



**Sungod Skating
Policies and Procedures Handbook**

Revised: April 2013

Policies and Procedures Handbook

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1. Duties of the Board Directors

1.1 Board Rules

As outlined in the Bylaws, there are 12 elected positions on the Board of Directors, of which 8 are Directors at Large. In addition there is a Past-President and the Director of programs representing the coaches. The Policy & Procedure Guide determines roles of the Directors at Large.

No member of the Board of Directors shall be empowered to make expenditures in excess of \$60.00 without the previous approval of the Board of Directors.

Two members can share director positions; however, the position is still restricted to only vote at any given executive meeting. The core executive positions cannot be shared.

1.2 Directors Roles

President - Shall supervise the club's affairs and activities, and preside at all meetings. He/she shall make an annual report and shall be club counselor under the constitution of the Skate Canada. Must have one-year prior experience on the Sungod Skating Club executive.

Vice President - Shall preside at meetings and assume the duties of the president in the absence of the latter & shall carry out any other duties assigned by the president.

Secretary - Shall keep an accurate record of all meetings and shall keep a record of the names and addresses of all voting and non-voting members and shall also conduct the correspondence of the club and file a copy of letters written and received. (Note: Correspondence is taken care of by the Club Administrator when that paid position is filled)

Treasurer - Shall be responsible for and have custody of all monies and grant discharge of same. The treasurer shall prepare a statement of receipts and disbursements at the annual general meeting.

The registrar responsibilities are now looked after by the Club Administrator, a paid position within the Club. As such the Club Administrator does not have vote right at executive meetings.

Director #1 – Carnival/Ice show - Shall be in charge of Ice Show.

Director #2 – Special Events - Shall be in charge of special events hosted by the Club. Those events include Open House and registration event, Family Holiday event, gala and award event, summer event and other event which from time to time may vary.

Director #3 – Communications & Publicity - Shall be in charge of club promotion and publicity including printed ads and other documents, web site, and other opportunity to promote the club. Shall be in charge of club information boards as well as member electronic bulletin information.

Director #64- Test Chairperson; Shall be in charge of collecting test papers, depositing monies into the test account, submitting documents and fees to Skate Canada as required and keeping a record of all test results (Preliminary and up).

Director #5 - Director at Large (Fundraising) Shall publicize fundraising events and look after the collection of all monies for each event after which he/she will turn over to the treasurer.

Director # 6, 7 and 8 – Director at large; shall carry out any other duties assigned by the president.

1.3 Club Paid Positions

Director of program

See appendix A for a description of the responsibilities and duties of the director of programs.

Canskate – Canpower and Junior Academy Coordinator Position

CanSkate, Canpower and Junior Academy coordinator is a paid position that does not include any voting rights at executive meetings. Duties are outlined in Appendix B.

Club Administrator

See appendix C for a description of the responsibilities and duties of the Club administrator.

Competitive Development Manager:

See appendix D for a description of the responsibilities and duties of the Competitive Development Manager.

2. Buy-ons

2.1 Buy-On Rate

Revised April 21, 2010; rate is \$12 per hour (cash price) and \$12 per hour (ticket price).

Buy-on books are available from the music player in \$48 denominations (sixteen 15- minute coupons).

30-minute sessions	\$ 6.00 (2 tickets)
45-minute sessions	\$ 9.00 (2 tickets)
60-minute sessions	\$12.00 (4 tickets)
60-minute sessions (low prime time during regular seasons– prior to 3 pm Monday to Friday, for Club members only already registered a minimum of 3 on-ice sessions per week)	\$6.00 (2 tickets)
45- min On-ice group session with coaching	\$18.00 (6 tickets)
60-min on-ice group session with coaching	\$24.00 (8 tickets)
30-min off-ice group session with coaching	\$6.00 (2 tickets)
45-min off-ice group session with coaching	\$9.00 (3 tickets)
60-min off-ice group session with coaching	\$12.00 (4 tickets)

Full session must be purchased.

2.2 Buy-on Rules

Revised April 13, 2005

Skaters may buy-on sessions they are not registered for providing they have a current Skate Canada membership and BC/YT insurance.

Revised May 12, 2001

Turn in coupons to the music player or a coach before stepping onto the ice. You must submit enough coupons for the entire session (no exceptions).

Buy-on tickets are always priced higher than registered sessions, i.e., the per-hour cost a session is higher when buying on rather than registering for a full season.

You can buy on at the beginning of any session that is not full. The music players have up-to-date lists and can count the number of registrants, plus those who have already bought on to a given session, and let you know if there is space.

