



THUNDER BAY
FIGURE SKATING CLUB

Thunder Bay Figure Skating Club Policies & Procedures

Updated October 2022

Reviewed/Amended: Aug 2021, Sept 2020, Nov 2018, Sept 2017

The Thunder Bay Figure Skating Club shall abide by all Skate Canada by-laws, rules, and regulations as per Skate Canada By-Law 1201 (1)(c)(iv), as amended.

1.0. Pandemic/Epidemic Program Cancellation

In the event of a pandemic/epidemic, the Club is prepared to follow public health, municipal/provincial government and sport recommendations regarding modifying/restricting/postponing or cancelling programs and activities.

The Club will provide in the form of a Club credit, a refund of the cancelled/postponed programs/events. Cash refunds will only be considered by the board of directors on a case-by-case basis. Requests are to be sent in writing to the Club President.

All modifications or restrictions to programming will remain in place until advised that it is safe to resume activities by public health, government, or sport officials.

In the absence of specific protocols, please refer to the Skate Ontario/Skate Canada guidelines, as amended.

2.0 Rowan's Law

Skaters (and parents of skaters under the age of 18), and coaches must acknowledge/sign at the time of registration that they have read and understood Rowan's Law, as required by Skate Canada.

3.0. Criminal Records Check

All board members shall have a successful criminal records check when they get elected to the Board. Those board members finishing their second year term shall sign a waiver declaration form indicating any changes to the criminal records check. The Club will reimburse Board members for any cost incurred.

Returning Board Members without a break in service will be required to sign a waiver declaration each year that they are staying on the Board. If a Board Member has a break in service, a new criminal records check is required upon election.

In the event of an offence on a criminal records check, the Board shall review the offence on a case by case basis to determine if the member shall be permitted to volunteer on the Board.

4.0. Arrears and Payments

If an account falls 30 days past due, the account will be considered in bad standing.

The member has from day 31 to 61 to bring the account to a current balance to be considered back to good standing status.



THUNDER BAY
FIGURE SKATING CLUB

Thunder Bay Figure Skating Club Policies & Procedures

Updated October 2022

Reviewed/Amended: Aug 2021, Sept 2020, Nov 2018, Sept 2017

The Club understands that circumstances occur and may grant an arrangement, on a case-by-case basis, provided a request in writing is sent to the President and Treasurer, no later than 45 days past due.

If no communication is received and the account continues to be in bad standing status at 60 days, the member/skater(s) will not be permitted to participate in any Club programming or events until the account returns to good member status.

5.0 Refunds

All requests must be made in writing and will only be given up to the first four weeks of skating during the winter season. A non-refundable fee of \$60.00 includes administrative costs and Skate Canada Registration fees. All written requests for refunds must be made within 7 days of the skater's last day. The club's income is based solely on fees and fundraising, therefore after the first 4 weeks of skating, fees will only be refunded under the following conditions:

- relocation of family to another town
- compassionate reasons approved by the board
- a medical note from a doctor for injury or illness within 14 days of the request

A letter to the board is required for any skater leaving the program. The letter may be handed to any member of the board who will mark the date received on that letter. The letter will then be presented at the next board meeting. Approved funds will be pro-rated and mailed out. Absolutely NO REFUNDS for ice show will be given out after January 15 as material and supplies have already been purchased.

6.0. Bereavement

For bereavement, gifts \$25 or less do not need to be brought to the Board of Directors. On the passing of a Board of Director or Official, a donation of \$50 will be made to their charity of choice in their memory.

7.0. Bursary Awards and Competitive Funding

Bursaries may be issued to those skaters who attend competitions in the Super Series or Sectional Series.

To be eligible for awards/funding, the following conditions must be met:

1. Must be a full time skater and a member in good standing with the Club
2. All recipients must complete a written application form by June 30th of the calendar year and submit to the Board of Directors for approval
3. In addition to the 12 ice subsidy volunteer hours, 24 additional volunteer hours must be



THUNDER BAY
FIGURE SKATING CLUB

Thunder Bay Figure Skating Club Policies & Procedures

Updated October 2022

Reviewed/Amended: Aug 2021, Sept 2020, Nov 2018, Sept 2017

completed. As per the Ice Subsidy and Volunteer Hours Policy (20.0)

4. Volunteer hours must be completed prior to the bursary being issued.
5. Receipts must be submitted
6. Skaters may apply only for funding in either the Super Series or the Sectional Series for out of town competitions only.

