



Constitution and By-laws

Club Name: TRENTON FIGURE SKATING CLUB

Incorporation Date: September 1957

Constitution Revision Date: 20 September 2006

Club Number: 1000519

Club Address: Trenton Figure Skating Club
Box 21003 Pharma Plus
260 Dundas Street East, Trenton, ON
K8V 6S2



FOREWORD

The Trenton Figure Skating Club is established to encourage and promote the sport of figure skating. The rules of Skate Canada (Hereafter known as SC) must be strictly observed, particularly in matters of finance and publicity.

This revision of the Club's latest Constitution and Bylaws, adopted 20 September 2006 includes amendments which reflect the current policies of Skate Canada; incorporate what has become standard operating policy of the Club; incorporate decisions of past Board of Directors which were never formally amended in the Constitution and Bylaws and incorporate rules or policies which will address difficulties in the Club's operation.

APPROVED BY:

President

Date

Vice President/Secretary

Date

APPENDIX for Information:

- a) Liability and Waiver Form
- b) Nomination Form
- c) Service Provider Agreement
- d) General Meeting Proxy Form
- e) Board and Committee Member Information Sheet
- f) Coaches Code of Conduct
- g) Club Code of Conduct
- h) Skater Code of Conduct

Adopted 20 Sept 06
Change (1) 15 Mar 2007

TRENTON FIGURE SKATING CLUB CONSTITUTION AND BYLAWS

CONSTITUTION

ARTICLE 1: NAME OF CLUB

The Name of the Club shall be *The Trenton Figure Skating Club* hereinafter called the Club.

ARTICLE 2: SKATE CANADA MEMBER CLUB DECLARATION

a) A not-for-profit figure skating or skating club, or the figure skating or skating section of a not-for-profit club, that is a member of Skate Canada and is managed by a volunteer board of directors for the general purpose of providing Skate Canada figure skating or skating programs for Skate Canada members [Skate Canada By-law 1100 (3)].

b) The Club shall pay such fees and such other charges as shall be required of clubs from time to time by Skate Canada. [Skate Canada By-law 1201 (1) (c) (ii), 1201 (1) (c) (viii) and 1201 (1) (c) (ix)]

c) The Club shall abide by all Skate Canada By-laws, rules and regulations as per Skate Canada By-law 1201 (1) (c) (iv).

d) The Club is located in the Eastern Ontario Section of Skate Canada. See Skate Canada By-law 1503 for definition of Sections.

ARTICLE 3: PURPOSE OF THE CLUB

a) The purpose of the Club shall be to encourage the instruction, practice, enjoyment and advancement of its members in all aspects of skating in accordance with the Rules, Policies and Procedures of Skate Canada.

b) The Club, with regard to any aspect of its operation is to be managed and operated by eligible persons who are duly registered as Associate Members of Skate Canada [By-law 1201 (1) (c) (iv)]

c) The Club shall protect the eligibility status of its members. The Club shall not take or omit any action that would knowingly jeopardize the eligible status of its members.

d) The Club shall operate only Skate Canada figure skating and skating programs.

e) Only Skate Canada Professional Coaches are permitted to teach figure skating and skating in the Club.

ARTICLE 4: LIABILITY

The Club shall not be responsible for any damages, injury, or loss of property to any member, guest or visitor to the Club regardless of the reason or nature of such damage, loss or injury. Every member, guest or visitor shall use the Club facilities at his or her own risk. The Club recommends the use of its *Liability Waiver form (see appendix a)* for any activities involving any person(s) or agency(s). The Club shall participate in the Skate Canada Club Liability and Member Accident Insurance programs [Skate Canada By-law 1201 (1) (c) (viii)]. Appendix (a) contains a copy of the Clubs Liability Waiver Form.

ARTICLE 5: HARASSMENT

Is any improper conduct by an individual(s) that is directed at and offensive to another individual(s) in the club and which the individual(s) knew or ought reasonably to have known would cause offence or harm. It comprises any objectionable act, comment or display that demeans, belittles or causes personal humiliation or embarrassment, or any act of intimidation or threat. It includes harassment within the meaning of the *Canadian Human Rights Act (CHRA)*. Harassment in any way, shape, or form will not be tolerated in the Club. All discrepancies will be dealt with by the Board, in writing, on a case, by case basis, and may result in offender(s) membership termination and/or subsequent Skate Canada involvement, where Skate Canada professionals are involved.

ARTICLE 6: BY-LAWS OF THE CLUB

- a) The By-laws, appended to this Constitution, shall describe the organization and functions of the Club, and the means by which members of the Club may elect the Club Board of Directors and control the property and activities of the Club.
- b) The By-laws, Rules and Regulations of Skate Canada and those of the Section in which the Club operates shall take precedence over any Club By-laws [Skate Canada By-law 1201 (1) (c) (IV)].
- c) Any Club By-law contrary to the By-laws, Rules and Regulations of Skate Canada and those of the Section shall be invalid. It is acknowledged that any provincial statute governing a club has precedence over any inconsistent Skate Canada by-law relating to that club. [Skate Canada by-law 1201 (1) (c) (IV).]

THE TRENTON FIGURE SKATING CLUB BYLAWS

By-law 1: MEMBERSHIP

Club Membership

Membership in the Club shall be open to all, irrespective of sex, age, creed or color. Membership registration dates, times and other associated scheduling shall be at the discretion of the Board of Directors and/or those dictated by Skate Canada regulations or directives.

SC and Club By-laws, Rules and Regulations

The Board shall create and enforce rules, by-laws and policies as required for safe and efficient conduct of Skate Canada and Club's programs. All members shall uphold, observe and conform to the By-laws, Rules and Regulations of Skate Canada, the By-laws of the Club and such regulations as made by the Board of Directors of the Club. Rules are listed further in this document.

Membership Fees

Members of the Club shall be registered with Skate Canada and pay such registration and other fees to Skate Canada as set from time to time by Skate Canada. (See Skate Canada By-law 1201 (1) (c) (ix), Skate Canada By-law 1202 (1) (a), Rule 2101, Policies and Procedures.)

Member in Good Standing

For a member of the Club to be considered in good standing with the Club, that member must pay Club fees as are stipulated by the Club Board of Directors, for the membership year in question. All club fees can be divided into equal payments as directed by the Board and will be paid, in full, by the dates stipulated by the Board of Directors. Members will be considered in arrears if payment arrangements or any other outstanding fees, become incomplete and not rectified within 30 days of original payment date. Members in arrears shall not be allowed to participate in competitions, test days, ice shows or other club activities, until outstanding fees have been paid. Appropriate payment arrangements are at the discretion of the Board of Directors. Termination of club membership may result if no arrangements for and collection of outstanding fees is accomplished. Members must be in good standing to transfer to or from another club. All outstanding coaching, club or other fees must be settled before any membership transfers or registration can be completed.

Setting of Club Fees and Skating Hours

Fees and skating hours of the Club shall be as the Board of Directors decides for the smooth operation of the club.

Adopted 20 Sept 06
Change (1) 15 Mar 2007

Suspension and Expulsion from the Club

The Board of Directors may suspend or expel a member of the club for acting contrary to the By-laws, Rules and Regulations of Skate Canada or of the Club. The Club Board shall develop a suspension and expulsion policy in accordance with the Skate Canada Complaint, Suspension and Expulsion Policy and Procedure that contains a provision for suspending or expelling of any member of the Club from such membership on terms and conditions that are deemed appropriate and necessary by the Club Board of Directors. The Club Board of Directors shall approve this policy from time to time and it shall be in writing and made available to all members in advance of its implementation. This policy must include an appropriate hearing and appeal process, which includes principles of due process, an appropriate reinstatement application process and an appropriate graduated series of disciplinary measures. [See Skate Canada By-law 1204.]

Classes of Club Membership

The classes of membership, eligibility and privileges shall be as follows:

Individual membership: Non-skating members who have paid the fees as set by the club and are Associate Members of Skate Canada. Individual members of legal age of 18 shall be entitled to one vote at each Annual General Meeting and Special Meeting of the Club. Included are club Board of Directors, Skate Canada Officials and other adults serving on club committees.

Active Membership: All eligible skaters who participate in a Club Skating Program and who have paid the fees as set by the club and are Associate Members of Skate Canada. All Active Members of the legal age of 18 shall be entitled to one vote at each Annual General Meeting and Special Meeting of the Club. (Underage Active Members have no vote but may be represented by Special Members).

Special Membership: Parent or guardian of legally underage Active Members who have paid the fees as set by the Club and are Associate Members of Skate Canada.

Partial Membership: All eligible skaters who are Associate Members or Restricted Members of Skate Canada through another HOME club and have paid a reduced fee as set by the Club. Partial members have no vote but may have a voice at the Annual General Meeting or Special Meetings of members.

