100.
9. Skaters Participating in Provincial Training Camp (Tier 1 and Tier 2 Team)
- RSC pays skater registration fee;
 - RSC pays coach travel and accommodation to a maximum of \$250.

Reimbursement:

- In any year where the approved requests for reimbursement exceed the total amount available to be paid out, as determined by the Board of Directors annually, the amount paid for each request will be prorated on a percentage basis. The percentage will be based on the amount of each approved request relative to the sum of all requests, and applied to the funds available to be paid.
- The Club will limit the total amount of support provided under this policy to a maximum of \$5,000 in any one year. In the event the maximum is reached, amounts payable to parents will be prorated.
- Parents will be reimbursed for expenses in April upon submission of receipts for allowable expenses. All receipts for reimbursement are due to the Treasurer in person or through email to treasurer@rideauskating.ca by April 15 so as to be included in year-end accounting.
- The annual reimbursement for a skater, including receipts for coaching and the skater, will not exceed 50% of the ice fees paid by that skater to the club during the RSC skating year, September to the following April, inclusive.

The term coach includes Rideau Skating Club coaches and other external coaching.