Funding will be as follows:

Sectional Series:

- Registration for one Sectional Series competition to a maximum of \$300.00
- Funding towards attendance at Sectionals to a maximum of \$500.00
- Funding towards attendance at Challenge to a maximum of \$1000.00
- Funding towards attendance at Nationals to a maximum of \$1000.00

Super Series:

- Registration for one Super Series competition to a maximum of \$200.00
- Funding towards attendance at Super Series Provincial Championships to a maximum of \$500.00

8.0. Ice

Sessions with less than five (5) skaters participating due to competitions and/or holidays will be cancelled. Skaters will be allowed to pick up an extra day within that month to make up for this lost time.

8.1. Make up Sessions

There will be no substitutions or make up sessions allowed for a missed session. However a STARskater may pick up a session for a drop in fee (see Drop In Fee Policy). The skater must contact the Membership Chair 48 hours before the session to ensure availability. The skater will only be allowed on the session if space is available.

8.2. CanSkate Missed Sessions

There will be no substitutions or make up days allowed for a CanSkater. All CanSkaters must skate on their registered day(s). No refunds will be given for a missed session.



THUNDER BAY
FIGURE SKATING CLUB

Thunder Bay Figure Skating Club Policies & Procedures

Updated October 2022

Reviewed/Amended: Aug 2021, Sept 2020, Nov 2018, Sept 2017

8.3. Weather Cancellations

If the city cancels/closes the facility on a scheduled day that Thunder Bay Figure Skating Club offers a program there will be no refunds or make up sessions given unless the Club is reimbursed by The City of Thunder Bay.

9.0. Membership

Skaters who require special assistance due to special needs (ie. autism, Down's syndrome) can have a worker or parent present on the ice provided that worker or parent is registered with Skate Canada, and space permits, subject to Skate Canada guidelines and protocols.

Each skater, regardless of program, must pay the Skate Canada membership fee. This fee is non-refundable.

10.0. Coaches' All coaches must have a contract with the Club, or be a freelance coach with permission from the Board to be on Club ice.

10.1. Coaches' Professional Development

- Standard Coaches are eligible to receive up to \$1000 per skating year (Sept 1 - Aug 31) for professional development as stated in their individual contract.
- Recreational Coaches can be eligible for up to \$500 per skating year (Sept 1 - Aug 31) for professional development but must be coaching a minimum of two (2) hours per week.

10.2. Club Sessions

All coaches will make every effort to abide by discipline separation on STARSkate sessions. Skating skills lessons will be taught on Skating Skills, Free skate lessons will be taught on Free skate session and Dance lessons will be taught on Dance session.

All coaches will ensure that members are skating on their proper sessions. Members who have not paid for a session shall not skate on that session. This action ensures the safety of all Club members.

10.3. Communication

All issues discussed at the Board of Directors meeting need to be communicated via the Director of Skating to the coaching staff. The Thunder Bay Figure Skating Club Secretary will provide minutes from each Board Meeting but additional information may be needed to clarify issues.

The Director of Skating will share all communication with the coaching staff.



THUNDER BAY
FIGURE SKATING CLUB

Thunder Bay Figure Skating Club Policies & Procedures

Updated October 2022

Reviewed/Amended: Aug 2021, Sept 2020, Nov 2018, Sept 2017

All Club Program Administrators will cc the Director of Skating when communicating with the coaching staff of the Thunder Bay Skating Club.

Coaches will cc the Director of Skating when communicating with the Club Program Administrators.

Any Club concerns need to be addressed in writing to the Director of Skating.

11.0. Ipod System

All coaches will not exceed 7 minutes of usage during a 15-minute lesson.

All coaches will return the IPod system back to the original rotation after use during a lesson. All coaches will make every effort to avoid 'dead air' during a Club session. 'Dead air' is defined as no music playing during a skating session.

