



POLICY MANUAL

Contents

1	CLUB INFORMATION	3
1.1	Club Objective and Mission	4
1.2	Code of Conduct	5
1.3	Club Membership	6
2	BOARD OF DIRECTORS AND OTHER POSITIONS	8
2.1	Board of Directors; Composition, Nomination & Election	8
2.2	Responsibilities of the Board of Directors	10
2.3	Auxiliary Board of Director Positions and Responsibilities	12
2.4	Board of Directors Meetings and Club Meetings.....	15
2.5	Confidentiality.....	16
2.6	Strategic Planning	17
2.7	Conflict of Interest	18
3	ORGANIZATIONAL STRUCTURE OF SPEED SKATING	19
3.1	Governing Bodies.....	19
3.2	Practice Groups.....	21
3.3	Introduction to Speed Skating.....	22
3.4	Skating Season	23
3.5	Skating Venues	24
4	FINANCE AND ACCOUNTING PRACTICES.....	25
4.1	Accounting practices	25
4.2	Funding / Reimbursement	26
5	MEMBERSHIP INFORMATION	28
5.1	Membership fees.....	28
5.2	Fundraising and Volunteering.....	30
5.3	Emergency Response Plan	32
6	EQUIPMENT AND FACILITY.....	37
6.1	Skates	37
6.2	Skate Care	38
6.3	Safety Equipment.....	39
6.4	Clothing.....	40
6.5	Skate Sharpening.....	41
7	COACHING	42
7.1	Coaches.....	42
7.2	Screening Policy.....	43
8	COMPETITION	44
9	YEAR END BANQUET / AWARDS AND RECONITION	45
9.1	Year End Banquet.....	45



POLICY MANUAL

9.2	The Cutting Edge: Speed Skating Canada Pin Program.....	46
9.3	“Sub Club” awards.....	47
9.4	Special Award	48
9.5	Skaters Choice Award	50
9.6	Optimist award	51
9.7	Other awards and recognition.....	52
10	AMENDMENT OF THE POLICIES	53
10.1	Updating, changing or introducing policies	53
10.2	Policy Effectiveness.....	54
10.3	Who may propose changes to policies	55
10.4	Policy Communication	56



POLICY MANUAL

1 Preamble

The purpose of this Milton Speed Skating Policy manual is to provide information concerning the practices and rules of the Milton Speed Skating Club.

The order of precedence for Milton Speed Skating Club policies is:

- This Policy Manual
- Ontario Speed Skating Association Policies (<http://ontariospeedskating.ca/policies/>)
- Speed Skating Canada Policies (<https://www.speedskating.ca/about/speed-skating-canada/policies>)

The Milton Speed Skating Club will defer to the other policies referenced above for any policy not explicitly defined in this manual (for example: Social Media Policy, etc.).



POLICY MANUAL

2 CLUB INFORMATION

2.1 Club Objective and Mission

Policy Created January 15, 2013

Policy Last Revised April 5, 2017

Purpose / Policy:

The objective of the Milton Speed Skating Club, a not-for-profit organization, is to provide a fun, family oriented environment for skaters of all ages to learn and develop speed skating skills. As well as to promote the safe practice and development of the Speed Skating Sport.

Depending on the member's ability and interest, skater groups and coaching is available for skaters interested in competing or for those purely choosing speed skating for enjoyment and physical recreation. The club focuses on developing youth skaters, but also welcome skaters of all ages. The goal is to see people participate in and eventually become competitive in the sport of speed skating



POLICY MANUAL

2.2 Code of Conduct

Policy Created January 15, 2013

Policy Last Revised September 3, 2020

Purpose / Policy:

Our Club is a member of the True Sport program, and have adopted their principals for Sport. For more information visit the True Sport website: <http://www.truesportpur.ca/en/page-2-about-us>

To enforce a positive environment and support the True Sport Principals, the Milton Speed Skating Club endorses a Code of Conduct. This code is applicable for all members, and is applicable at any club practice, meet, activity or event, wherever it may be held.

Procedure:

The following is the Code of Conduct for the Milton Speed Skating Club; Skaters will;

- Enjoy themselves and have fun;
- Be aware of the safety of each other;
- Respect the instruction and guidance provided by the coaching staff;
- Conduct themselves with respect and care of the equipment and the facility provided;
- Support the fair and equal opportunity of all members to participate in practices or activities, regardless of their skill level;
- Support and promote the values of "True Sport".