The following maximum numbers are guidelines only. When a session is close to full with registered skaters the coaches will review the registrants list and determine final maximum for that session:

	Sungod/NDRC	Tilbury
Open Dance	24	18
Star 1-2 Freeskate	30	30
Star 3-4 FreeSkate	22	20
IStar 4 & Senior FreeSkate	22	18
Open sessions	22	18

Registered skaters are required to be on the ice within 10 minutes of the start of the session. Tardiness could result in forfeiture of your spot to a buy-on purchase. Any requests to overlook regular late attendance should be given to the Executive Committee in writing.

To buy on to a session that is full, you can place your name on a waiting list with the music player at the beginning of the session (not before). If after 10 minutes, there are spaces available, the music player will sell buy-on places starting at the top of the waiting list. The procedure for buying on to full sessions will be posted, along with a list of sessions to which the procedures applies.

3. Music Players, Coaches & Skaters

3.1 Music Players

1. Please arrive 5 minutes prior to the start of the session and turn on the equipment, get the attendance book out of drawer and set up the tapes and cds of the skaters on that session.
2. Please take attendance to ensure that only registered skaters and skaters who have paid are on the session.
3. For the order of playing the CDs, start with a different free skater every week. For senior session, interpretive skaters can be called first. If it is a busy session and you do not get through all of the skater's CDs, you would start with the skater who was next in line at next week's session. It is important for you to keep track of who declines to have their music played when called by using the codes provided "R" for refused, "L" for long and "O" for other.
4. Warm up music is to be played for the first 5 minutes for Junior session, 10 minutes for Senior session. Rotation of CDs will immediately follow.

5. If skaters and coaches refuse music and you revert to playing warm up music, please try the rotation again in 5 minutes.
6. Parents who play music will receive a \$5.00/hr credit to be used toward ice purchased. The credit must be used within 6-month of receipt of voucher.

3.2 Freeskate Sessions

1. Skaters who have 2 or 3 programs (long program, short program, interpretive) will have a maximum of 2 CDs played in a rotation. The Skater's 1st CD is to be played in order of the attendance list and the 2nd CD is to be played at the bottom of the rotation, prior to any Skaters who have "bought on". Please note, that the 2nd CD played in a rotation cannot be the same program as the skater's 1st CD.
2. Buy on Skater's music will follow in the order of handing in their payment or tickets, after the 2nd CD have been played. Coaches may not request a buy on Skater's music ahead of a registered Skater.
3. Coaches' request is a priority. However, if the skater has already had their music in that rotation then they cannot have it until all of the above (sections 1 & 2) is complete. It is up to the Skater or Coach to call it off so that the Skater will postpone their music until the coach asks for it.
4. A coach may only ask for a skater's music while the skater is in a lesson and only once per rotation.
5. Skaters may not request their music.

3.3 Open Discipline Sessions

1. The same rules apply to these sessions as for the Freeskate Sessions.
 2. Coaches' request is a first priority
- Buy on Skater's music requests will be at the end of the rotation
3. Skater or Coach may choose either freeskate solo, , dance and/or interpretive.

3.4 Skills & Dance Sessions

1. Rules vary slightly here as Skaters may request a dance be played.
2. Coaches' request is still a priority.
3. One music request per lesson for Coaches and one music request per session for Skaters.
4. Buy on Skaters will have last priority as on any other session.
5. The Music Player is to announce each dance name that they are about to play.
6. Coaches and buy on Skaters will need to identify the level or levels of skaters on the session for both dance and skills.

3.5 General

If a session is not very well attended, the coaches, as a group, will decide if the Skaters can request their music. The Music Player will be advised and it will be announced to all Skaters on that session.

4. Coaches

4.1 Club Coach Contracts

From the employment agreement letter:

The club will provide you with a letter by February 1, in the last year of this term, inviting you to reapply for employment as a coach for the following term.

Coaches and executive should make every effort to have signed agreements in place before the end of the winter season.

Employment agreements are signed by the executive and take effect September 1-after another executive has taken office. The new executive should review the employment agreements with each professional coach prior to September 1 to ensure both parties have an understanding of the content and intent of the agreement.

4.2 Out-of-Club Coaches

Sungod Skating Club is a closed club and therefore doesn't allow out-of-club coaches on regular club sessions. Exceptions may be granted by the Director of programs and a formal request needs to be placed to the Executive committee accompanied by proof of qualifications.

Out of club coaches are permitted to coach on afternoon sessions Monday through Friday during fall, winter and spring seasons. Proof of qualifications must be submitted to the Club prior to stepping on the ice.