Only STAR 5 and higher skaters may operate the Ipod System.

12.0. Payroll

All coaches and employees of the Club are to submit their timesheets for the month to the Director of Skating by the 5th day of the following month for verification and then submitted to the Treasurer by the 10th of the following month. For example, January timesheets are to be submitted by February 5th.

Paychecks/Etransfers will be distributed by the 15th of the following month, for the prior month, unless there are extenuating circumstances.

In the event that a timesheet is not submitted on time, the timesheet and payment will be held until the next pay period.

13.0. Bingo

Bingo's must be completed by July 31st. Any bingo worked after this will apply to the following skating season.

There is no maximum amount of Bingo's that can be worked. However, as per the Ice Subsidy and Volunteer Hours policy #20.0., a maximum of up to 32 hours can be credited.

No members of the Club may work a Bingo until they are eighteen (18) years of age.

If an emergency arises, the Bingo Chairperson must contact the Executive for help. If a volunteer has a conflict, it is the responsibility of the volunteer to notify one of the Bingo Chairperson by email.



THUNDER BAY
FIGURE SKATING CLUB

Thunder Bay Figure Skating Club Policies & Procedures

Updated October 2022

Reviewed/Amended: Aug 2021, Sept 2020, Nov 2018, Sept 2017

Bingo volunteers are required to provide 48 hours notice if they are unable to work their scheduled bingo. If the volunteer does not notify the Bingo Chairperson by email 24-48 hours in advance, a \$50.00 fine will be applied at the discretion of the Board of Directors.

Mandatory Bingos will now be required effective October 2022. Each Skater family will be required to work 2 mandatory bingos (2- 4 hours = 8 hours total) on behalf of the Thunder Bay Figure Skating Club during the months of August - July of the current season. Bingos may be assigned at random at the discretion of the bingo chair to skating families.

Star Development/Canskate/Learn to Skate Programs Bingo Incentive: Each Starskate family member may volunteer to work a bingo if no other Starskate volunteer parents/families are available. A club credit of \$20 per Bingo (4 Hours) will be applied to the skater account. The Parent/Family member must complete the necessary bingo training prior to volunteering for a bingo.

14.0. NSF Cheques and Credit Cards

A \$40.00 fee will be issued for all NSF cheques.

Any member with one returned NSF cheque will be required to pay all outstanding fees, including but not limited to coaching fees, test fees, competitions fees, registration fees and ice show fees (past and future to session end) by way of cash, certified bank cheque or money order only. No exceptions. Access to ice privileges will be denied until all monies owed are collected.

15.0. Email Protocol

With the increased development and use of electronic communications, the Board will be respectful in their use of such communications regarding business and decisions related to that of the TBFSC.

15.1. The Board members shall communicate via email for the purpose of:

- a. Distribution of minutes and agenda for meetings/subcommittee meetings
- b. Following up with a request or agenda item to be completed before the next meeting
- c. Feedback regarding a document, promotion or such that is to be completed before the next meeting
- d. Clarification of an issue or activity that must be completed before the next meeting

15.2. Board decisions shall not be made via email or other electronic communications unless they are of an urgent nature that must be addressed before the next regular scheduled meeting. Board decisions via email shall:

- a. Be addressed to all voting members and the President



THUNDER BAY
FIGURE SKATING CLUB

Thunder Bay Figure Skating Club Policies & Procedures

Updated October 2022

Reviewed/Amended: Aug 2021, Sept 2020, Nov 2018, Sept 2017

- b. Explain the reasoning for the vote, a date to which a decision must be reached, and factual, pertinent information relating to the decision
 - c. Require that if the person proposing the request is a voting member, they must propose the motion and request a seconder
 - d. Note any conflicts of interest or abstaining votes by members
 - e. Be acknowledged as being passed with enough electronic votes by the President, or in the absence of the President by the Past President.
- 15.3.** Board decisions passed at a previous meeting shall not be proposed to be changed, amended or overturned via email.
- 15.4.** All communications via email or electronic devices shall be clearly addressed as to whom is to respond or whom the email is intended for by indicating such names in the “TO” line. All others that are to not respond, or just to make people aware should be addressed in the “CC” line.
- 15.5.** All board communications should not utilize the “BCC” line.
- 15.6.** All electronic communications will be respectfully, well thought out. Bullying or harassment via electronic communications will not be tolerated and will be addressed accordingly.
- 15.7.** All electronic communications should be cc'd to the President. All electronic communications to or by the President should be cc'd to one of the Vice Presidents or Past President.
- 15.8.** All electronic communications relating to Board matters will remain confidential, as with any discussion that takes place in the realm of the Board setting.
- 15.9.** Limited, and only essential personal or sensitive information will be included in electronic communications among the Board.