Parents (or their designate);

- Will entrust their children to the coaching staff during practices and competitions, and shall not interfere with the program;
- Are strongly encouraged to be present for all sessions and activities that their child is involved in;
- Will respect and support the volunteer efforts of the Club's coaches, Board of Directors, and other Club volunteers;
- Will promote the values of "True Sport" with your children.

Special notes to members and parents of members: \

There will be consequences for consistent inappropriate behaviour

The Head Coach (if the incident involves a skater and/or coach) or the Board of Directors is responsible for providing consequences for inappropriate behaviour, conduct or actions.

Members will be informed in writing of any disciplinary actions

Special Health Measures:

During a pandemic or similar incident where public health measures are in place all participants, parents/guardians, volunteers, spectators are expected to follow all applicable public health safety measures in order to protect themselves and the entire club, sport community and local community at risk. This includes recommendations made by the public health authority, Ontario Speed Skating, Milton Speed Skating, the town of Milton and any facility specific requirements.

Failure to comply with the public health requirements will result in immediate removal of all access to the facility and group training until rectified.



POLICY MANUAL

2.3 Club Membership

Policy Created January 15,2013

Policy Last Revised June 5, 2019

Purpose / Policy:

The Milton Speed Skating Club is open to males and females skaters.

Priority will be given to skaters who:

- Are at least 5 years old as of July 1 preceding the skating season.
Have basic skating skills and be able to navigate one (100m) counter-clockwise lap of the ice under their own power in a reasonable amount of time (35 seconds) and stop.
- Or have completed Pre-CanSkate level 6 or CanSkate level 1.

We welcome residents from the Halton region and beyond, until such time as our Membership has reached a maximum capacity level.

The Milton Speed Skating Club adheres to the Ontario Human Rights Code and makes membership available to all Milton residents without restriction

Registration with the club, entitles you to membership with the club.

Procedure:

- Each skater 18 years of age or older that is registered with the club, becomes a member of the club and, if in good standing with the club as determined by the Board of Directors, shall be entitled to one (1) vote on any matter arising at any special or general meeting of the members.
- Skaters that are under the age of 18, it will be a parent or legal guardian, that assumes the membership on behalf of the skater, and, if in good standing with the club as determined by the Board of Directors, be entitled to one (1) vote per skater, on any matter arising at any special or general meeting of the members.
- Family registration entitles the family to membership with the club, and each immediate member of that family that is registered as a skater, if in good standing with the club as determined by the Board of Directors, shall be entitled to one (1) vote on any matter arising at any special or general meeting of the members. For skaters under the age of 18, it will be a parent or legal guardian, which assumes the membership on behalf of the skater.
- For more information regarding the registration process, see section 5 of this manual.
- Subject to the minimum age and ability requirements stated above, applicants will be considered and accepted regardless of race, religion, creed, nationality, residency or any other basis, so long as:
 - The minimum number / percentage of skaters from Milton is being fulfilled in accordance to the town of Milton affiliation program (<http://www.milton.ca/en/live/affiliationprogram.asp>)
 - The maximum number of skaters has not been exceeded
 - The requirement to transfer from another club has been fulfilled

Minimum Number of Milton Skaters:

To maintain our affiliation status with the Town of Milton, the club strives to meet the town's minimum requirements:

- 75% Milton residents
- 75% youth (under 18 years of age)



POLICY MANUAL

Maximum Number of Skaters:

- The Board of Directors, in consultation with the head coach, will agree each year on the maximum capacity of skaters for the club, and for each skating group.
- For safety reasons, the decision regarding the maximum number of skaters, will largely be based on the number of skaters allowed on the ice per session/skating group, as determined by:
 - Available coaching staff;
 - Facility mandated restrictions;
 - Available ice time;
 - Suggested hours of skate time per skating group.
 - As a general guideline there will be no more than 30 skaters on the ice in a given hour.
- If at such time, the maximum number of skaters is exceeded, preference in accepting applicants will be given to (in order):
 1. Returning skaters from the immediately completed season;
 2. New skaters that are Milton residences;
 3. Returning members from a previous year;
 4. New skaters that reside outside of Milton, who's home town does not have a speed skating club;
 5. Skater transferring from another club;
 6. Skaters that are currently a member at another club (wishing to skate more hours with our club) - hereafter referred to as "practice member" and defined below;
 7. Skaters that reside outside of Milton, whose home town does have a speed skating club.