Honorary Membership: The Annual Meeting of members may elect any person an Honorary Member of the club. An Honorary Member shall be exempt from club dues (but not Skate Canada dues) and shall not vote at meetings of the club unless otherwise qualified. They may have a voice at the meetings of the club. Honorary member prerequisites could include persons who through their past endeavors, deserve such recognition.

Restricted Membership: A restricted member is an individual who is a paid employee (of the club, Section or Association), a non-active coach, a performing professional skater or a professional dance partner. A restricted member is not permitted to hold elected office, may not vote at meetings, is not permitted to compete in competitions, and is not permitted to officiate at tests or competitions. [See Skate Canada By-law 1201 (1) (c) (xi), By-law 1202 (2) and Rule 2001.]

Active Member (Non voting rights): CanPowerSkate members, if program is offered, have no voting rights but may have a voice at the Annual General Meeting or Special Meetings of members. Special Members may not represent these active members.

Athlete Representative: shall be a Home Club skater, 14 yrs or older as of 1 Aug of the current skating season and shall have the following privileges:

- a) Voice concerns from the skating membership to the Board but without voting privileges at Board meetings; and
- b) Be excused from the meeting(s) after report presentation and discussion of athletes concerns.

Eligibility for Serving on the Board of Directors: All members of the Board and its Committees, except for the coach representative, must meet SC requirements for Associate membership, be of legal age and either duly elected to or acclaimed for a position on the Board. In addition, to be nominated as club President the individual must have served, as a minimum, one year as an executive committee member.

Membership Period

Skate Canada membership period. All eligible skaters' must be an associate member of SC whose membership year is from 1 Sept – 31 Aug.

Club Membership period. Club membership shall approximate SC membership year from 1 Sept – 31 Aug. Membership applications for the current skating season accepted No Later Than 15 Dec. of the current regular skating season. The club will accept new members for January to the current seasons end but all applications must be completed, signed and method of payment established by 15 Dec. of the current regular skating season. New or Transferred members applications for membership with the club after 15 Dec. of the current regular season will be addressed on a case by case basis at the discretion of the Board of Directors.

By-law 2: CLUB MANAGEMENT

Members of Board of Directors, Committees and Delegate to Skate Canada

The members of the Board of Directors, members and Chairs of committees, and the Club Delegate to Skate Canada must be members in good standing of the Club, be registered as

Associate Members of Skate Canada, be of legal age, and be eligible persons (with the exception of the Coaching Representative) as defined by Skate Canada Rules.

General Management of the Club

The general management of the club shall be vested in a Board of Directors consisting of: immediate Past President, President, Vice-president, Secretary and Treasurer, Directors, (# of which to be determined by the board for the smooth operation of the club) and a Coaching Representative. The management of the club shall abide by all Skate Canada rules and regulations, governing the operation of a club as well as abide by the principles of the club code of conduct (annex g). All of the above positions, with the exception of the Past President and the Coaching Representative shall be elected for (2) year terms at the Annual General Meeting. The Coaching Representative shall be elected annually by and from within the coaches of the club as per Skate Canada by-laws. The Past President shall be ex-officio and shall hold office until a new President has been duly elected. Board of Directors/Executive meetings will normally be closed to the general membership and accessed by invitation only. Minutes from meetings will be available for all members to remain updated on executive activities.

Holding of Board of Directors Office

The Board of Directors shall hold office until the close of the meeting at which their successors have been duly elected. Any member of the Board of Directors, may be removed by the members by a 2/3 majority vote at a Special General Meeting duly called for that purpose. All Board Members' can hold multiple positions on the Board, should the need to fill these positions be required due to casual vacancy. The President, Vice-President, Treasurer or Secretary positions, to prevent conflict of interest, cannot be multi-occupied. (i.e President cannot also be Treasurer, etc.)

Voting at Board of Directors Meetings

A quorum of the Board of Directors shall consist of 50% plus 1 of the individual committee chair members or their delegates on the Board of Directors, including the Board Chair. NOTE: Questions arising at any meeting of the Board of Directors shall be decided by a majority of votes. The meeting chair may vote only when the vote would change the result. Therefore the chair may vote to break a tie, and thus pass the motion, or to create a tie, and thus defeat a motion. A majority of the Board of Directors shall form a quorum. [Skate Canada By-law 1420 (5)]

Board of Directors Vacancies

Casual vacancies occurring between the Annual General Meetings of the Club may be filled, until the next annual General Meeting by a majority vote of the remaining members of the Board of Directors or in the case of the Coaching Representative, by the coaching staff.

Board Member Absenteeism and/or Leave of Absences:

All Board members who require a temporary leave of absence may be granted it upon submission of a letter of request, stating details of request with an estimated date of return to the Board. Such a request must accompany the recommendation for a club member, in good standing, to replace the Board member during their absence only if their position on the Board does not have an existing alternate stated in this document or it's bylaws. Only under exceptional circumstances will a leave of absence (LOA) extend beyond seven (6) months consecutively and only with approval of the Board. If a Board of Directors member is absent for more than 3 consecutive scheduled Board of Directors meetings, without good cause and/or without prior notification to the President or Secretary, then that office may be declared vacant by a majority vote of the Board of Directors. All members of the Board may resign upon submitting a written resignation.

Role of the President

Shall be responsible for the overall operation of the Club and all its facets and shall ensure all decisions' of the Board are carried out. Shall act as Chairperson of all Board of Directors and General meetings, shall be responsible for overall supervision of the Club's financial management, shall appoint committee directors and delegate specific duties to Board members, serve as an ex-officio member of all Standing or Special committee(s), may exercise all the duties and powers of the Board, at his/her discretion, with the understanding that such actions must be placed before the Board at the next meeting for ratification.

Role of the Vice President

Shall have all the powers and perform all the duties of the President in his/her absence. Shall assist the President, as required, may serve as a Director or member of a Standing or Special committee(s) and shall carry out such duties as delegated by the President.

Role of the Treasurer

The Treasurer shall be responsible for the safe control of all club funds and deposit all funds of the Club in such banks, or other institutions, as may be designated by the Board of Directors. Preparing and submitting to the Board of Directors, on a regular basis, an annual budget and keeping such records as are required for financial audit. The Treasurer is also responsible for arranging for an annual financial statement. Any two of the President, the Vice-president and the Treasurer shall sign all cheques and appropriate documents. It is recommended that the Treasurer be one of the signatories. The Treasurer shall also ensure all Club funds are in the form of cash, chequing and/or saving Accounts to maximise return for Club's funds and issue receipts for all monies collected on behalf of The Club. The Treasurer shall pay all Club expenses by cheque or other auditable method and ensure that accounting books are ready for

audit (if required by the club or SC). The Treasurer shall maintain a list of the Club's Physical assets and may serve as director or member of a Standing or Special committee(s) and shall carry out such duties as delegated by the President.

Role of the Secretary

The Secretary shall deal with all correspondence subject to the approval of the President or his/her Delegate, shall issue all notices for Board of Directors and general meetings, shall take minutes at all meetings, and shall have them prepared for review by the President within seven (7) days of the Meeting. The secretary shall be responsible for submitting to Skate Canada and the Section such Reports as are required by Skate Canada rules and other regulations. The Secretary may serve as Director or member of a Standing or Special committee(s) and shall carry out such duties as delegated by the President.

Role of the Coach

The coach(s) shall be responsible for the delivery and supervision of all on ice programs in conjunction with Skate Canada program delivery standards, coaches' code of conduct (annex f) and procedures established by the Board.

By-law 3:

COMMITTEES

Appointments

The President shall appoint standing committee Chairs who shall look after duties assigned to them. All Committee Chairs must submit the names of their committee members to the Board for approval.

Eligibility to Serve

All Club Board of Directors and members of Committees shall be eligible persons and shall be of legal age (18 years), **in addition, to be nominated as club President the individual must have served, as a minimum, one year as an executive committee member.** They must be members in good standing of the club and be Associate Members of the Association. Skate Canada By-law 1201 (1) (c) (ii).

Skate Canada and Section Club Delegate

The Board of Directors shall appoint the club delegate to Skate Canada and/or the Section annually. The Delegate need not be a member of the Board of Directors. The Section and/or Skate Canada National Office shall be advised of the appointed delegate's name. The delegate shall report on activities at these meetings and shall be entitled to receive compensation for pre-approved expenses related to attendance at required meetings. The club delegate should be

knowledgeable of the club requirements as related to the business of the AGM and the sport of skating.

Rules of Order

Rules of order for all meetings, General and Board of Directors, shall be guided by the principles of Roberts Rules of Order, a guide to running meetings and conferences, (www.robertsrules.com), but may be altered at the discretion of the President, to accommodate meeting needs while maintaining consistency with the by-laws, of the Club or special rules of the Association (Skate Canada By-law 1603).

Committees listed below are the most likely 'standing' Committees that a club will require. The Club Board of Directors shall approve terms of reference and objectives for each committee with a 50% plus one majority vote. (For small clubs a Chair may replace a committee. For medium to large clubs a committee of 2-5 people is suggested.)

