

## **THE VALLEY EAST SKATING CLUB**

### **POLICIES & PROCEDURE**

#### **APPENDIX A**

Appendix A - Approved by VESC Executive on June 28<sup>th</sup>, 2018

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#### **CLUB CODE OF ETHICS**

Members, Executive, Coaches and parents/guardians in The Valley East Skating Club are expected to follow the Skate Canada Club Code of Ethics and demonstrate appropriate ethical behaviour in the pursuit of maintaining a positive learning environment for all.

#### **Article I. CLUB OBLIGATIONS TO THE SKATER AND TO THE PARENT**

1. To provide up-to-date quality Skate Canada skating programs to all members in accordance with delivery standards prescribed by Skate Canada.
2. 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 their goals and objectives.
3. To outline clearly all club programs including cost and method of payment.
4. To outline clearly all club policies including parent responsibilities, safety issues, carnival fees, test days, ice qualifications, etc.
5. To ensure that sufficient, qualified coaches are available to teach all programs within the club, including private and group instruction.
6. To adopt a philosophy of being athlete centered in all decision making.
7. To ensure that the best interests of all skaters in the club are taken into account in club decision-making. To ensure that each skater is able to participate and progress at his/her own level and that no skater is held back.
8. 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.
9. To help ensure that a positive learning environment is maintained in the club.
10. To respect all members' racial and religious practices.
11. To inform all members regarding the club's constitution and by-laws and requirements for the Annual General Meeting.
12. To implement an appeal process to deal with customers requesting special consideration.

**Article II. CLUB OBLIGATIONS TO THE SPORT**

1. To maintain a current working knowledge of the ISU, Skate Canada and Section rules, policies, regulations and programs so as 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.
2. 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.
3. To promote Skate Canada and its programs and the sport of skating in general.

**Article III. CLUB OBLIGATIONS TO THE COACHES**

1. To hire only qualified Skate Canada coaches who have paid the current Skate Canada coaching membership fees.
2. To convey at the beginning of each year the club's expectations and the responsibilities of the coach.
3. To provide a reasonable contract to coaches which does not infringe upon their right to earn a living.
4. To negotiate coaching contracts in good faith and honour their terms.
5. To treat all coaches and staff fairly and with respect.
6. To respect a coach's teaching methods and judgment regarding a skater's readiness for testing.
7. To refrain from soliciting directly or indirectly another coach's students for a particular coach.
8. To refrain from interfering with a coach-skater or coach-parent relationship unless agreed upon by both parties.
9. To refrain from firing a coach for unjust reasons or become slanderous towards a coach.
10. To provide accurate information when advertising to attract coaches to a location.
11. To accept the name of the coach representative who is selected by the coaches.
12. To hold club executive meetings at a convenient time as to permit the coaching representative to attend.

To involve the club coach representative in the process of developing policies, procedures and regulations for the operation of the club, to monitor the club's programs and overall performance.



THE VALLEY EAST SKATING CLUB

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On the 28 day of June, 2018  
(day) (month) (year)

Signed:

A handwritten signature in black ink, appearing to read "Ron Rancourt", written over a horizontal line.

Ron Rancourt, President

June 28<sup>th</sup>, 2018

Date