Requirements for transferring from one club to another:

- If a skater wishes to transfer from one club to another, the following requirements have been suggested and endorsed by O.S.S.A. and should be respected by all clubs and skaters:
 - Written notification from the skater to the current club must be provided to the Board of Directors **prior** to confirming the transfer to the new club;
 - The Board of Directors from the current club must provide approval to "release" the skater to the new club. The approval will be provided in writing to the skater and a copy to the President (or equivalent position) of the new club.

The skater at that time, is permitted to request / apply / register with the new club.

Practice Member

- A "Practice Member" is defined as: A skater that is a registered member of another OSSA club ("host club") and is registering with the Milton Speed Skating Club to attend our practices to gain extra skating/practice time.
- These members can be invited to our club events, such as but not limited to; intra-club meets, banquets, celebrations, etc.
- These members are not required to participate in any volunteering or fundraising with our club.
- These members may not be nominated or receive any of our club awards as outlined in section 10 of this policy manual.



POLICY MANUAL

3 BOARD OF DIRECTORS AND OTHER POSITIONS

3.1 Board of Directors; Composition, Nomination & Election

Policy Created January 15, 2013

Policy Last Revised June 5, 2019

Purpose / Policy:

The board of directors shall consist of a minimum of three (3) positions (directors) but will ideally have a total of five (5).

Participation on the Board of Directors is done so on a volunteer basis.

Members of the Board of Directors are nominated and elected to a term of one year, starting and ending with the Season's Year End General Meeting.

Procedure:

- The minimum elected Positions on the Board of Directors are:
 - President (elected)
 - Vice President (elected)
 - Treasurer/Secretary (elected)
- The Board of Directors may also include two (2) Directors-at-Large
- Auxiliary Board of Director positions (Officers of the Board) are at minimum:
 - Registrar
 - Race Entry Coordinator
 - Equipment Coordinator
 - Book Keeper
 - Safety Co-Ordinator
- The Board of Directors shall receive no remuneration for acting as such, except for reasonable out of pocket expenses properly incurred for the benefit of the Club, upon approval of the Board of Directors. See section 4.2 for more information on reimbursement.
- Nominations for Board of Directors positions must be received in writing by the current Board of Directors, a minimum of 1 month prior to the Year End General Meeting.
- Nomination must specify a person's name and desired Board of Director position. Persons submitting the nomination is considered optional information.
- At the Year End General Meeting (AGM), the process for electing the new Board of Directors shall be (in order):
 - All nominations for each position will be read;
 - Those individuals being nominated either accept or decline the nomination by e-mail or must be present at the AGM to accept or decline the nomination.
 - If there is only one nomination that has been accepted for a given position, the person will be appointed to that position



POLICY MANUAL

- If there is more than one nomination that is accepted for a position, the director or officer for that position will be elected by vote by those members present at the time of the Year End General Meeting
- Each member will have one vote.

There is no limit to the number of times a member can be nominated for a position or years a member can serve on the Board of Directors.

- Resignations: If at any time throughout the year, an individual serving on the Board of Directors wishes to resign, the resignation must be provided in writing to the Board of Directors. The Board will then determine if the vacancy needs to be filled. The President (or Vice President, if it is the President that is resigning), shall notify the members of the resignation and intent regarding the vacancy.
- Removal: The members may request remove of a director before the expiration of his/her term of office. Such request must be provided to the Board by written petition by at least two-thirds of the members. The grounds for removal must be specified in the notification. The Board will then call a general meeting within 30 days of the notification being received. At the general meeting, the grounds for the proposed removal will be given, and the individual may be given the opportunity to respond to the grounds for removal. The members may, by a majority of the votes cast by a secret-ballot at that meeting, vote to remove the director. You must be present at the time of the meeting, to have a vote.
- Vacancies: The Board of Directors may choose to appoint a member to a vacancy or call a general meeting to elect a member to a vacancy. If electing, the procedure for nominations and voting will follow the process described above. Note; vacancy may be left as such if backfilling the position is not required, as deemed by the Board of Directors. Any appointments will only last until the next general meeting where a nomination and election will occur.