COMPOSITION OF COMMITTEES

BOARD OF DIRECTORS

Composition

President, Vice President, Treasurer, Secretary, Committee Directors, (number of which to accommodate the smooth operation of the club) and a coach representative. Committee director(s), will be elected from within the club membership, or by the Board

Responsibilities

- To meet regularly and maintain minutes of each meeting.
- To manage the overall operation of the club
- To annually review and make recommendations regarding proposed amendments to the Club Constitution and Bylaws.
- To select and appoint the members of all standing and special committees.
- To promote the objectives of the Club and keep the Club membership informed of the Board's work and to administer all activities and business as required for the Club's operation.

ICE COMMITTEE

Composition

Director: Board Ice Director.

Members: Board or Club members as required.

Responsibilities

- To book all Club ice.
- To schedule all skating group lessons for Helmet, Can Skate and Advanced Can Skate based on ice time availability and consultation with Coaching staff.
- To maintain close liaison with the Club Coaches, SC, Test director, Recreational Director and arena staff.

COMMUNICATION COMMITTEE

Composition

Director: Board Communications Director.

Members: Board or Club members as required.

Responsibilities

- To co-ordinate the production of a regular newsletter for members.
- To co-ordinate submissions to local newspapers and Section Publications.
- To ensure all activities of the Club are publicized in all appropriate media.
- Ensure club web-site is maintained.

FUND RAISING COMMITTEE

Composition

Director: Board Fundraising Director.

Members: Board or Club members as required.

Responsibilities

- Be responsible for the Club's fund raising other than those funds received through registration fees.
- To ensure that, if the Club uses skaters for fund raising projects, the eligibility status of those skaters is protected.

RECREATIONAL/CANSKATE COMMITTEE

Composition

Director: Board Recreational Director.

Members: Board or Club members as required.

Responsibilities

- Encourage and promote the fun aspects of skating.
- Is responsible for all aspects of the recreational programs as detailed in the Program Manuals for Can-skate.
- To liaise with parents of recreational program skaters with respect to questions and complaints.
- To inform skaters and parents of the requirements and principles of the recreational programs.
- Ensure issue of badges and keep accurate program records on Can-Skate members.
- Co-ordinate the telephoning sub-committee to inform all recreational skating members of changes in ice times, cancellations and any other information as required.
- Arrange for and co-ordinate schedules for Can-skate coaches and Program Assistants for each class and Ice-Captain for the Recreational program.
- Provide administrative assistance to Can-skate coaches and Program Assistants.
- Liaise with coaches.
- Help to organise the Recreational (Can-Skate) part of the Annual Club competition.

STAR SKATE / COMPETITIVE COMMITTEE

Composition

Director: Board STARSkate (Test) Director.

Members: Board or Club members as required.

Responsibilities

- Encourage and promote the fun aspects of skating.
- Responsible for all aspects of the STARSkate (Test) and Competitive program in the Club.
- Liaise with skaters, parents and coaches with respect to policies and conduct of skating periods.
- Liaise between coaches and the Board.
- Responsible for the general conduct of the STAR Skate/Competitive session.
- Inform skaters of upcoming competitions and test days.
- Organise and conduct any evaluation/test days hosted by the Club.
- Locate suitable away evaluation/test days for skaters, if requested by the skater's coach.
- To encourage members to work towards becoming officials.
- Maintain contact with the Section Judges Committee.
- Co-ordinate scheduling of people to play music, (if there is no music co-ordinator), and be Ice Captain for the STAR Skate/Competitive program.

- Co-ordinate, when required, the purchase and/or production of dance music, (if there is no music co-ordinator).
- Help organise the annual club competition and carnival.

COACH LIAISON COMMITTEE

Composition

Director: Appointed by the Board.

Members: Board members as required (minimum of two).

Responsibilities

- When required solicit new coaches for the Club.
- Review all applications from coaches and recommend to the Board candidates for the position of Club Coach(s).
- Negotiate coach service provider agreements on behalf of the Board.
- Maintain records and submit reports, as required, about each coach registered by the Club.

REGISTRATION COMMITTEE

Composition

Director: Appointed by the Board.

Members: Board or Club members as required.

Responsibilities

- Co-ordinate registration days.
- Maintain accurate records of all members and keep files of all registration forms for the current skating year.
- Provide the Chairperson, Treasurer, Recreational Director and the Test Director with an up-to-date list of members.
- Prepare SC registrations for all Regular and Board members, including any officials or coaches registered with the Club.
- Verify with the Treasurer that all applicable membership fees are paid.

COMPETITION COMMITTEE

Composition

Director: Board Competition Director.

Members: Board or Club members as required.

Responsibilities

- Organise the Annual Club competition. (December Mid-Season Showcase)
- In co-ordination with the Test Skating Director, the Recreational Director and the coach(s) ensure maximum participation of all skaters.
- Timely provide the required information to the Interclub competition and any other competition, host club for registration of our skaters.
- Ensure Board is provided with all competition results and information of skaters and Club performances for record keeping and archiving.
- Co-ordinate with Board Communications Director for publication of competition results in the appropriate media.
- Co-ordinate with coaches to produce all clear ice schedules for competitions and ensure a suitable amount of copies are distributed to coaches, posted on the bulletin board and provide to the music director for addition to the music playing, schedule.

CARNIVAL/ICE SHOW COMMITTEE

Composition

Director: Board Ice Show Director.

Members: Board or Club members as required.

Responsibilities

- Organise the Annual Carnival.
- Provide the theme of the Carnival to the Board for approval NO LATER THAN the end of October.
- Upon request from the Board, co-ordinate, if required, for the appearance of external guest skaters.
- Ensure that all Club members are given the chance to participate fully in the carnival, including solo performances, should time permit.
- For any reason, if the carnival/ice show is limited for time, any and all solo performances are to be based on a lottery. Those who were not drawn in the current lottery will be automatically eligible to skate their solo performance, the following season. The remaining solo openings are to drawn by lottery, should the subsequent carnival/ice show be, time limited again.
- Adhere to all rules contained in the SC Rule Book regarding ice shows.
- Co-ordinate with coaches the required routines for the selected carnival theme.
- Co-ordinate with test director and recreational director for assignment of the carnival line-up for participating groups and soloists.
- Co-ordinate music and carnival line-up finalization of participating groups, guest skaters from other clubs, Skate Canada organizations or professionals, No Later Than

31 Dec. of the current regular skating season. To allow for sufficient preparation time, all groups, and/or individual skaters, will be organized by their individual CANSKATE/STARSKATE levels according to records of the Test and Recreational Chairpersons as of 31 Jan. of the current regular skating season.

- The annual carnival/ice show will be open to Non TFSC Skate Canada registered club members by invitation only and subject to additional costume, practice ice time and any additional fees related to their participation in the carnival/ice show. Any extenuating circumstances to this policy will be at the discretion of the Board of Directors.

NOMINATING/ HONORS AND AWARDS COMMITTEE

Composition

Nominating Director: Appointed by the Board.

Members: One Board member and two Club members not related to any Board members.

Honors and Awards Director: Appointed by the Board.

Members: See By-Law 8 selection committee requirements.

Responsibilities

- Select a full slate of candidates for the position open for election and appointment to the Board at the general meeting, if required and carry out honours and awards selection as per SC, EOS, or club requirements. Refer to by-law 44 of these bylaws for club honours and awards information.
- Ensure Skate Canada and Eastern Ontario Section nominations paperwork is completed and submitted in accordance with prescribed timings should members of the club be eligible for any awards from these or any outside agency honouring our members.
- Present the slate selected in by-law 4 to the Board no later than 21 days, if possible, prior to the banquet, or general meeting at which an election is to be held. 3 days notification is only required for appointee applications.
- To ensure honours and awards are completed for the club and its members on a yearly basis, and ensure all volunteer time from the members and/or supporters is noted to prevent any undue oversights for volunteer efforts for presentation at the annual club banquet, EOS (Eastern Ontario Section) section awards night, and if required, Skate Canada awards presentation. EOS and SC awards recipients should be notified by the Club, EOS Section or SC with sufficient notice to attend any of the above mentioned awards ceremonies.

MUSIC COORDINATION COMMITTEE

Composition

Director: Board Music Director

Members: Board or Club members as required

Responsibilities

- Purchase suitable music and equipment and ensure equipment works properly and any and all maintenance of the equipment is carried out.
- Ensure current SC recordings are purchased for the Club.
- Ensure all operators of Clubs equipment are properly trained.
- Devise a system for playing music during all sessions on a rotational basis by skater's parent(s) and/or legal guardian(s).
- Ensure music is played for all levels for lessons, solos, skills, pairs and dances. Music for each category to be played randomly, to ensure an equal opportunity for all skaters' music to be played.
- Ensure equal opportunity for all club members on playing music requests.
- Liaise with Club coaches and other Board members to ensure appropriate solo performance and other speciality music needs are met.
- Liaise with Carnival Director to ensure the availability of the carnival music for sufficient rehearsal and practice time.
- Ensure any clear ice schedules are available for persons playing music.