4.3 Coaching Proof of Qualifications

Revised: February 16, 2005

All coaches who work at Skate Canada member clubs must meet the minimum criteria as outlined in Rule 2402 of the Skate Canada Rule Book and other provisions from time to time by the Skate Canada Board of Directors, and be a member of Skate Canada.

If permitted to coach on club ice under the Out-of-Club Coaches guideline above, out-of-club coaches must be certified to teach Skate Canada programs. They must also be members of Skate Canada and hold a valid first aid certificate. Coaches must also provide proof of a criminal record check.

5. Competitions

5.1 Competition Registration Reimbursement

Revised: November 7, 2012

Sungod Skating Club will reimburse each skater who has competed at the Super Series BC/YT Sectional Championship or the BC Coast Regional Championship (Winter Skate) for the cost of one program or half the cost of registration for Sectional Championship and the cost of one registration for the Regional Championship. A skater may claim only one Championship registration reimbursement, not two.

6. Equipment

6.1 Harnesses

Revised: May 12, 1999

Harnesses cables, fitting, belts and ropes are to be inspected annually. This is arranged through the arena facility supervisors during the summer, beginning summer 2000. Arena staff requires lifts for other maintenance work and coordinating our inspections with theirs reduces our cost. Contact Steve Napier, Sungod Arena facility supervisor and her will arrange the inspection with the testing company.

7. Finances

7.1 Account Structures

The Club maintains the following accounts:

- Operating
- Development Carnival (Ice Show)
- Test
- Gaming
- Huffington
- Term Deposit

7.2 Review

The president or designate reviews all bank statements and cancelled cheques after the accounts have been reconciled by the treasurer, and initials each statement to indicate review has been completed.

7.3 Audit

The treasurer will have the books ready to take to the accountant by early April. Our current accountant is Janet Helm. Price to have the books done is \$2,000 the president and treasurer need to sign the financials and copies need to be made for the AGM.

8. Gifts

Revised: November 22, 1998

8.1 Skaters Going to Section or Beyond

If a skater will be attending the BC Section Figure Skating Championships, Pacific StarSkate, or a higher-level competition, the club purchases a good-luck gift to a value of \$15 per person.

8.2 Departing Executive Committee Members

When Executive Committee members step down after serving four or more years on the board, the subsequent board will purchase a thank you gift to a value of \$50.

When Executive Committee member step down after serving two to three years on the board, the subsequent board will purchase a thank you gift to a value of \$25.

8.3 Other Gifts

Miscellaneous gifts will be purchased at the discretion of the current Executive Committee.

When a skater has been injured and has submitted a medical , the club will purchase a get well gift to a value of \$15.00.

9. Grant Allocations

9.1 Grant Qualification

Revised: February 16, 2005

To be eligible for scholarships, grants, Huffington awards or Ice Show solos/features, a skater must be a current registered Sungod home club member for at least one full calendar year immediately prior to the presentation of the grant.

Revised: November 22, 1998

The Sungod Skating Club has traditionally provided support to skaters qualifying for or being invited to events outside of the region. Since funding for these grants comes from the members in the form of fees or fundraising, and the executive is in a position of ensuring the clubs money is spent responsibly and fairly, decisions re grant allocations have proven to be very difficult in the past. There have often been long and arduous discussions about providing grant money to skaters who do not purchase a certain amount of ice from the club, and therefore do not contribute to the club's coffers to the same degree as do other skaters. This formula provides a fair and simple method of calculating grants. Though it does not recognize past contributions to the club, or the value to the club in being represented at these events, it treats each skater equally.

9.2 Formula

To determine grant allocations; count the number of hours for which a skater is registered with the Sungod Skating Club for the full season in which the event occurs. Count all hours that skater is registered on club ice (buy-on sessions do not qualify). The number of sessions is then calculated as a portion of a full *schedule* (see Definition of full schedule, below). An equivalent portion, or percentage, of the proposed grant is then allocated to the skater.

Example:

If the budgeted grant amount for an event is \$200 and a skater has purchased three hours per week in that season (a % of the total number of hours of a full schedule as defined below), the skater would be entitled to the corresponding % of the full grant amount.

$\$200 \times \% = \150

Similarly, if a skater is registered for only one session per week, the skater is entitled to $\frac{1}{4}$ of the grant, or \$50.