POLICY MANUAL

3.2 Responsibilities of the Board of Directors

Policy Created January 15, 2013

Policy Last Revised June 5, 2019

Purpose / Policy:

The fundamental responsibility of the Board of Directors is to advance the mission and objectives of the club (see section 1.1) and implement the club's Strategic Plan (see section 2.6).

All Directors shall perform his/her duties, including committee duties, in good faith in a manner he/she reasonably believes to be in the best interests of the club.

Procedure:

The President: In addition to the responsibilities outlined in the By-Law No. 1 of the Milton Speed Skating Club, the president's key accountabilities are, to direct and represent the club, and oversee the general management and supervision of the affairs and operation of the Club. This includes but is not limited to:

- Chair all Annual General Meetings and Special General Meetings of the club membership.
- Chair all meetings of the board of directors.
- Supervise and manage all general affairs and operations of the club.
- Ensure that all by-laws and policies are approved by the Board and reviewed by all members.
- Cast deciding vote in the event of tied vote on any issue at any meeting.
- Support, maintain and drive the club's Strategic Plan
- Act as club's external representative/spokesperson (i.e. with press, OSSA, etc.)
- Reviews the Board of Directors accountabilities and delegate responsibilities as appropriate to the Vice-President and/or other directors, officers or committees/taskforces.
- Review the performance of the Board and take steps to improve its performance. i.e. Work toward a net increase in membership over the previous year
- Establish, develop and maintain collaborative relationships with community members and speed skating associations / clubs in order to, but not limited to:
 - Negotiation of venue / ice time
 - Publicity
 - Sponsorship
 - Organizing / planning of club meets
 - Planning / organizing training and information sessions for members
- Identify principal risks of the club's operations and ensure that appropriate systems are in place to manage these risks.
- Communicate and disseminate information to members.
- Conduct elections for new officers,
- Ensure compliance with all club by-laws and policies;
- Succession planning by identifying and recruiting members for positions/duties.
- Establish priorities for capital expenditures to be approved by the board.

The Vice-President:

In addition to the responsibilities outlined in the By-Law No. 1 of the Milton Speed Skating Club, the vice president's key accountability is to support all aspects, tasks and work, of the President, in the general management of the club.

In the absence or inability of the president to perform his or her duties those duties may be exercised by Vice President.



POLICY MANUAL

The Secretary/Treasurer:

In addition to the responsibilities outlined in the By-Law No. 1 of the Milton Speed Skating Club, the secretary/treasurer's key accountabilities are, but not limited to:

- Prepare, maintains, and update the club's budget
- Controls all accounts receivable and payable
- Maintain accurate financial records.
- Disburse funds and pay bills promptly as approved by the board of directors.
- Reconcile bank statements.
- Deposit club funds in a timely fashion
- Avoid putting the club in any deficit situation

The Directors at large may perform specific duties as assigned by the President such as:

- VP Coaching
- Controller
- VP Marketing
- Secretary
- Or any other areas where a director has specific skills and the club has a need
- Any executive member may also hold a position as an Auxiliary board member to fulfill the administrative needs of the club.



POLICY MANUAL

3.3 Auxiliary Board of Director Positions and Responsibilities

Policy Created January 15, 2013

Policy Last Revised June 5, 2019

Purpose / Policy:

Beyond the directors which make up the Board of Directors, there are additional supplementary support positions within the club. These positions are filled on a volunteer basis, and hereafter will be referred to collectively as Officers of the Board.

Procedure:

- Officers of the Board positions are, but not limited to:
 - Registrar
 - Race Coordinator
 - Equipment Coordinator
 - Safety Coordinator
 - Bookeeper
- Officers of the Board must be regularly accessible to all members. Any Officer who is consistently unavailable could be asked to resign in order for that the position to be filled with an individual who is more readily able to contribute more significantly to the club.
- The Officers shall receive no remuneration for acting as such, except for reasonable out of pocket expenses properly incurred for the benefit of the Club, upon approval of the Board of Directors. See section 4.2 for more information on reimbursement.
- Expression of interest in any of the Officer positions must be received in writing, a minimum of 5 days prior to the Year End General Meeting.
- The expression of interest must specify a person's name and desired Officer position.
- At the Year End General Meeting, all names for each position will be read, and those individuals
- Those individuals being nominated either accept or decline the nomination by e-mail or must be present at the AGM to accept or decline the nomination.
- If there is only one volunteer that has accepted for a given position, the person will be appointed to that position.
- If there is more than one volunteer that accepts a position, the officer for that position will be elected by vote by secret ballot of those members present at the time of the Year End General Meeting. Each member will have one vote.
- There is no limit to the number of times a member can volunteer for a position or years a member can serve as an Officer of the Board.
- Overview of the responsibilities of these positions is as follows:

Registrar/Secretary:



POLICY MANUAL

Coordinate the club membership registration. This includes, but is not limited to:

- Sending out the registration form;
- Collecting the completed forms with payment;
- Issuing receipts for payment;
- Registering the skaters with Speed Skating Canada;
- Communicate skater information to the coaches, the Board, and other Officers;
- Issuing tax receipts to skaters.

Race Coordinator:

Coordinate the registration, information dissemination and club cheque for Regional and Provincial level meets. This includes, but is not limited to:

- Sending out the registration form;
- Collecting the completed forms with payment;
- Issuing receipts for payment;
- Completing and submitting the Club Entry form for our skaters for each meet;
- Coordinating the club cheque for the meet;
- Provide skater information and club cheque to the coach for the meet.

Note: if our club is hosting a regional or provincial meet, the Race Coordinator will coordinate and delegate as necessary the activities required to plan and execute the meet.

Equipment Coordinator:

Coordinate and maintain our inventory which includes, but not limited to; skates, blade guards, skate sharpening equipment, mats, corner blocks, buckets, squeegees, stop watches, bender, gauge, lap counters, agility ladders, slideboards and other training equipment.

Coordinate and maintain our skate inventory. This includes, but is not limited to:

- Maintain accurate and effective inventory of the club's skates
- Coordinate the "sign out" of the skates to club skaters who have fulfilled the club's rental agreement. See section 5.1 for more information regarding our skate rental program.
- Assess our skate stock and proactively anticipate the club's future needs, in order to recommend skate purchases to the Board of Directors.

Safety Coordinator:

Coordinates, supports and implements the Emergency Action Plan for the club. This includes, but is not limited to:

- Maintain stock of our first aid kits;
- Identify first aiders within the club members;
- Assign roles as outlined by the Emergency Action Plan, to club members, for each skating session.
- Acts as the Club Liaison to OSSA Safety Task Group
- Review medical information forms and gather relevant information and share with coaches as necessary.
- Ensure safety contact information is up to date and is available during practice.

See section 5.3 for more details regarding our Emergency Action Plan.

- The Board may request that a special committees or task forces be struck.
- The Board may give the committees/task forces powers as it sees fit.
- Each committee must have at least one director from the Board and other members may be solicited from the club according to skills and abilities required for the operation of that committee. These additional members may volunteer or may be appointed.
- The designated Board Director will be required to report progress, updates and resolutions from that committee to the Board.
- The Board of Directors will provide terms of reference for each committee/task force.

The Book Keeper:

- Ensure accuracy of financial information;



POLICY MANUAL

- Ensure compliance with all accounting and audit principles;
- Approve and monitor the annual budgets and all expenditures.



POLICY MANUAL

3.4 Board of Directors Meetings and Club Meetings

Policy Created January 15, 2013

Policy Last Revised Not applicable

Purpose / Policy:

The Board of Directors will meet regularly to ensure the business of the club is attended to in a timely manner. It is also the Board responsibility to ensure that an all members meeting is called throughout the season as needed if member voting is required on a matter.

Procedure:

- Board meetings are recommended to be held monthly during the skating season.
- Board meetings are “closed” meeting (not open to members) unless otherwise indicated by the Board, which may require / include the Officers of the Board. Attendance to the meetings by members is by invitation only.
- To facilitate maximum attendance at meetings, the Board will establish a regular meeting time, date and place.
- Agenda will be circulated no less than one (1) week prior to the meeting. The agendas will ensure prompt and effective discussions, and ensure directors come prepared to discuss the relevant topics.
- Members requesting to include a topic on the Boards agenda, must do so in writing to the Board a minimum of two (2) weeks prior to the scheduled meeting.
- Attendance by directors to all Board meetings is expected, with rare exceptions. Directors who regularly do not attend monthly Board meetings could be asked to resign in order for that the position to be filled with an individual who is more readily able to contribute more significantly to the club.
- Minutes are not required for each meeting. Documentation required only for significant decisions or action items.
- The Board could call a stand-alone all members meeting for reasons such as, but not limited to:
 - Planning a club meet;
 - Board's request to organize a special committees or task forces.
 - Director position vacancy;
 - Special event, activity (training, information dissemination, etc.)
- The Board will ensure that a Year End General Meeting is called at the close of the season, and will request nomination for Board of Director positions for the coming year, at the time the invitation is sent out to members. See section 2.1 for more details.
- Topics for the Year End General Meeting should include, but are not limited to:
 - Review of the Financial Report
 - Overview of the Strategic Plan (see section 2.6)
 - Dissolving the current Board of Directors and appointing/voting a new Board (see section 2.1)