16.0. Zero Tolerance on Harassment and Bullying

Bullying can be defined, but is not limited to, the activity of unwanted repeated, aggressive behaviour intended to hurt another person, physically or mentally whether it be in person or cyber-bullying.

Cyberbullying is the use of cell phones, instant messaging, email, chat rooms, or social networking sites such as Facebook and Twitter to harass, threaten or intimidate someone.



THUNDER BAY
FIGURE SKATING CLUB

Thunder Bay Figure Skating Club Policies & Procedures

Updated October 2022

Reviewed/Amended: Aug 2021, Sept 2020, Nov 2018, Sept 2017

Any Club member who intimidates or bullies another member of the Club will be dealt with in the following **sequential steps** :

1. A verbal warning from their Base Coach and any member of the Board of Directors in the presence of their parent/guardian. The President must be notified of this verbal warning for the Club's records.
2. The Executive Board of Directors will meet as a conflict resolution committee to discuss the situation. They will bring their findings to the Board of Directors. Based on the evidence provided, a written warning will be given from the Board of Directors.
3. A declaration stating the skater is "a member not in good standing" and the skater is NOT permitted on any ice sanctioned by Skate Canada until permission has been granted by the Board of Directors to return. The skater and parent/guardian (if applicable) must request to meet with the Board of Directors to present their case for reinstatement to the Club.

17.0. Conflict Resolution

The Thunder Bay Figure Skating Club designed this policy as a guideline in demonstrating our commitment to resolving differences in a fair, equitable, and timely manner. The TBFSC is committed to the techniques of negotiation, facilitation, mediation, and arbitration as effective ways to resolve disputes. This process will be followed with the goal to resolve disputes between members, directors, coaches, and parents by encouraging members, directors, coaches, and parents to resolve conflicts and promote kind-heartedness through direct dialogue wherever possible, before following the formal resolution process.

Complaints and concerns regarding your skating experience should be directed according to the following guidelines.

17.1 Individual/Informal Level

In the case of a dispute among members, directors, coaches, or parents, individuals involved are encouraged to make every effort to resolve the dispute amongst themselves.

Where reasonable efforts have failed to resolve the conflict, a request may be made in writing to the Club President for assistance in resolving the dispute, such request to be made within 15 days of the event in question.

17.2 Facilitation Level

The Board may wish to provide an opportunity for the parties to meet with the President or designate(s) who can facilitate further dialogue between the parties toward a resolution. Within 3 days of receiving the request, the President will ensure that the parties have an agreed upon date to meet with the facilitator (The Board may wish to bring in a facilitator from outside the Club



THUNDER BAY
FIGURE SKATING CLUB

Thunder Bay Figure Skating Club Policies & Procedures

Updated October 2022

Reviewed/Amended: Aug 2021, Sept 2020, Nov 2018, Sept 2017

depending upon the circumstances).

If these efforts do not result in a satisfactory outcome, the complainant may provide the President with a written formal complaint, within 10 days of the facilitation effort (use a form to capture pertinent information for consistency).

17.3 Committee/Formal Level

The President receives the written formal complaint and refers the matter to the Conflict Resolution Committee (CRC), ensuring that there is no conflict of interest with the committee representatives.

The Conflict Resolution Committee will comprise five impartial board of director members selected by the President or designate.