Notes:

- This formula does not include a method of calculating the budgeted amount of grant. That should be determined as part of the planning process prior to this formula being applied, and must be approved by the Executive Committee.
- If a skater is participating in more than one discipline (e.g., dance and freeskate) at a competition for which grants are being given, the formula reducing the largest grant allocation will be used. A skater will receive only one grant per competition.
- Grant allocation cannot exceed the registration fee paid by the skater for the season in which the event occurs

9.3 Definition of full *schedule*

Revised: April 13, 2005

For the purposes of this formula, a full schedule is defined as:

Freestyle 4 hours of any session per week in the season the event occurs
Interpretive 4 hours of any session per week in the season the event occurs
Dance 4 hours of any session per week in the season the event occurs

10. Registration

10.1 Fees and Refunds

Sungod Skating Club does not offer refunds except for medical reasons. You must miss a minimum of five consecutive, registered skating days to qualify and your request must be accompanied by a detailed doctor's certificate. These refunds are pro-rated.

There is an Administration Fee of \$75 for skaters who join SSC but do not buy a session over \$75 in value. This fee only applies to skaters who will be competing or testing, as these items involve club overhead in completing forms, postage, photocopying, etc.

Schedule change fee of \$10 applies to all changes after the posted schedule change date. This is to discourage frequent changes between sessions and cover the expense/time involved in changing registration records, etc.

The schedule change fee does not apply to adding-on sessions (*revised: July 2010, 2010*).

10.2 Priorities

Where the number of registration received for a session exceeds the space available, the following order of priority will apply:

1. Home club skaters
2. Our-of-club skaters with Sungod home club coach
3. Out-of-club skaters registered with our club in the past year with out-of-club coach.

4. All other registrants

Revised: March 10, 1999

Out-of-club partners of home club skaters will be given priority equal to home club skaters on appropriate session (e.g., dance for dance partners).

Revised: March 10, 1999

For the summer season only, 10 or more skater registering through an out-of-club coach prior to home club deadline will be given home club priority.

10.3 Partnering

Revised: April 13, 2005 (wording clarified)

Partners who use their registered skills/dance session for the purpose of partnering another Club skater(s) will receive reimbursement for the session with buy-on tickets up to a maximum of 30 minutes per session if all of that time was used for partnering purposes. Club coach must make reimbursement requests.

10.4 Tests and Competitions Club representation

Added: May 15th 2011

Club members must received approval from the Director of Programs to register for competitive, freeskate and skills tests and competitions.

11. Skater Qualifications

11.1 Qualification Levels

Qualifications may change from season to season to allow the club to adjust for changing enrollment. Usually, the following will apply, though the qualifications published in each season's schedule take precedence.

Revised: March 1, 2002

Tiny Tot Stages 1-6	3-5 years old (skaters must be three prior to the start of lessons)
CanSkate Stage 1 - 6	6 years and older
Junior Academy	By invitation only
Open Freeskate/dance/skills	Passed CanSkate Stage 6 and up
Open Sessions	Passed CanSakte Stage 6 & working on Elementary Freeskate and up
Star 1 -2 Sessions	Passed CanSkate Stage 5. Preliminary test passes max.
Star 3-4 Sessions	Passed Preliminary Freeskate
Senior-Star 4 sessions	Passed Junior Bronze Freeskate and higher
Senior Sessions	Passed SeniorBronze Freeskate and higher
Open Dance	Passed CanSkate Stage 6 and up
Competitive Open	Competing at the Pre-novice level and up or at the discretion of the Director of programs

11.2 Special Requests

Skaters must complete the registration form according to the level they are qualified to skate. Special requests to skate up one level must be in writing, and presented to the executive. The request will be reviewed by the director of programs. If permission is granted, it applies only to the session for which it was requested, not to buy-ons nor future registration.

Skaters may buy down one category only. Special permission is not required.

11.3 Pre-Approved List

Revised.. February 16, 2005

Before each season's registration date, the coaches develop, through consensus, a list of skaters who will be eligible to register on a session that is one level high than they are currently qualified, In other word, if you are qualified as a Star 1-2 skater, but are pre-approved for Start 3-4 sessions, you can register on Star 3-4 sessions during that season, but not for senior or senior-Star 4 sessions.

Several things are considered when the coaches develop this list. In almost all cases, the skater is capable of completing the required qualifying test. Skaters who are on the pre-approved list will be notified by the director of programs. Pre-approval is for one season only.

12. Scholarships and Awards

12.1 Awards of Recognition

Revised: February 16, 2005

Each year at the December family fun skate, selected skater are awarded a certificate of recognition. Skaters may be recognized in dance, skills and freeskate categories. Skaters may only be recognized in one level and category. There is no cash award associated with the certificate. In 1998, the coaches chose to recognize each recipient for a particular strength.