POLICY MANUAL

3.5 Confidentiality

Policy Created January 15, 2013

Policy Last Revised April 5, 2017

Purpose / Policy:

All materials and information gathered within the club's administration shall be considered to be property of the Milton Speed Skating Club, and shall be considered confidential.

Procedure:

- Club members should be aware that certain information regarding skaters, such as, but not limited to age, birthdate, gender, contact information, may be used, shared, reported and/or disseminated with or outside the club or for the purpose of registering for, or reporting results from, a competition.
- No Director, Officer, or club member should disclose or use confidential information gained by virtue of their association with the club for personal gain or to benefit friends, relatives or associates.
- Media (such as pictures and videos) taken during practice or racing events may be shared with members of the club using Dropbox or similar file sharing
- Records from racing events will be retained for one year from the event and then destroyed

Use of the Milton Speed Skating Logo:

- The logo is the property of the club, any use of it must be approved by the Board of Directors.



POLICY MANUAL

3.6 Strategic Planning

Policy Created January 15, 2013

Policy Last Revised Not applicable

Purpose / Policy:

Long and short range planning is necessary to keep our club focused and moving in a positive direction.

It is, therefore, incumbent upon the Board to create both long and short range planning documents to guide the work of the club.

Procedure:

- The Board of Directors will ensure there is a Club Strategic Plan developed.
- The Plan should at a minimum:
 - describe the short term and long term goals of the club;
 - identify focal issues to be addressed for the coming one (1) to two (2) years;
 - outline planned expenditures.
- The Plan should be reviewed yearly to ensure progress and to set annual goals.

The Board shall seek input and feedback on the Plan from all members. (i.e. at the Year End General Meeting, review of the plan and received suggestions, discuss and debate next year's goals.)



POLICY MANUAL

3.7 Conflict of Interest

Policy Created January 15, 2013

Policy Last Revised Not applicable

Purpose / Policy:

In general, a conflict of interest exists if a Board of Directors member (director or officer), or club member uses his/her position with the club to benefit themselves, friends or families. A conflict of interest is also defined as any situation where the personal interest of a director, officer, or member may prevent him or her from acting in the Club's best interest or prevent them from acting fairly, impartially, and without bias on behalf of the Club.

Procedure:

- Each director, officer, or member must:
 - Act in the best interest of the Club
 - Disclose any conflict of interest
- No director, officer or member shall enter into any transaction such as contracts for goods and services to an immediately related party, either directly or indirectly, except as in special circumstances provided that:
 - The decision is made by the Board to approve such contract;
 - The conflict of interest is declared by the individual and recorded in the minutes of the meeting;
 - The individual does not participate in the decision and refrains from attempting to influence, lobby or persuade the Board.
 - For goods and services contracts a minimum of three competitive bids are obtained where practicable;
 - The contract offering the best cost for value is selected.
- A director, officer, or member may only accept a gift if it has no more than \$50.00 value, if it is the normal exchange of hospitality or a customary gesture of courtesy between persons doing business together, and if the gift could not be construed by an impartial observer as a bribe, pay off or improper or illegal payment.
- A director, officer, or member may not make a gift, charitable donation, or political contribution on behalf of the Club, without authorization from the Board.

Disclosure of Conflict of Interest

A conflict of interest must immediately be disclosed in writing to the Board when the conflict of interest first becomes known, even if the person involved is not aware of the conflict of interest until after a transaction is concluded.



POLICY MANUAL

4 ORGANIZATIONAL STRUCTURE OF SPEED SKATING

4.1 Governing Bodies

Policy Created January 15, 2013

Policy Last Revised Not applicable

Purpose / Policy:

To outline the hierarchy of speed skating to which Milton Speed Skating Club is affiliated.