The President or CRC Chair, provides acknowledgement of receipt in writing to both parties, within three days, as follows:

- Written notification to the individual making the complaint, as well as copy of the complaint, against whom (the respondent) the claim has been made
- Respondent asked to respond in writing to the conflict resolution committee
- Committee to collect information and investigate through appropriate means, including affording either or both of the parties an opportunity to present in-person
- Summarize the facts and note any contradictory facts
- Consider the facts and consult resources where applicable
- Inform the parties that the committee has completed its review of the complaint and will be making recommendations to the Board as to outcomes, and that notification of the Board's decision will be provided in writing to both parties by a specified date which should be within 15 days of the initial receipt of the written complaint
- At the next regularly scheduled Board of Directors meeting, or at a special meeting of the Board (if necessary to meet the 15 day window), the committee will present the case to the Board of Directors with their findings and recommendations for resolution.

17.4 Board of Director/Decision Level

The Board of Directors upon receipt and review of the Conflict Resolution Committees' finding may choose to dismiss the complaint or render a decision.

Each of the Complainant and the Respondent will be notified in writing of the Board's decision of



THUNDER BAY
FIGURE SKATING CLUB

Thunder Bay Figure Skating Club Policies & Procedures

Updated October 2022

Reviewed/Amended: Aug 2021, Sept 2020, Nov 2018, Sept 2017

dismissal of the complaint or results of restrictions or penalties as deemed fit.

17.5 Potential Outcomes/Consequences

It is important that a fair and reasonable outcome be reached relative to the nature of the event in question. To that end, options that provide a graduated response may prove helpful.

1. Written clarification of perceived misunderstanding or explanation of expectations, guidelines, rules or policies and their application under the circumstances.
2. Written expectations regarding similar situations should they arise in the future.
3. Written caution to either or both parties as necessary, to cease and desist the (named) behaviour that led to the initial complaint, subject to further sanction if they do not comply.
4. Suspension or Termination of Club Membership/Contract may be deemed appropriate in cases of serious misconduct, and the Board of Directors reserves the right to exercise these options if the circumstances are deemed to warrant

In situations of significant misconduct, the Board shall reference Skate Canada's National Complaints Procedure to determine whether the matter should be referred to Skate Canada's Review Officer.

18.0 Social Media

The Club has a Facebook and Instagram account. The Publicity Chairperson will have administrator privileges along with the President and any member approved by the Board of Directors.

19.0. Board Sub-Committees

The following chairpersons are encouraged to help with the overall operations of the Club. The Board of Directors may serve as a chairperson or appoint non-Board members. Each chairperson should seek a working committee. Examples of chairperson are: Bingo Chairperson; Fundraising Chairperson; Hospitality Chairperson; House Chairperson; Ice Chairperson; Ice Show Chairperson; Membership Chairperson; Music/House Chairperson; Publicity Chairperson; Test Chairperson; and Program Representatives (CanSkate, CanPowerskate, Synchronized Skating and STARSkate).

20.0. Privacy Policy

Privacy of information is of utmost importance to our figure skating club. Some of the information collected during our on-line registration (Skate Canada number, name of skater, and contact email) is forwarded to Skate Canada for membership registration. We do not sell, trade, or otherwise transfer your personally identifiable information to outside parties. This does not include trusted third parties who assist



THUNDER BAY
FIGURE SKATING CLUB

Thunder Bay Figure Skating Club Policies & Procedures

Updated October 2022

Reviewed/Amended: Aug 2021, Sept 2020, Nov 2018, Sept 2017

the club in the operation of our website and processing of online transactions. All cardholder data provided during online registration is collected and handled by a third-party compliant vendor (Beanstream Internet Commerce). The club does not have access to or store credit card information in any way.

The email address provided is used for registration processing and to send information/updates about program registration, volunteer opportunities, or other events (e.g. annual AGM, Ice Show) of interest to the club. You can opt out of these message lists at any time by signing into your member account and editing account details.

21.0. Club Dressing Room & Lockers

The dressing room is located at the North end of the arena. It is the responsibility of the skaters to keep the room clean. Anything left on the floor will be thrown out when the dressing room is being cleaned. Please be considerate and dispose of garbage and any unwanted items. Also consider the sensitivities of others before applying perfume, body lotion, hairspray or any other scents others may find offensive or painful. Being disrespectful to the space and other skaters and the use of foul or offensive language/comments will not be tolerated.