The recipients are selected by coach consensus, and represent the following groups:

- Sunday Tiny Tot, CanSkate (2)
- Tuesday Tiny Tot, CanSkate (2)
- Junior Academy (1)
- Star 1 (1)
- Star 2 (1)
- Star 3 (1)
- Star 4 (1)
- Pre-Juvenile (1)
- Senior Bronze (1)
- Juvenile (1)
- Junior Silver (1)
- Pre-Novice (1)
- Senior Silver (1)
- Novice (1)
- Gold (1)
- Junior (1) - Senior (1)

Notes:

- Remind coaches to submit list of recipients to EC by end of November.
- Solicit volunteer to complete certificates (calligraphy is nice, if available).
- Determine who will sign awards, and arrange for them to be signed.
- Prepare coaches to present awards.
- Determine when during the event awards are to be handed out.

12.2 Scholarships

Each year at the AGM, selected skaters are awarded with a certificate and coupon to be used toward the following year's skating. The scholarships are based on the Fall/Winter season immediately before AGM.

Every year the coaches select the strongest skater based on the combined general categories of progress and camaraderie. The recipients are selected by coach consensus, and represent the following groups:

Sunday and Tuesday Tiny Tot (2)	\$25 x2 = \$50
CanSkate (4)	\$25 x 4 = \$100
Junior Academy (2)	\$50 X 2 = \$100
Star 1	\$100
Star 2	\$100
Star 3	\$100
Star 4	\$100
Senior Bronze and above	\$100
Pre-Juvenile and Juvenile	\$100
Pre-novice , novice	\$150
Junior, Senior	\$150

Notes:

- The number and level of recipients may be adjusted, if necessary. The total dollar value of the scholarships should not exceed \$1200 without Executive Committee approval.
- Remind coaches to submit list of recipients to Executive Committee by end of April.
- Solicit volunteer to create certificates and coupons, Recipients are given a certificate to keep and a coupon to return with their registrations. There is no template or pre-printed stock of either. Coupon should include an expiry date of December 31.
- Coaches present the awards under the supervision of the director of programs.

Revised. February 16, 2005

To be eligible for scholarships, grants and Huffington awards, a skater must be a current registered Sungod home club member for at least one full calendar year immediately prior to the presentation of the award and must be registered for at least one session with SSC during that time.

12.3 Winifred Huffington Award

Revised.. March, 2001

To determine grant allocation for the Huffington Award the same formula is to be used for determining the other grants. An equivalent portion, or percentage, of the proposed grant is then allocated to the skater. For more information see Grant Allocation.

Revised. October 27, 1997

The Huffington family of North Delta has generously established a scholarship fund in memory of Mrs. Winifred Huffington. In honor of Mrs. Huffington's love for our sport, a portion of the interest earned each year is presented to a Sungod Skating Club member to assist in the pursuit of his or her figure skating goals. The remaining interest is added to the principal ensuring a substantial fund for years to come. A commemorative plaque is kept on display at the Sungod Arena and each year the new recipient's name is added to it. Award recipients are also presented with a plaque to take home.

Points are awarded as indicated below. The skater with the highest number of points is the recipient of the Huffington Award.

12.4 Criteria and point scale

10	First place in finals at: (with over 16 participants in the event) BC Coast Regional Qualifying, BC Sectionals, Starskate Final, Challenges or Canadians
8	Second place in finals at: (with over 16 participants in the event) BC Coast Regional Qualifying, BC Sectionals, Starskate Final, Challenges or Canadians
6	Third place in finals at: (with over 16 participants in the event) BC Coast Regional Qualifying, BC Sectionals, Starskate Final, Challenges or Canadians
5	Top 50% at: BC Coast Regional Qualifying, BC Sectionals, Starskate Final, Challenges or Canadians
5	First place in finals at: (with under 16 participants in the event) BC Coast Regional Qualifying, BC Sectionals, Starskate Final, Challenges or Canadians
4	Second place in finals at: (with under 16 participants in the event) BC Coast Regional Qualifying, BC Sectionals, Starskate Final, Challenges or Canadians
3	Third place in finals at: (with under 16 participants in the event) BC Coast Regional Qualifying, BC Sectionals, Starskate Final, Challenges or Canadians
0-5	Work ethic
0-5	Attitude and compatibility with others

12.5 Gold Test Completion

Revised. April 13, 2005

To be eligible for a gold test award a skater must be a current registered Sungod home club member for at least one full calendar year immediately prior to the presentation of the award. Skater must be registered for at least one session with SSC at the time of passing such test.

Skaters who successfully complete a gold-level test (gold freeskate, gold interpretive, gold skills - competitive or non-competitive, complete series of gold dances) will be awarded a certificate and medal. Presentations will be at the AGM.,

The cost for gold test awards is paid for from the Development Fund.