FINANCE COMMITTEE

Composition

Director: Board Treasurer

Members: Board or Club members as required

Responsibilities

- Preparing the Club's annual budget and supervising the club finances including the presentation of an independently reviewed annual statement of revenues and expenditures to its members.

By-law 4:**ANNUAL GENERAL MEETING****Timing, Quorum, Special Meeting Request**

An Annual General Meeting shall be held within 90 days after the end of regular skating season programs and open to the general membership. Other general meetings may be held from time to time upon the request of the Board of Directors or upon written request of 10 per cent of Club Members. A quorum for an Annual General Meeting or Special Meeting shall be 10 per cent of the eligible-voting members. [Skate Canada By-law 1201 (1) (c) (i) requires that each club hold an annual meeting.

Written Notice

Written notice of all Annual General Meeting and Special Meetings shall be provided, a minimum of 15 days in advance for eligible voting members to prepare for the AGM. The notice shall include the time and place of the meeting, the agenda, full details of any proposed amendments to these By-laws, and a complete list of the candidates nominated for elections.

Nominations - Nominations may be submitted either by the nominating committee or may be made by written submission to the nominating committee at least three (3) days before the General Meeting at which an election is to be held, by any elected Board members or any Individual members of legal age or any special members as defined in these bylaws who are in good standing. Each nominee must indicate acceptance in writing prior to the commencement of the General meeting. Nominations from the floor at the Annual General Meeting will not be accepted. *(For form see Appendix B)*

Voting on Club Elections

Voting on Club elections shall be by secret ballot and a simple majority shall elect a candidate. Voting on other matters may be by a show of hands.

Eligibility to Vote

Voting for club elections or on any matters pertaining to skating shall be restricted to eligible club members who are registered as Associate Members of Skate Canada and are 18 years of age, Coaching representative(s) and to Special Members of the club voting on behalf of their underage children (who are members of the club and registered as an Associate Member of Skate Canada). Special Members shall be restricted to one vote per child registered through the club. Appendixes B and D contain Board of Directors nomination form, ballot form, and voter proxy form). (Photocopying of all attached appendix forms is approved and recommended by the Board).

Order of Business

The order of business at an Annual General Meeting of the Club will normally be as follows, however, the President may adjust the order of business to suit meeting circumstances:

- Reading of the Notice of Meeting & Quorum Required
- Approval of Agenda
- Minutes of the preceding General/Special meeting
- Confirmation of the actions taken by the Board of Directors
- President's Remarks/Report or Secretary's Report
- Treasurer's Report (Annual Financial Statement)
- Committee Reports
- Election of Board of Directors
- Amendments to the Constitution and By-laws
- Appointment of Auditors (as applicable)
- New Business
- Question and Answer period for members concerns
- Adjournment

By-Law 5: AMMENDMENTS of BY-LAWS

The President or his/her delegate may from time to time amend this constitution and/or its by-laws to incorporate any minor administrative changes from the club, EOS Section or Skate Canada. Any changes will be of an administrative nature for safety or other structural reasons. At no time will the initial intent of the contents of this document be altered in any way shape or form.

Right to Submit, Process for Submitting

Any member of the Club, in good standing, may propose an amendment to the Constitution or by-laws of the club. This proposal must be submitted in writing to the Club Board of Directors. The proposed amendment(s) will be presented to the Annual General Meeting or Special Meeting(s). All amendments must be submitted at least 21 days before the respective meeting. No amendment(s) to the Constitution or By-laws of the Club shall be accepted from the floor at any meeting.

Interim Amendments

By-laws may be enacted or amended by a majority vote (50% plus 1) of the Board of Directors whenever required. The members must present such by-laws or amendments at the next General Meeting for ratification. If they fail to be ratified, they will cease to be effective and may not be re-enacted by the Board of Directors for one calendar year.

Voting of Amendments

Any amendment, to be accepted or ratified, must pass by a vote of 2/3 of those eligible to vote and present or represented by proxy at an Annual General or Special Meeting of the Club.

Effective Force of Amendments to By-laws

All amendments to the by-laws upon receiving approval of any general or special meeting of members and upon approval of the provincial government (if applicable) shall come into force immediately or on a date specified for same. All such amendments shall be submitted to Skate Canada. Skate Canada reserves the right of refusal of any amendment. Such refusal shall only be made if the intent of such amendment is to violate, in principle or spirit, any Skate Canada rule and/or by-law.

By-law 6: CLUB FINANCES

Funds

The Treasurer shall deposit all funds of the Club in such banks or other institutions as assigned by the Board of Directors and all disbursements of club funds shall be by cheque or other auditable document.

Administration - All funds of the Club will be administered through the President and Treasurer of the Board.

Authority to Use Funds - The Board is authorised to expend resources in support of the Club's operation in accordance with the approved budget. The Board may adjust the allocation of funds to budget line items; provided the overall planned budgetary expenditure is not exceeded.

Expenditure Approval - All expenditures, not already approved in the budget, shall be approved by the Board and recorded in the minutes of the Board meeting. If prior to the next meeting an expenditure (not exceeding \$500.00) must be made, the President, one Board member AND the Treasurer shall give interim approval and the item shall be ratified at the next meeting.

Deviation from Budget - Under extraordinary circumstances the Board may, with a 2/3 in favour vote of the majority, deviate from approved budget to ensure smooth operation of the Club.

Signing Authority - Two (2) out of three (3) signatures are required on all cheques. The Treasurer and either the President or Vice-President shall have signing authority for the Club's funds.

Bursary/Skater Trust Fund - The Club may maintain independent Bursary/Skater Trust Fund accounts on behalf of eligible skaters of the Club. The terms of operation of these accounts are contained in Chapter 4 of this Constitution and its Bylaws.

Travel Expenses - The Club may on occasion, when approved by the Board, reimburse travel expenses. The maximum amount, allowable for reimbursement, will not exceed the maximum allowed by SC rules.

Financial Review

A person designated by the Board of Directors shall make a review of the financial transactions of the Club each year and the financial statements shall be made available to the membership of the Club. Club financial transactions shall be reviewed yearly. The term 'review' means a review of the Annual Financial Statement and the supporting schedules and source documents. It is preferable that the reviewer be a professional accountant particularly if the club is a large club or has significant investments, trust accounts or unusual transactions. Failing this, someone other than the treasurer should be appointed to conduct the review and to sign a letter that they have completed the review by a defined date.

Dissolution In the event that the club ceases to exist, a representative(s) from The Eastern Ontario Section or Skate Canada, will be contacted as to the appropriate dispersal of club assets.

Fees

NOTE: SC Rule 2102 states that "The Association does not recognize as a member of a club, an Individual who is given membership privileges under conditions, or at fees, which are not the same as those established for the membership of the club in the same classification. Everyone who is registered for any level will pay the same fee for that level.

Structure - Fees for the Club members, as well as payment scheduling shall be set by the Board. All Regular members shall pay an annual membership fee. The Board, at their discretion, may set a Family membership fee. In addition, all skating members shall pay the appropriate fees for each level/period in which the member wishes to participate in, according to the fee schedule set by the Board, which includes all SC registration fees.

Special sessions (spring, summer, etc.) are not considered part of the regular skating season. The Board may set a separate fee schedule for these sessions. Non-Club skaters participating in such special sessions are not required to pay the annual Club membership fee, only fees associated with the special session, but must hold a valid SC membership.

Partial Fees A member registering for a regular skating season after November 1st of the current season may pay a reduced fee:

SC Membership Fee: The Skate Canada membership fee is non-refundable and must be paid in full regardless of the date of registration.

Club Program(s) Fee:

- Registration fees are based on the number of weeks in the current regular season and are calculated accordingly per program. (Rounded off to the next dollar)
- Any applicable coaching fees for programs where coaching is provided by the club will be factored in to the cost of those programs.
- Annual club memberships may be subject to a non-refundable administration fee as determined by the Board of Directors.

Partial Membership - occasionally at the discretion of the Board, after all registration is completed, available space may be offered on a partial membership basis. These partial memberships may be offered to, either Home Club or Non- Home Club, test and CanSkate skaters. Fees for partial membership will be calculated as follows:

- Session fees for these groups will be pro-rated to the amount paid by a regular member in the selected level; and
- Session fees will be calculated for Home Club and Non Home Club members on a Sessions used (User Pay) basis.
- There will be no refund of fees for any session(s) not attended.