Only club issued locks are allowed on the club lockers located in the dressing room. All other locks will be cut off if not removed. Please contact the House and Music Chair to rent your locks. Cost of rental is \$10.00 for the duration of the skating season.

21.1. Club Dressing Room Violations

Use of the Club Dressing Room is a privilege. TBFSC expects all skaters to conduct themselves in a manner that is appropriate for all skating levels/ages. If Skaters are being disrespectful to the space and other skaters, using foul language/offensive comments, they will be in jeopardy of having their privileges removed. The following steps will be taken in the event of misconduct:

1. A Verbal Warning by a member of the TBFSC Board of Directors with their coach present outlining the violation. The parent/Guardian will be notified of the verbal warning.
2. A Written Warning addressed to the Skater and Parent/Guardian from the TBFSC Board of Directors outlining the violations.
3. A Written Warning addressed to the Skater and Parent/Guardian stating the removal from the TBFSC Dressing room for the remainder of the Season.

22.0. Ice Subsidy and Volunteer Hours

All STARskate families must pay a \$300 Ice Subsidy Fee at registration which will be refunded upon



THUNDER BAY
FIGURE SKATING CLUB

Thunder Bay Figure Skating Club Policies & Procedures

Updated October 2022

Reviewed/Amended: Aug 2021, Sept 2020, Nov 2018, Sept 2017

completion of a minimum of 12 volunteer hours with the club. Each family will have mandatory requirements to volunteer for 2 bingos (8 hours) on behalf of TBFSC. The volunteer hours must be completed by July 31 of that skating year. Volunteer hours will be tracked per the fiscal year Aug 1 - July 31. Once the mandatory 12 hours and 2 bingos have been completed, a skater can still receive credit of \$5/hour up to a maximum of \$100.

STARskaters volunteering within the club must be 18 years of age to receive credit towards Ice Subsidy. Skaters under 18 years of age and are attending High School can receive credit towards High School volunteer hours. If you would like to request your skater to volunteer during an event or activity, please contact the coordinator of the event.

Ice subsidy and \$100 volunteer credits are payable at the end of the Winter session.

23.0. Program Assistants

All STARskaters who have reached the age of 12 years old as of October 1st of the current skating season must commit to be a program assistant one CanSkate session per week. The STARskater will receive a credit of \$5 per session for each session attended.

Once a STARskater turns 18 years old, the STARskater has the choice to:

- Program assist - one session per week
- Volunteer a minimum of 4 hours within the club
- Apply to become a Canskate Coach for Thunder Bay Figure Skating Club or officiate on behalf of the club.

*Note: This applies to STARSkate Only

Parent/Family Member Volunteers are eligible to Program Assist. TBFSC will pay the Parent/Family Member's Skate Canada Fee. The Family will receive volunteer hours towards the Ice Subsidy Fee Credit.

Siblings over the age of 12 with skating experience who are unable to receive highschool hours are eligible to Program Assist. TBFSC will pay the Skate Canada Fee. A credit of \$5 per session will be applied to the Members account.

High School Student Volunteers are eligible to Program Assist. TBFSC will pay the Skate Canada Fee with a commitment to volunteer for a full 10 week session and attend a minimum of 7 sessions. High school volunteer hours will be credited for hours attended.

**Volunteers must commit to volunteer for a full 10 week session and attend a minimum of 7 sessions.

Note: If 7 sessions are not attended TBFSC will charge the applicable amount for the Skate Canada fee to the skater/member account.



THUNDER BAY
FIGURE SKATING CLUB

Thunder Bay Figure Skating Club Policies & Procedures

Updated October 2022

Reviewed/Amended: Aug 2021, Sept 2020, Nov 2018, Sept 2017

23.1. Program Assistant Incentive Program

Program Assistants who volunteer more than the required 1 Canskate session will be enrolled in the following Tier Program to receive additional volunteer credits.

- 1 Day per week = \$5 per session
- 2 Days per week = \$8 per session
- 3 Days per week = \$10 per session
- 4 or more days per week = \$12 per additional session

Example: if a program assistant is volunteering 3 days per week with Canskate - a total of \$23 per week will be credited to the skaters account at the end of the Winter Season.