12.6 AGM Award Presentations

The following presentation are made at the AGM:

- Scholarship recipients by director of programs
- Gifts to program assistants by director (order in April)
- Flowers to Gold test recipients for the year (and gold pins if they have been received) by Test Director
- Huffington Award Recipient by director of programs (order keeper plaque)

13. Ice Show Qualifications

13.1 Qualifications

Revised: June 1, 2012

13.1 Qualifications

To be eligible for Ice Show solos/, a skater must be a current registered Sungod home club member for at least one full calendar year immediately prior to the Ice Show and must be registered for at least three sessions with SSC during that time period.

These qualifications are placed in the Policies & Procedures Handbook as on-going ice show qualifications that will be applied year to year. This ensures that skaters are aware of the qualification requirements for solos, allows them to work toward those qualifications in the two years between ice shows, and assures them that the qualification will not change after they have met their goals.

Modification may be necessary as a result of outside forces (e.g., Skate Canada - skating levels)

13.2 Solos

The following is a list of qualifications for solos and features in the ice show.

- Solos will only be awarded to home club skaters. In the case of dance or pairs couples, one skater must be a home club member and both skaters must be available to skate in the ice show
- The selection will start with a priority number 1 and work its way down until there is a maximum of 6 solos
- Qualification period starts with Super Series Final the year of last ice show
- Skaters qualify once as single skater (freeskate or interpretive). A skater can qualify twice; first as single skater and second as part of a pair or dance couple
- Skaters qualifying during first year of qualifying period, MUST compete the second year
- Skaters qualifying for passing test MUST have passed the test during the qualification period of the Ice Show. They must also compete at either Sectional

(pre-novice to senior, gold freeskate) or BC Coast Region Competition (Gold freeskate) in order to qualify (if those competitions are held in between the time the test was passed and ice show)

Ice show qualifications (in order of priority):

1	Gold Medalist at BC Sectionals (<i>freeskate, pairs, dance</i>)
2	Qualifying to Canadian Challenge or Canadian Championships (<i>freeskate, pairs, dance</i>) *must finish top half
3	Gold Medalist at Super Series Final Competition (<i>freeskate Preliminary to gold or equivalent, pre-juvenile, juvenile, silver and gold interpretive</i>) *must finish top half
4	Passed Gold Freeskate Test (<i>must compete at either Sectional or Super Series final – if applicable</i>)
5	Top 50% finish at BC Sectionals or Canadian Challenge (<i>freeskate, pairs, dance</i>)
6	Top 4 at Super Series Final (<i>freeskate Preliminary to gold or equivalent, pre-juvenile, juvenile, silver and gold interpretive</i>) *must finish top half
7	Top 4 at BC Coast Super Series Event <i>Winterskate</i> (or top 4 score) - (<i>freeskate Preliminary to gold or equivalent, pre-juvenile and juvenile</i>) * must finish top half
8	Top 3 at BC Coast Super Series Event <i>Winterskate</i> (<i>Silver and Gold interpretive</i>) * must finish top half

13.3 Ice Show Lines

Revised: February 16, 2005

Gold Feet Line

Must have passed any gold test within a 2 year period and must be a Sungod Home Club member.

Sungod Girls

Must have passed Senior Bronze Freeskate Test and must be a Sungod Home Club Member.

The following skater qualifications are minimums set for skaters to be included in the assigned line. The Club executive will, at their discretion, balance skater numbers within the assigned Ice Show Lines based on tests passed and skater ability. Lines will be maintained at a minimum number of skaters at the Club's discretion:

Senior Lines

- Must have passed Senior Bronze Freeskate Test,

Star 4/Senior Lines

- Must have passed Junior Bronze Freeskate Test.

Star 3-4 Lines

- Must have passed Preliminary Freeskate Test.

Star 1-2 Lines

Must have passed CanSkate Stage 6 or higher or completed Junior

Academy and skating on Junior sessions.

Junior Academy Line

Must be a Junior Academy skater

CanSkate Lines

- All current ice show registered CanSkate students will be assigned a line based on tests passed and skater ability.

Program Assistant Line

Must have been actively involved as a program assistant since previous ice show.

14. Communication Policy

14.1 General Correspondence

Added:: February 16, 2005

Correspondence addressed to "Executive" should be distributed to all members via executive meeting minutes, sensitive information that includes coaches, staff or named skaters should be discussed in a closed session (minutes are not posted),

The Club bulletin board is for the purpose of promoting the club and sharing club information. A club executive member should approve all items before they are posted on the SSC board. Other material and advertisements may be removed.

14.2 Privacy of Members

Only executive members should have access to skater email addresses and they should be used for club business only,

Email correspondence should use blind copies so that club members do not have their email address exposed to all other club members.