Evaluation and Test Day Fees

The Club shall pay the ice fee expenses, evaluator mileage and any “thank you” gratuity, associated with the evaluation(s)/test(s) attempted by all Active members, whose “home club” is the Trenton Figure Skating Club. The club shall pay the ice fees during the regular TFSC season only for tests taken within our grouping. The only exception to this is for competitive and diamond dance testing, due to the limited number of clubs eligible to host these test days. All skaters who are being evaluated/tested are required to pay any and all testing fees, hospitality fees, Coaching fees, dance partnering fees and any other fees incurred. TFSC shall not be responsible for skaters ice fees during spring/summer sessions, unless they are the host club. The school’s host club shall cover all spring/summer school test ice fees. Skaters who are “no shows” at test days will be billed ice fees by the club, unless serious illness or injury has prevented testing.

Gifts

At the discretion of the Board a gift may be given to a member if he/she or a member of his/her immediate family passes away, is hospitalised, suffers from a serious illness or other circumstances deemed appropriate. Gifts of thanks for years of service to the club may be given as well.

Inventory

The Treasurer shall hold the Club inventory of physical assets. The Treasurer and /or Assistant, from the Board shall conduct routine inventory checks and co-ordinate any repairs or replacement to Club equipment. Music and music equipment to be co-ordinated with Board Music Director.

Refunds

Refund of fees will not normally be given. At the discretion of the Board, refunds may be given if notice of the withdrawal from the skating session(s) is given to the Board at any time during the season if the reason for withdrawal is medical and is substantiated by a doctor's certificate. Refunds could also be approved by the Board if a member moves or can substantiate a move out of town prior to January 1st of the skating season and is substantiated by a Postal Change of Address Voucher. Refunds will be based on the date the request for refund was received or the last day of skating whichever is later (all dollar amounts shall be rounded down to the even dollar). Refunds, if agreed to by the Board will be calculated on a basis of remaining weeks in the current season or any unused portion remaining of a previously paid installment. No refunds after 15 Jan of the current regular skating season. There will be no refund of any prepaid carnival/ice show fees. The Board on a case-by-case basis will determine refunds for non-regular season programs. (i.e. Spring, Summer Schools etc.)

Reimbursement of Clinic/Seminar Fees

The Board may from time to time approve, keeping in mind the conflict of interest rules, the reimbursement of clinic fees using the following guideline:

Skater - Clinic fees to include registration fee and/or actual expenses for transportation and/or lodging can be reimbursed if the Board deems that the Club will benefit from the skater attending the clinic/seminar. A number of hours of volunteer work from the skater may be requested prior to reimbursing the pre-approved amount.

Board member/club volunteer - Clinic fees to include registration fee and/or actual expenses for transportation and/or lodging can be reimbursed if the Board deems that the Club will benefit from the member attending the clinic/seminar. A number of hours of volunteer work from the member may be requested prior to reimbursing the pre-approved amount.

Coach - The Board will prior to 15 July of each year approve the amount that each Home Club Coach can use to cover only the registration fee of a clinic/seminar. The Board will approve the clinic/seminar if deemed that the club will benefit from the coach(s) attendance prior to registration and the reimbursement will be done after completion of the event and presentation of the original receipt.

Service Provider Agreements

If feasible, the Board shall have signed Agreements with all persons or organizations providing a service or facility to the Club. (*Appendix c*) is a sample copy of such an agreement, however, any documented arrangement mutually agreed upon between the Person(s)/Service Provider and the Club is considered an agreement between all parties and Person(s), including coaches, providing a service or with the intent to provide a service(s) for the following skating season, including any and all regular or non regular skating sessions will provide the Board with written intent prior to 30 April of the current season of which they are providing a service(s). This intent will facilitate requirements for the following seasons program planning.

Bursary and Skater Trust Funds

Requirement

Figure skaters must keep their eligibility status to be able to participate in SC activities. SC Rules dictate that skaters are not permitted to directly receive financial reimbursement or monetary contributions. All such monetary support must be administered through a Bursary or Skater Trust Fund as defined in the SC Rule Book and the SC Skater Trust Program detailed guidelines.

Administration of funds

- The Trenton Figure Skating Club Bursary and/or Skater Trust Funds shall be administered under the following conditions:
- The Funds shall be available for all eligible skaters whose "home club" is the Trenton Figure Skating Club.
- Signing authority for the account shall be the Treasurer and the President or Vice President.
- The Funds shall be maintained in a savings account in a local financial institution.
- Any and all service charges to the account shall be paid, and/or all interest accrued, shall be divided proportionally from the funds of the skaters (in trust) involved.
- The account may be closed if the Board determines that the Fund will likely be inactive over the next skating season.
- The Treasurer shall provide regular written or verbal reports to applicable parents or skaters (if of legal age) and the Board.
- The Treasurer shall maintain an accurate record of the Fund, including the amount of funds held in trust in each skater's name.
- If a skater, on whose behalf the Bursary Fund has funds, turns professional or quits skating the money(s), not used remains with the Club's Bursary Fund and the Club shall re-direct the monies to other skaters as the Board decides.

- If the skater wishes to remain eligible, the money must be returned to the SC Athlete Trust, Skater Development or Junior Development Fund as indicated in the SC Skater Trust Program detailed guidelines.
- Any Official Skate Canada Bursary/Skater Trust Fund Representative will audit Bursary/Skater Trust Fund accounts, upon written request of a Board or Club member.

By-Law 7:

SKATING RULES

In order to ensure maximum enjoyment of the Club activities by all members, and to ensure safety at all times, the basic conduct rules that follow will be adhered to. _

1. Skaters will not be permitted to wear any articles of clothing or jewellery, which may interfere with their performance or the performance of other skaters (long scarves, long dangly earrings or necklaces, etc.). Everyone on the ice must ensure that their hair does not cover their face. This will obstruct their sight and pose a safety hazard. Hair must be tied back or clipped if necessary. This policy is for all programs. This issue will be strictly enforced.
2. With the exception of an emergency, anyone not wearing skates WILL NOT be allowed on the ice.
3. No food or beverages, except water, are allowed on the boards surrounding the ice. Water bottles must be plastic. **NO GLASS BOTTLES.** All water bottles and clothing MUST BE REMOVED from the ice area at the end of the skating session.
4. Coaches, in co-ordination with the Ice Captain, are the controlling authorities for each on ice session.
5. No skaters are to be on the ice in the following circumstances:
 - If the Zamboni door is open and/or if the Zamboni is out on the ice; or
 - for any session, if there is not at least one coach on the ice; or if the Ice Captain is not in one of the Players boxes; or
 - If the current session on the ice is not your session time, unless arrangements have been made through a club Coach and/or for dance partnering session and approved by the board: **and**
 - **A Valid First Aid Qualification is MANDATORY** for any member of the club, 18yrs or older, to supervise on ice activities.
6. **Horseplay and misbehaviour will not be tolerated!** Members who are caught contravening this rule will be asked to leave the ice immediately by the coach, the ice Captain or a Board member. Examples include non-authorized games of tag, speed racing, shoot the duck competitions, etc. If a skater is expelled from the ice the appropriate Director

(either Recreational or Test) must be notified as soon as possible after the period. A second expulsion, of the same skater, will result in a review of that skater's membership by the Board.

7. Pre-school skaters must wear a CSA approved helmet during skating sessions.

Bicycle Helmets are NOT allowed. Bicycle helmets are not designed for multiple impacts. Recommend a hockey or skateboard helmet. Beginner skaters are encouraged to wear helmets as well. These skaters are permitted to wear helmets during the annual ice show/carnival.

8. Parents, of any members, shall not complain to Coaches or Program Assistants (PA's) or precipitate, any distractions to skaters, Coaches or PA's during a session. Problem areas must be discussed, after the session, with the coach, or in the case of a non-majority aged PA, both a Coach and a Board member. If the problem cannot be resolved at this level, the parent may then approach the Board, through the Recreational or Test Director. The Trenton Figure Skating Club has a **ZERO tolerance** policy for both skaters and parents who practice uncivilised behaviour.

9. Skaters will give the right-of-way in the following order:

- To a skater whose music is being played in free skate.
- To skaters following the pattern of dance/skills music being played;
- To skaters having lessons.

10. Skaters failing to follow rule 9 may be expelled from the period by the ice captain or at the request of a coach or a member of the Board. In the case of recurring offences, the Board may decide to suspend the member for a longer time period to ensure the safety of other skaters. (appendix h)

11. Coaches may request that a high level skater be allowed to skate in a lower period only with the authorisation of the Board.

12. Under normal circumstances, lower level skaters will not be allowed on the ice during higher periods for safety reasons. In extraordinary circumstances the Board may grant permission for lower level skaters to skate during a higher-level session.

13. Coaches may be allowed to teach free skate lessons during skills or dance, providing they and their students, heed the right of way to skaters doing skills and dance. This policy is left to the discretion of the Board if safety or other issues become apparent. There will be no individual lesson given by coaches during stroking sessions.

14. At the discretion of the Board, members using the dressing and/or music rooms may be suspended from participating in Club activities if they abuse or fail to keep these areas clean.

15. Coaches affiliated with the Trenton Figure Skating Club will give precedence to skaters whose "home club" is the Trenton Figure Skating Club when giving lessons.

