

Club Engagement Meeting - September 2023

Quick Notes on Webinar Video

Presenter: Michelle Towstyka, BC Coast Region Director

In this presentation, the following websites will be discussed:

www.skatebccoast.com

www.skatinginbc.com

www.skatecanada.ca

www.viasport.com

BC Coast Region

www.skatebccoast.com

You will find contact information on the bottom of the home page. If you have any questions regarding running your club or where to find information, please email us. This email is confidential and only monitored by 2 members of our Board.

BC/YT Section

www.skatinginbc.com

Highlight information:

Once on the website you go to Clubs and then down to Membership Manual. This Membership Manual is the how to's of running your club. These documents will give you the bare minimums of what you need to do each year to ensure you are meeting the basic requirements. This webinar will highlight a few of the more important areas within this manual.

1. Organizational chart. This is the structure of skating in Canada. It is important to know that your club's first contact can be the BC coast for questions. If we can't answer, we will let you know where you should go for your answer.
2. Calendar of events.
 - a. Events/event calendar/view 2023/24 Calendar
 - b. Great tool for planning your year with simulations and dates that would create conflict.

3. To do list for clubs. If you are new to skating this is an amazing 3 page to do list of items, your MUST do. It will break it down into due dates by the month so your board can stay on task and in good standing.
4. Club & skating school operations guide – This is the framework for your club – think of this document as the “how to” of your club. How to register, what you need to pay (Socan/Resound) Insurance, assessments and submissions, coach’s requirements
5. Who must be registered -
 - a. Everyone in order for your club not to be liable for injury, every skater, must have paid their Skate Canada fee before stepping on the ice
6. Safe Sport and Respect in Sport – This will take you to the Skate Canada website SafeSport handbook
7. Rule of 2 – Takes you to the Skate Canada Rule of Two practice guidelines. This guideline lays out the expectations that a Coach should never be alone with a skater in person or virtually. Also, coaches shouldn’t be socializing with skaters via text, should be in a group with at least 2 adults on the chat and should not connect via social media to a child. I would also caution as a board member to use this rule when dealing with complaints from parents.
8. Media consent – If you haven’t already you should have every member fill this form out if you are taking videos or photos of your skaters and coaches. Also, any of the photographers should also fill this form out so you have their consent to use their photos for advertising on bulletin boards, websites, and social media platforms.
9. Resound/Socan – your Skate Canada fee already covers this for general practice times but if you are looking at doing anything extra events such as ice shows your club will need to submit payment for that event.
10. Incident reports – I don’t think we pay enough attention to this report. Anytime a skater is injured while skating or participating in a club activity the coach or board member should fill out this report. It is always better to over report than under report. If there is no report and then injury progresses, you will be unable to file a claim with skate Canada’s insurance company. This is one of the reasons we pay our skate Canada fees – Insurance.
11. FAQ insurance – Automatically covered once you register. No forms needed.
12. Program Assistance – ideas for how to recognize them. Reminder by BC Labor law if you give a gift it can not be exchanged for cash and has to be no greater than \$10/hour
13. Star 1-5 and Star 1-gold information – If you are new the board or new to the skating world then both information sheets give you a brief overview of the star program.
14. Monitoring and simulation request – All requests must go through the Section. You can not reach out to an official privately for any test or simulation. It must all go through the Section
15. Coaches – information and contracts
 - a. Checklist for hiring a coach. Discussion on the two-hour work law.

- i. The 2 hour minimum only applies to Club ice. Not private ice. Coaches on Club ice are considered employees. Club ice is where there are group lessons and the club collects the money to pay the coaches at the time of registration (Examples: Canskate, Junior academy, possibly dryland training or group development sessions)
 - ii. Admin fee should be at least current minimum wage amount.
 - b. What a contract should include.
 - i. Highly recommend that you hire an employment lawyer to review your contracts if they have never been reviewed by a lawyer or they are over 5 years old or you are writing a new contract with new language.
16. What does each board member need to review and sign each year?
 - a. Skate Canada Code of Ethics (3a and b)
 - b. Conflict of Interest Policy (31 a and b)
 - c. Privacy Policy (32)
 - d. Confidentiality Policy – This can be a separate document but is also in the code of ethic policy

Would recommend that it is good practice to sign annually by all board members regardless if they are new or old to the board.

Currently Skate Canada does not require board members to have Police information checks, although many clubs choose to require it.

17. AGM event conflict policy
 - a. Just a reminder that during the BC/YT section AGM there is not be no other club activity.

Skate Canada

www.skatecanada.ca

Once on the main page you go to Member in the upper right corner. On the next page you go to the sign in section in the upper right hand page. If you do not have a sign in, this is where you request an invitation code. You have to be a currently registered Skate Canada registrant to have a sign in.

On the main page on the top menu you will find Coaches Eligibility

- All coaches must be in good standing in order for them to be an active coach on club ice.

Another great section is the eLearning section. This is where you will find the training videos Under Safe Sport you will find Safe Sport 101 and Respect in Sport for Activity leaders

Viasport

www.viasport.com

Another great tool for board members, and I highly suggest you look at the conflict resolution training offered.

Under organizations/ resources

Governance, leadership and Human resources

- Team building and conflict resolution.

Safety in Sport

- Mediation
- How to have a difficult conversation
- Peer to peer conflict

The BC Coast Region is here to support you so please reach out with any questions you may have. We will be able to support you or provide you direction on the next steps you need to take with your situation. Our team has a diverse background with many years of experience on skating club boards as well as other roles in the figure skating community.