14.3 Business Solicitation

No business solicitation will be accepted during club sessions. All solicitations must be sent in writing to the club website or PO Box.

15 Contacts

Club Phone: 604-839-0950

Mail: Box 33014 RPO Nordel, Delta BC V4C 8E6

Website: www.sungodskatingclub.com

Email: info@sungodskatingclub.com

Director of programs	Norma Grant	604-522-8994 (home) norma@ppl.ca
Club Coach	Lani-Jo Dickson	lanimike@telus.net
Club Coach	Paulina Lam	linamlam@gmail.com
Club Coach	Rose Friel	rfriel@telus.net
Club Coach	Kevin Bursey	icesportscoach@gmail.com
CanSkate/CanPower Coach	Cherie Mallette	604-591-7345 kcmall@telus.net

16 Code of Conduct

Added: February 16, 2005

16.1 Conduct Rules

All skaters registering for StarSkate or Competitive sessions are required to return a signed copy of the On Ice Rules each Skate Canada year to be considered a member in good standing.

16.2 On Ice Rules

Applies to Junior Academy, Freeskate, Skills, Dance Programs and all StarSkate and Competitive sessions.

(amended September 21, 2005)

- No skater is allowed on club ice unless there is a responsible adult in attendance. This policy is set for the safety of the skaters and in accordance with club insurance coverage.
- Skaters should be at the rink on time for practice and lesson sessions.
- Skaters should come prepared to work on all dance, skills and freeskate sessions. Standing around for extended periods of time impedes your progress and the progress of other skaters.
- No gum, candy, food or drinks are allowed on the ice. Water bottles are permitted.
- Skaters must wear proper skating attire. Girls may wear a skating dress, leotards, skating pants or skirt and shirt. Boys may wear stretched pants or skating pants and shirt. Shirts must be tucked in so no midriff is visible. No street clothes or hats are permitted. Logos on clothing must be respectful to all members.
- For safety reasons long hair is to be pulled back away from the face.

- During freeskate sessions the skater having their solo played shall have priority and all other skaters and coaches in the area are asked to be courteous, to be aware and heed the right of way. The next priority is skaters in lessons. Courtesy on the ice is very important and must be used at all times.
- During dance and skills sessions skaters skating to the music have the right of way.
- At no time is one skater to shadow or follow behind another skater while they are practicing their solo.
- If a skater falls on the ice it is important for the safety of the skater and others on the ice that the skater gets up immediately if not injured.
- Un-sportsmanlike behaviour and/or abusive language on or off the ice will not be tolerated. Rowdiness, swearing and disrespect will also not be tolerated. These may result in the suspension of skating privileges.
- Please do not interrupt a skater's lesson unless it is an emergency.
- For safety and insurance reasons no skater is permitted to remove skates from another skater during ice sessions.

APPENDIX A

Director of Programs: Responsibilities and Duties

September 1st 2008

- Develop programs, curriculum, content and participate in the delivery of those programs
- Set schedules and standards (winter, spring and summer) in conjunction with an executive scheduling committee.
- Manage professional staff working within the programs, set schedules for all coaches
- Liaise with Skate Canada Coaching Consultants, Sections Technical Director and local professional skating coaches for all issues of technical matter
- Lead the meeting for the coaches that will be held monthly
- Arrange coaching for Canskate and Star skate/Competitive Group classes
- Hiring of all coaches in conjunction with an executive committee
- Coordinating coaches contracts
- Evaluate staff and help coaches evaluate skaters on a regular basis
- Organize grouping for Group Enrichment Classes and all off ice classes
- Talent Identification for skaters to move to Excel
- List skaters that should move from Excel or Canskate to the pre-preliminary sessions. Contact the parents of these skaters
- Arrange music for all group programs
- Create Theme Days and provide Input on prizes to the executive
- Provide customer service & communication with skaters and or parents. Arrange goal setting and schedule setting with all Star Skate Competitive skaters.
- Prepare and distribute coaches newsletters, 4 per year
- Create and set up incentive programs for all skaters in the star skate/ Competitive system.
- Organize with the assistance of volunteers, seminars (minimum 2 per year) and off ice programs.
- Attend executive meetings (if unable to attend prepare a report to be distributed)
- Liaise with the Canskate coordinator and over see the delivery of the various Skate Canada programs
- Meet with President twice per year to review goals, progress of duties and provide suggestions to Club executive for changes to programs.

APPENDIX B

Canskate, Canpower & Junior Academy Coordinator duties

Receive a list of registrations for all participants in Canskate, Tiny Tot, Excel and CanPower Skating Programs from the Registrar (excel list)

Determine class groupings in consultation with the Director of Programs, adjust throughout the year as necessary due to new registrations and progress of skaters. Prepare name tag and Class list for each grouping (by color) and place into appropriate groupings.