16. The Board shall from time-to-time review and post a list of responsibilities for the Ice Captain/Music person to carry out.

17. During all classes, including Pre-school (Helmet), only the Ice Captain is allowed in the Players box unless permission has been given by the Board and/or Can-skate Coach for Pre-School/Can-skate classes.

18. All requests for clear-ice must, be approved by either the Test Director or the President, prior to the session for which it is requested. Clear Ice requests are for unobstructed skater(s) practice prior to competitions. Clear Ice skater scheduling to be organized by the Test Director and liaison with appropriate coaches.

19. All skaters and coaches entering or exiting the ice surface will ensure that the door is properly closed and secure behind them. It is everyone's responsibility to ensure all on-ice doors are closed during skating sessions

By-Law 8: TROPHIES AND AWARDS

General

This section covers all trophies and awards presented at the Annual Banquet of the TFSC or other section awards assemblies. Candidates for each trophy or award will be nominated as per the rules provided in this section or other section or SC documentation. A selection committee will declare a winner after a fair process. The following paragraphs set the guideline for nomination and selection of all awards recipients. All trophy and award nominations have to be submitted to the Honours and Awards Director 21 days prior to the annual banquet. The Honours and Awards committees will select the trophy/award recipients at meetings to be held 14 days prior to the annual banquet. Recipients will be selected by a secret ballot vote. The meeting director will provide the name of the recipient(s) only to the Board Vice Chairperson. The name of the recipient must remain secret until announced during the annual banquet or appropriate awards assembly. Parents/guardians should be notified of those receiving honours and/or awards and informed to keep the information to themselves to avoid early release of the recipient's names.

Most Improved Skater Trophies

Sponsor. Trenton Lions Club

Description. Trophy presented yearly to the skater, in each level (except the adult and Helmet level), who has shown the most dedication in improving his/her skating skills. The selected skater must have been a home club TFSC member since the beginning of the current season. Parents involved in the selection committee must have attended the appropriate level for a significant amount of time to make the best-unbiased decision possible. If the parental

requirement cannot be fulfilled, all decisions will fall upon the rest of the selection committee for the appropriate levels awarded.

Can-skate

Nomination. Each Can skate coach involved in the Can skate, level, can nominate one skater for this trophy.

Selection Committee. The selection committee will comprise the following members:
Director: Recreational Director;
Members: One Board member; one recreational coach and two (2) Can skate parents.

Advanced Can-skate

Nomination. Each recreational and test level coach, involved in the Advanced Can-Skate level, can nominate one skater for this trophy.

Selection Committee. The selection committee will comprise the following members:
Director: Recreational Director;
Members: 1 Board member; 1 recreational coach; 1 test coach; 2 Adv. C/S parents.

Junior

Nomination. Each test coach, involved in the junior level, can nominate one skater for this trophy.

Selection Committee. The selection committee will comprise the following member:
Director: STAR Skate (Test) Director;
Members: one Board member; two test coaches; and two junior parents.

Senior

Nomination. Each test coach, involved in the senior level, can nominate one skater for this trophy.

Selection Committee. The selection committee will comprise the following member:
Director - Test Director
Members: one Board member; two test coaches; and two senior parents.

Most Sportsmanlike Skaters Trophies

Sponsor. Reilly's Awards and Embroidery and Trenton Lions Club (for keeper plaque and engraving).

Description. This trophy is presented yearly to the best skater, for each of the junior and senior level, who demonstrated the best SPORTSMANLIKE conduct. The selected skater must have been a home club TFSC member since the beginning of the current season.

Nomination. Nomination is by the skaters in these levels as they vote for their selection.

Selection Committee. There is not a selection committee per se. The Honours and Awards Director or his/her representative will contact by phone, a minimum of 14 days prior to the awards banquet, each and every skater of these levels and ask them who, in their opinion, is the most sportsmanlike for their respective level. The skater with the most votes wins the awards for the level.

Gold Level Plaque

Description. This earned plaque is presented at our annual banquet; the year a skater earns their gold level in, Skills, Dance, Free and/or Interpretive.

Program Assistant Plaques

Program Assistant Plaques:

These plaques are given (or updated) annually at the annual awards banquet to those program assistants who have donated a minimum of 16 hours of instructional assistance time to the TFSC during the entire current Can Skate season. PA's must actively assist with programs throughout the entire regular skating season.

Program Assistants in Training Plaques:

These plaques are given (or updated) annually at the annual awards banquet to the PA's in Training who have donated a minimum of 6 hours if doing helmet club only, and a minimum of 12 hours if working with can skate as well, during the entire TFSC skating season. PA's in Training must actively assist with programs throughout the entire regular skating season.

TFSC Leadership Award

Description: This award is presented annually to the Program Assistant who has demonstrated the true characteristics of a leader. Someone, who unselfishly steps forward and shows initiative and has a positive influence to foster growth, group harmony as well as motivating the behavior of others with good communication and organizational skills.

Nomination: Each CanSkate Coach involved in the program can nominate an individual for this award.

Selection Committee The selection committee will comprise the following members:

Adopted 20 Sept 06
Change (1) 15 Mar 2007

Recreational Director, Test Director and one Board member.

TFSC Spirit Award

Description: This award is presented annually to the skater or individual who has demonstrated a true passion for the sport, makes skating fun for others, is a good role model for others, enthusiastic and goes the extra mile for the club and the sport.

Nomination: Any Coach or Board member can nominate an individual for this award.

Selection Committee The selection committee will comprise the following members: Recreational Director, Test Director, one club Coach and one Board member.

Most Dedicated Support Group

Description. This award may be presented at the annual award banquet to a business or organisation/ group, which has demonstrated superior support to the club over the years.

Nomination. The Board will do the nomination and selection for this award. The recipient will be by majority vote during an executive meeting, a minimum of 21 days, prior, to the awards banquet.

Volunteer of the Year

Description. This award can be given yearly to the adult and/or skater, except for Board members, who have provided volunteer services to the club above and beyond the call of duty.

Nomination. Board members may submit one nomination per year, ensuring nominees pertinent information is made available to the nominating/honours and awards director.

Selection. The Board will select volunteer of the year recipient by majority vote. Voting will be by show of hands.

Five-year Incremental Pins

Description TFSC pins awarded to those members of the club who have been with the club five years or more. These pins are awarded in five-year increments, (5-10-15yrs etc.). Incremental pins are only a TFSC award.

Nomination All registered TFSC club members are eligible for this award.

Selection Selected by the Secretary or those responsible for maintaining TFSC member registration records.

Non-Specific Volunteer/Donation Awards

Description Award(s), of a non-specific nature to be awarded to both members and volunteers, (individual/group), except Board members, who have provided a donation or volunteer service(s) in any way shape or form to the TFSC. This award may be presented at anytime the Board deems necessary. It is not a mandatory award to be presented at the awards banquet, although it can be and it is not mandatory to be given annually nor is it mandatory to be given at all.

Nomination and Selection Any individual or group that satisfies the requirements listed above but does not meet the criteria for other honours or awards in this section of the bylaws.

By-Law 9: PREREQUISITES FOR CLASS SIZE AND LEVEL

Class Size

The number of skaters in each level of the recreational program shall be limited and subject to the availability of Coaches and Program Assistants. The Board may adjust the limits for any level, after consideration of Coach and Program Assistant experience and availability of skaters. The ratio of Coaches and Program Assistants to skaters shall normally be as follows:

For Pre-school: at least one Coach per session and at least one Program Assistant for every five skaters.

For Can-skate: at least one Coach per session and at least one Program Assistant per ten level 4 and above skaters and at least one Program Assistant per five level 3 and below skaters.

Advanced Can-Skate: will follow above can-skate requirements.

STARSkate: the number of skaters in each STAR-Skate level shall normally be limited to 25 skaters for a session period.

Eligibility

The Board shall have the final decision with respect to a member's ability to satisfy eligibility requirements. The Board shall approve registrations for all levels. Eligibility requirements for each program are as follows:

Helmet (Pre-school):

Shall be three and ½ years of age on or before December 31st of the current regular skating season or, a child who turns 3 1/2 in January of the current regular skating season may, be

registered for and participate in skating classes for the portion of the current skating season between January 1st and the end of the current regular skating season.

Can-skate:

Shall be five years of age on or before December 31st, of the current regular skating season, or if under five years of age, shall have passed the Can-Skate stage 1 badge and/or be recommended to the Board by the Can-Skate/Test Coach.

Advanced Can-skate:

Are those fulfilling the conditions of membership and are working on Can-Skate stages 5 - 7 and prefer the option of remaining in the Can-Skate program due to age or parental preference if uncomfortable or not ready to strive toward the junior programs STAR-Skate objectives.