The Top 3 Starskaters who have volunteered the most sessions will be rewarded with a gift card at the end of the season for the following amounts:

1. \$200 Gift Card
2. \$100 Gift Card
3. \$50 Gift Card

23.2. Violation of the Program Assistant Policy

If a Starskater fails to abide by the Program Assistant Policy 23.0. and does not assist for a minimum of 1 session per week, the following steps will be taken:

1. Verbal communication will be given by the Canskate Coordinator along with a Board of Director with the skater/family outlining the Program Assistant Policy and the importance of the commitment to PA.
2. Written notice of the failure to Program Assist will be given to the Starskate Family stating the non-compliance of the Program Assistant Policy.
3. Final Written Warning will be given that the Starskater will no longer be a member in good standing with the TBFSC. The Skater will be suspended from programs, competitions and events for 14 days from the date of suspension without a refund.
4. Permanent removal from TBFSC Programs for the remainder of the season - the member can seek a reconsideration of reinstatement from the TBFSC Board of Directors with a written plan in place to improve commitments and attendance for future Program Assisting.

24.0. Drop In Fees



THUNDER BAY
FIGURE SKATING CLUB

Thunder Bay Figure Skating Club Policies & Procedures

Updated October 2022

Reviewed/Amended: Aug 2021, Sept 2020, Nov 2018, Sept 2017

Drop in fees for TBFSC members will be charged at \$25 per session. Non-members drop in fees will be charged at \$35 per session. All Drop in fees must be requested and confirmed with TBFSC's Membership Chair 48 hours in advance pending availability on session.

Once approval has been received for the session, the Skater must register for the drop in ice via Uplifter. Payment will be applied via Credit Card.

E-transfers will not be accepted for Drop In Fees.

25.0. Skater Code of Conduct Disciplinary Actions

The TBFSC Executive Board of Directors will only commence an investigation when a written letter of complaint is received. If it is determined an infraction/breach of the code of conduct has occurred, the following disciplinary actions will be taken:

1st Offence: Verbal warning will be given by the Skater's base coach or a member of the TBFSC Board of Directors. Parent/Guardian must be present if the skater is under the age of majority (18). A copy of the skater code of conduct will be given. Documentation will be provided to the TBFSC President for Club records.

2nd Offence: Letter from the TBFSC Board will be addressed to the skater and Parent/Guardian outlining the nature of the violation.

3rd Offence: Suspension from all TBFSC programs for 14 days without compensation. This includes all Competitions and Test Days.

4th Offence: Permanent removal from TBFSC Programs for the remainder of the season - the member can seek a reconsideration of reinstatement from the TBFSC Board of Directors with a written plan in place for improvement of behaviour.

In the case of a serious breach of ethics, the skater may be immediately suspended at the TBFSC's Board of Directors discretion. In cases of suspension or expulsion; no refund of any kind will be granted.

26.0. Parent Code of Conduct Disciplinary Action

The TBFSC Executive Board of Directors will only commence an investigation when a written letter of complaint is received. If it is determined an infraction/breach of the code of conduct has occurred, the following disciplinary actions will be taken:

1st Offence: Verbal Warning will be given by a member of the TBFSC Board of Directors. A copy of the parent code of conduct will be given. Documentation will be provided to the TBFSC President for the Club records.

2nd Offence: Letter from the TBFSC Board of Directors will be addressed to the member



THUNDER BAY
FIGURE SKATING CLUB

Thunder Bay Figure Skating Club Policies & Procedures

Updated October 2022

Reviewed/Amended: Aug 2021, Sept 2020, Nov 2018, Sept 2017

outlining the nature of the violations.

3rd Offence: The Member may be asked to leave the Club at the TBFSC Board of Directors discretion. If the Parent/Guardian is asked to leave, the skater may still be able to attend for the remainder of the season. The Parent/Guardian will not be allowed to accompany their skater inside any arena during club ice time. If the Parent/Guardian does not abide by the decisions of the TBFSC Board of Directors, the skater may also be affected and asked to leave the Club without compensation.