Prepare class boards one week before session begins and maintain as required

Determine coaching and Program Assistant requirements in consultation with the Director of Programs and the Executives (President and CanSkate Director) based on registration numbers and class groupings.

Maintain progress sheets for all sessions and maintain master records (tracking for each skater)

Advise CanSkate Director on activities such as theme days, coloring notices, stickers

Keep track of badges and ensure the Club has sufficient supply. Order badges from Skate Canada as needed

Prepare promotional flyer (junk mail flyer) for distribution in the community for 2009-2010 season. Junk mailing is to take place late August-early September

Prepare report card for the last session before the Holiday break and for the end of each seasons (fall/winter, spring and summer)

Prepare CanSkate Newsletter at the beginning of each season (4 times per year). Prepare information letters/emails to inform and advise parents regarding upcoming special events, safety issues and re-registration.

Attend 4 executive meetings per year

Work at the CanSkate Program Assistant Training and at the Annual Open House and Registration day (schedule September 13 from 8 am to noon)

Hourly salary will cover the following:

Provide on-site maintenance at scheduled CanSkate sessions (Tuesday and Sunday only) according to the following directives: first 2 weeks of each new seasons and on the first Tuesday and Sunday of each month if new skaters are joining.

The CanSkate Director will look after the following duties

Contact Program Assistants to determine who will assist each CanSkate sessions Assignment are based on the PA priority list and availability

Manage activities such as Theme days, coloring notices, stickers for CanSkate sessions

Distribute Skate Canada card & child tax credit receipts (the receipts are to be prepared by the CanSkate registrar)

Distribute newsletter and information letters prepared by the CanSkate coordinator and/or the ice show directors.

APPENDIX C

Club Administrator duties

Registration	<p>Receive and process CanSkate, Junior Academy and CanPower registrations. Send confirmation to CanSkate and CanPower skaters. Review registration sheets for accuracy, contact parents when errors and forward cheques to club treasurer.</p> <p>Update attendance sheets for Starskate/Competitive sessions prepared by the Club registrar. Sheets need to be updated daily until schedule change day and/or as needed after that.</p> <p>Manages all club registration with Skate Canada and handles all associated duties directly relating to registration including delivering Skate Canada cards, making information to members to produce tax receipts and attend Open House.</p>
Administration	<p>Evaluate new on-line registration system for CanSkate and CanPower</p> <p>House club phone and respond to calls and emails, in a timely manner, referring questions and comments to others as appropriate.</p> <p>Provide support in the production of program brochures as directed by the Director of Programs and the Board of Directors.</p> <p>Pickup mail at Club mail box and Sungod reception on a regular basis. Perform any other administrative support duties as may be required from time to time.</p>
Banking	<p>Deliver cheques to coaches and staff.</p> <p>Prepare deposits for processed club registrations.</p>
Communication	<p>Send email info to all members based on information provided by Director of Programs or Executives</p> <p>Be available at the rink to answer questions to members (hours to be published ahead of time and mostly during Canskate sessions)</p> <p>Prepares and coordinates advertising requirements (Leisure guides, newspapers, etc).</p> <p>Keep Club bulletin boards updated with accurate information.</p>
Website	<p>Maintain Club website with accurate information.</p>
Meetings	<p>Attend monthly board meeting and other meetings from time to time and prepares materials for the Board meetings for matters arising from the above responsibilities as well as bringing in-coming correspondence to the executive meetings..</p>

APPENDIX D

Competitive Development Manager:

Job Description:

- Talent ID from Junior Academy to Senior Competitive, including dance or pairs.
- Meeting with parents to educate them about the sport and it's requirement and to recommend lesson and ice time
- Coordinate in conjunction with the Director, the content for Junior Academy, Enrichment and dryland classes.
- Plan and coordinate in conjunction with the Director the adaptation to the Long Term Development Plan of Sungod SC programs
- Organize simulations for competitors (Category 1 in September/October and Category 2 in January/February)
- Organize seminars for competitors
- Plan a yearly calendar for competitions for competitors
- Plan a yearly calendar for training of competitors
- Set up and delivery (or train coaches to deliver) of class room style programs to enhance the performance of competitors
- Coordinate the dry land jump classes, to ensure continuity.
- Train coaches to deliver the programs as planned and educated them on best practices
- Parents meeting 1 or 2 times a year along with the Director.
- Search for funding to assist in the training needs of competitors
- Consultation with Director and scheduling committee on ice schedule for each season.
- Meet monthly with Director to ensure communication and continuity of the programs.