Can-Skate Private Lessons Program:

With the increasing participation of our Can-Skate skaters, who do not meet the criteria for our advanced Can-Skate program, in local competitions, there is a need for extra ice availability, to practice, a solo free-skate routine and skating fundamentals. **This program is NOT part of our regular Can-Skate program** but is provided to those members who wish to acquire **additional private coaching lessons for Can-Skate level competitions.** Can-Skate skaters are still required to participate in their registered Can-Skate times. Please note that Coaching fees are not included and parents are required to recruit their child's coach. Coaching information is provided by the club. **This additional program offered, is subject to ice availability.**

STAR-Skate:

Shall be training for advancement in the SC Test and/or Competitive Program. The Board, after studying the enrolment projection for the upcoming season, shall confirm Members, who meet the entry requirements for the different test level before the end of August. The entry requirements for each level shall be:

- Senior Skaters: are those who meet the conditions of membership and are 14 years of age or have completed as a minimum requirement, the preliminary skills and the preliminary free skate, both solo and elements and all Preliminary dance evaluation requirements.
- Junior Skaters: are those fulfilling the conditions of membership but do not meet the Senior Skater requirements listed in requirement a) and have completed as a minimum Can-Skate stage 5 and can easily transit into the junior level without Detriment to the junior programs STAR-Skate objectives or pose any safety concerns.

By-Law 10: PROGRAM ASSISTANTS & PA's IN TRAINING

Definitions:

Program Assistants:

Mature skaters who have passed the Preliminary Free skate test and will dedicate themselves throughout the entire Can Skate season. Must be reliable, a good role model, able to lead activities in a creative and enthusiastic manner, and follow the directions of the Can skate coach. Must take the Program Assistant training each year, and be prepared to go on the ice prior to the start of each session. You are required to inform the session coach in advance if you are unavailable for any session. PA's assist in Can Skate group session's format only.

Program Assistants in Training:

Junior/Senior skaters under 12 years of age and/or do not meet the Program Assistant criteria, but will dedicate themselves throughout the entire Can Skate season. Must take the Program Assistant training each year, and work as an assistant to a coach or Program Assistant at all times. Be prepared to go on the ice prior to the start of the session you are assisting with, and inform the session coach in advance if you are unavailable for any session. PA's in training assist in Can Skate group session's format only.

Eligibility:

Along with the requirements, listed above, the eligibility for being a PA or PA in training is subject to the discretion of the Board or Directors and all Can Skate Coaches.

Appendix A

LIABILITY WAIVER AND RELEASE

(Membership and all other club functions)

Participants Name: _____
Please Print

It is understood and agreed, as a condition of participation in skating programs offered by the Trenton Figure Skating Club, Skate Canada, or any and all other clubs or facilities to which the Trenton Figure Skating Club operates it's programs, that neither the Trenton Club, any other club or facility, nor Skate Canada shall be liable for any injury, loss or damage suffered by the above mention participant, guest or visitor, while travelling to and from or while participating in skating practices, competitions or other activities, however caused.

It is further agreed that the above participant gives consent to the use of his/her name and/or photograph for club promotional purposes in the media. The media includes newspapers, television and the TFSC website.

The participant, or his/her legal guardian who has signed this form, shall indemnify the Club and Skate Canada and hold them harmless for any claims, demands or actions arising from or in respect of such injury, loss or damage.

Please Print and Sign

[Participant or Parent/Legal Guardian]

Date: _____

[TFSC Board Member/ Representative]

Date: _____

Appendix B

TFSC Board of Directors Nomination Form

This form is to be used for all nominations for the elected positions to the Trenton Figure Skating Board of Directors and for all other general meeting electoral processes.

All nominees for any position on the board agree to and will abide by the Constitution and Bylaws of the Trenton Figure Skating Club and must show prior approval for the nomination by signing below as having accepted and agree to their name being submitted for candidate approval for election to the available position on the Board of Directors. All nominees' names must be accompanied by a nominator's signature.

Eligible voters from within the TFSC membership will only submit general ballot entries. These entries will use the bottom half of the form only.

Remove here to submit ballot entry

Board of Directors Nominees:

I, _____, have agreed to accept the nomination for the position
(Print Nominees Name) of

_____ on the TFSC Board of Directors. If elected, I will
(Available Board Position) agree to abide by the TFSC Constitution and Bylaws
and all Board decisions.

Nominees Signature: _____

Date: _____

Nominated By: _____

Date: _____
(Please Print and Sign)

Remove here to submit ballot entry

General Meeting Ballot Form

I, _____, _____, am a member in good standing
Please Print Name (*Member or Child's SC #*) with the Trenton Figure Skating
Club and due cast my ballot for this, or any, issue brought before this meeting and
indicate my vote by selecting one and only one of the responses below.

I Agree _____ or I Disagree _____ Signature: _____
(Please indicate choice with an X)

Appendix C

Service Providers Agreement

Trenton Figure Skating Club Box 21003 Pharma Plus
260 Dundas Street East Trenton, ON K8V 6S2

I/We, _____, agree to provide the service(s), listed
(Print Applicant(s) Names) below to the Trenton Figure Skating Club

for the skating season beginning 1 September _____ and ending 31 August _____

The applicant agrees to abide by all the rules and regulations of Skate Canada and the Constitution and By-Laws of the Trenton Figure Skating Club.

Listed below are the service(s) provided to the club:

If any mutually agreed upon fees for the above service(s) are applicable, please list below:

Rate or hourly price: _____ for the above season dates.

The applicant(s) also agree to notify the club of any absences in a timely manner, and if possible, provide the club with a point of contact for replacement if absence is for an extended period of time. (*More than one (1) session*) All negotiations for the above service(s) are mutually agreed upon by all parties "In Good Faith". Any extenuating circumstances will be handled in an appropriate fashion conducive to professional and mature conduct.

Signatures: (Please Print and Sign)

(Applicant/Applicants)

Date: _____

(TFSC Board Member)

Date: _____

Appendix D

TFSC Meeting Proxy Vote Form

Listed below are the names of any and all persons who have consented to pass on their right and privilege of casting any and all eligible votes to the individual listed below.

It is the responsibility of the proxy voting member to ensure the proper number of eligible votes are indicated on this form and are in accordance with the TFSC Constitution (2.7.4 and 2.7.7) and have Board approval three (3) days prior to any meeting, to a maximum of four (4) voters per proxy (Not including proxy form holder).
Remove Proxy Form Here

TFSC Proxy Voting Form

I, _____ have the authority to vote on any and all issues brought before the

(Print Name)

TFSC on behalf of the eligible member(s) listed below:

Signature of above proxy voter: _____

Signature and position of Board Member: _____

Date: _____

(Please Print Info Below)

Members Name: _____, SC Membership # _____ #

Votes/Household ____

Proxy Signers Agreement Signature: _____

Members Name: _____, SC Membership # _____ #

Votes/Household ____

Proxy Signers Agreement Signature: _____

Appendix E

TFSC Board of Directors and/or Committee Member Information Sheet

(Please print all information)

Name: _____

CLUB #: 1000519

Address: _____

Home Phone: () _____

Work Phone: () _____

If Circumstances Dictate may a Board Member call you at work? Y ___ or N ___

(If you have one) Email Address: _____

(Please enter information as the Club utilises Email on a regular basis)

SC Membership # (If previously a SC member at anytime) _____

Position on the Board of Directors: _____

Coaches Code of Conduct

Skate Canada Mission Statement

Skate Canada is an Association dedicated to the principles of enabling every Canadian to participate in skating throughout their lifetime for fun, fitness and / or achievement

Coaching Statement

To strive to improve and recognize coaches and to promote continuous coaching development through education and communication.

Introduction

This mission can only be accomplished successfully if all stakeholders involved in the sport of skating (including skaters, parents, coaches, judges/evaluators, officials and club directors) share a common vision and understanding of their role to create and maintain a positive learning environment. However, it is the actions of each stakeholder that ultimately contribute to or undermine the existence of a positive skating environment. The onus of establishing and maintaining appropriate ethical behaviour in the pursuit of this worthwhile objective falls on and must be accepted by the leaders in our sport. At the club or sanctioned skating school, these people are the coaches, sport officials, judges/evaluators and club directions.

Definition of Ethical

- Relating to morals or moral principles
- Philosophy that governs human character and conduct i.e. the distinction between right and wrong and/or moral duty and obligations to the community
- Originating from the Greek word “theos”, meaning character.

Ethical Conduct Concerning Obligations to Skater and Parent

- To assist one’s skating student to determine realistic goals and objectives in the sport
- To provide the skater and parent(s) with the basic information necessary to enable them to choose a realistic and affordable course of action to achieve these goals and objectives.
- To outline clearly one’s coaching services available including cost and method of payment for such services
- To provide such coaching services as agreed or contracted to each student.
- To maintain the skater’s best interests at heart when making decisions that will affect the skater’s advancement through the sport
- To be ever mindful of the influence one can exercise, to avoid making promises or giving guarantees to the skater and/or parents of test or competitive achievement but rather endeavor to restrict dialogue to the skater’s personal skating development

- To communicate as regularly and effectively as possible with a skater and parent(s) as to the skater's progress, changes in Skate Canada rules or club regulations, or other important or relevant information affecting the skater's participation in the sport.
- To respect the fact that a skater and/or parent(s) have the right to contract the services of another coach to either replace or supplement the student's instruction

Ethical Conduct Concerning Obligations to the Sport

- To be familiar with and adhere to the standards of coaching as defined under Section 2400 of the Skate Canada Rulebook; and maintain a current working knowledge of ISU, Skate Canada, Section and club rule changes, policies, regulations and programs so as to be able to deliver the product of skating in a professional manner
- To maintain professional competence by continually pursuing educational and professional upgrading including knowledge in related fields beneficial to skating (e.g. the performing arts, sport science, sport psychology, officiating, etc.)
- To exhibit the important character traits of honesty, reliability/ dependability and cooperation when dealing with all participants in the sport so as to bring credit to the profession
- To share responsibility with coaching colleagues, judges/evaluators and club officials to initiate and support actions that are required to meet the needs of the skaters, the club and skating in general.
- To actively participate in the development and/or maintenance of desirable standards of coaching practice, education, certification and working conditions in the sport
- To dress in a neat, clean and appropriate manner that is becoming a member of this profession
- To give back a certain portion of time, effort and knowledge to the sport as a volunteer
- To promote Skate Canada and its' programs and the sport of skating in general

Ethical Conduct Concerning Obligations to the Club

- To accurately represent one's technical, educational and professional credentials and resume
- To accept personal responsibility for providing and delivering coaching services in a professional manner
- To help ensure that a positive learning environment is maintained in the club
- To negotiate coaching contracts in good faith and honor their terms.
- To treat members of the club with respect and fairness

Ethical Conduct Concerning Obligations to Professional Colleagues

- To strive to create and maintain cooperative relationships with coaching colleagues for the purpose of ensuring a positive skating environment

- To avoid criticizing another coach's teaching methods, techniques and/or opinions unless done so with the coach's knowledge and permission
- To respect the fact that a coach becomes the base coach of a skating student from the moment that a skater contracts the services of that coach, whether individually or in a group situation, and that other coaches must initiate discussion about a skater's training only through the base coach
- To respect a coach/skater and/or parents' relationship and not solicit or cause to be solicited, directly or indirectly, or through a third party the skater(s) of another coach.

To pursue the following course of conduct in the event that any of the following or similar situations occur:

- To communicate clear, precise guidelines or parameters to a coaching colleague whose services one wishes to retain on a temporary or permanent basis to assist, supplement or replace one's services currently being rendered and to communicate these parameters to the skater and/or parent(s).
- To obtain authorization and clear, precise instructions from a coaching colleague as to what the coach wishes to be done with a skater in the absence of the coach or agreed upon team coaching situation and do nothing to undermine the base coach/skater and/or parents' relationship
- To immediately advise a coaching colleague and seek confirmation from the at coach that all undisputed coaching and/or related skating bills are paid or arranged to be paid to the reasonable satisfaction of the coach and/or club upon being approached by a skater and/or parent(s) who request to contract your services. This is to ensure that the proper procedure occurs when taking on a new skater as a student. The parent should have discussed the situation with the previous coach and informed him/her of the change to the new coach. All bills should have been paid to the former coach prior to coaching a new student.

Appendix G

Club Code of Ethics

Mission Statement

The Trenton Figure Skating Club shall encourage the instruction, practice, enjoyment and advancement of its members in all aspects of skating in accordance with the Rules, Policies and Procedures of Skate Canada and membership in the Club shall be open to all, irrespective of sex, age, creed or color. We are a not for profit club administered by volunteers and our coaching staff are registered Skate Canada Professional Coaches

Introduction

This mission can only be successful if all skaters, parents, coaches, officials and Club executives involved in the sport of skating share this common vision and understand their respective role to create and commit to a positive learning environment. However, it is the actions of each stakeholder that ultimately contribute to or undermine the existence of a positive skating environment. The onus of establishing and maintaining appropriate behavior in the pursuit of this worthwhile objective falls on and must be accepted by the leaders in our sport. At our Club these people are coaches, Club executives and officials.

Obligations to the Skater and Parent

- To provide up-to-date quality Skate Canada programs to all members.
- To provide the skater and their parent(s) with the basic information necessary to enable them to choose a realistic and affordable course of action to achieve their goals and objectives
- To clearly outline all Club program policies including cost and method of payment
- To clearly outline all Club policies including parent responsibilities, safety issues, Club competition and ice show, test days, ice qualifications, etc.
- To ensure that sufficient, qualified coaches are available to teach all programs within the Club, including private instruction.
- To ensure that the best interests of all skaters in the Club are taken into account when making Club decisions.
- To communicate as regularly and effectively as possible with skaters and parents as to Club activities, changes in Skate Canada rules and regulations, Club regulations and policies and other important or relevant information affecting the skater's participation in the sport.
- To help promote that a positive learning environment is maintained in the Club
- Respect all members' racial and religious practices.
- To inform all members in regards to the Club's constitution and by-laws and requirements for the Annual General Meeting

Obligations to the Sport

- To maintain a current working knowledge of ISU, Skate Canada and Section rules, policies, regulations and programs to be able to deliver the product of skating in an organized and professional manner.
- To exhibit, the important, character traits of honesty, reliability, dependability

and cooperation when dealing with all participants in the sport.

- To share responsibility with the Skate Canada Board, the Section, Skate Canada Officials (judges, evaluators, referees, accountants) and coaches to initiate and support actions that are required to meet the needs of the skaters and skating in general
- To promote the Skate Canada and its' programs and the sport of skating in general.

Obligations to the Coaches

- To hire only qualified Skate Canada coaches who have paid the current Skate Canada membership fees
- To convey at the beginning of each year the Club's expectations and the responsibilities of the coach
- To provide a reasonable contract to coaches which does not infringe upon their right to earn a living
- To negotiate coaching contracts in good faith and honour their terms
- To treat all coaches and staff fairly and with respect
- To respect a coach's teaching methods and judgment regarding a skater's readiness for testing
- To refrain from soliciting directly or indirectly another coach's students for a particular coach
- To refrain from interfering with a coach-skater relationship unless agreed upon by both parties
- To refrain from firing a coach for unjust reasons or become slanderous towards a coach
- To provide accurate information when advertising to attract coaches to a location
- To refrain from hiring additional coaching staff at any time without the knowledge of and discussion with the coaches currently at the Club
- To accept the name of the coach representative who is selected by the coaches
- To hold club executive meetings at a convenient time as to permit the coaching representative to attend

Appendix H

Skater Code of Conduct

General

- Respect, and support fellow skaters, parents, coaches, officials, Club executives and arena staff at all times.
- Keep in mind your goals and objectives while at the arena and do not interfere with fellow skaters and arena staff.
- Do not use profane language.
- Respect arena and ice surface, do not chew gum, do not eat or drink while on the ice surface. Water bottles are permitted but must be to the side of the ice surface near penalty boxes, or in the stands
- Do not request music for free-skate and dance. The coaches will make these requests only
- Do not interrupt a lesson, or try to get the attention of a coach giving a lesson to a fellow skater

Skating Attire

Do's:

- Keep hair neat and tied back.
- Girls: Wear leggings, tights, warm-up pants, skating dresses, and skating skirts, dance leotards, sweaters, turtlenecks and fleece or club jackets.
- Boys: Wear warm-up pants, sweaters, turtlenecks and fleece or club jackets
- Wear mittens or gloves

Don'ts:

- Wear oversized T-shirts, baggy clothes or jeans.
- No hanging or loose jewelry, e.g. drop earrings, necklaces or bracelets

FreeSkate Etiquette

- Standing on the ice is not allowed except when waiting for your solo to start.
- Jumps are to be performed at the ends of the rink, spins at the centre
- Sitting on the ice is not allowed. Use the penalty boxes or dressing rooms when retying skates. After a fall, get up immediately otherwise it will be assumed that you are hurt.
- When your name is called for your music, identify yourself to the music operator and position yourself promptly for your solo. Do not wave off your solo without good reason.
- Attempt to identify each skater having their solo played and give them a clear run through of their solo.
- Priority for right of way as set by club policy

Dance Etiquette

- Skaters must not assemble to begin a new dance before the current dance being played is finished.

- A skater must not follow a coach while that coach is giving another skater a lesson
- All skaters are expected to do the dance being played unless they are in a lesson.
- Skaters are expected to skate all dances up to their level of proficiency.
- Skaters are to be doing dances during the dance session only – no freeskating or skills

- Priority for right of way as set by club policy

Skills Etiquette

- Practice skills only during skills time unless in a lesson
- Priority for right of way as set by club policy

- Skaters are expected to skate the parts (A, B and/or C) of the level being taught by the coach as set out by the Trenton Figure Skating Club and will accept and follow this code