Procedure: Any organization is only as strong as its leadership, so part of each skater's registration fee goes to the provincial and national sport governing bodies.

International Organization: International Skating Union (ISU)

The ISU maintains rules and regulations on an international level, many of which can apply to competitions at any level. Therefore, the following ISU manual is frequently referenced:

“SPECIAL REGULATIONS SPEED SKATING and SHORT TRACK SPEED SKATING”
<http://www.isu.org/en/short-track-speed-skating/special-regulations-and-technical-rules>

National Organization: Speed Skating Canada (SSC)

Each skater who is registered with the Milton Speed Skating Club is required to belong to Speed Skating Canada. The yearly fee for all skaters is included in skater registration fees.

Speed Skating Canada maintains its own manual, called “PROCEDURES AND REGULATIONS”. This manual is frequently referred to as the “Red Book”.
<http://www.speedskating.ca/resources/red-book>
SSC's website can be found at <http://speedskating.ca/>

Provincial Organization: Ontario Speed Skating Association (OSSA)

Each skater, coach, Board member and Officers of the board of the Milton Speed Skating Club are required to be registered with the Ontario Speed Skating Association (OSSA). The yearly fee for all skaters is included in skater registration fees and the associate (coaches, board and officers) fee is paid for by the club.

OSSA's Information Manual can be seen at this link –
<http://ontariospeedskating.ca/by-laws-infoman/>.

Members of the Milton Club may attend OSSA annual general meetings. The Club's voting powers at these meetings is related to the size of the Club's membership.

OSSA issues “E-News” which is available on its website.

OSSA's website can be found at <http://ontariospeedskating.ca/>



POLICY MANUAL

Club Level: Milton Speed Skating Club

MSSC is one of many clubs within the province. Other clubs may be seen here – <http://ontariospeedskating.ca/ontario-clubs/>

The Milton club was formed in 2004 and presently calls the Milton Sports Centre arena its home for short track. MSSC does not have access to a venue for a long track program.

The Milton club is run 100% by volunteers. This includes everything from coaches and officials to the club's executive. Everyone within the club is encouraged to participate as we try to maintain that "one big family" feeling.

Our club participates actively within the provincial and national organizations.

You are currently reading our own Policies and Procedure Manual, also known as the "Member's Manual".

Our club's website is <http://www.miltonspeedskating.com/>



POLICY MANUAL

4.2 Practice Groups

Policy Created January 15, 2013

Policy Last Revised June 5, 2019

Purpose / Policy:

In order to help coaches manage ice time and plan practices that are appropriate to the athlete's skills level, the Milton Speed Skating Club divides the skaters into groups

Procedure:

MSSC divides skaters into groups. Practices, on-ice groupings and skate times are based upon these groups. The groups are based on a set of criteria determined by the coaches and reviewed by the club executive prior to the beginning of the season. Using the LTPAD (<http://www.speedskating.ca/about/skater-development/the-ltpad-model>) model as a guideline, criteria such as, but not limited to: skating skills, size of skater, size of groups, and age of skater are used to create the skater teams.

As skaters develop during the course of the season, the coaches will continue to evaluate and move skaters, group sizes permitting.

If a parent wishes to appeal a skater's designated skater group (i.e. to change/move groups) this can be done using the appeal process.

The parent/guardian for minor skater under the age of 18 years of age, the coach or the skater themselves (18 years of age or older) may request a review of the skaters group placement. This appeal will be done by completing, in writing, the required forms. Once complete, the forms will be sent to the appeal panel, which shall consist of the club coaches and executive. The appeal panel will review the appeal.

The Appellant will be notified in writing of the panel's decision, which shall be considered final.

The Milton club also runs several "Introduction to Speed Skating" programs throughout the year. The hope is that, after completion of the four week program, many of the skaters will become full-fledged members of MSSC. See section 3.3



POLICY MANUAL

4.3 Introduction to Speed Skating

Policy Created January 15, 2013

Policy Last Revised April 5, 2017

Purpose / Policy:

Milton Speed Skating Club runs Introduction to Speed Skating programs through and outside the regular season to allow participants to try the sport without a large financial commitment. The goal of the program is to give the participant the basic skills required for speed skating and ultimately have them join the club after the program

Procedure:

The introduction to Speed Skating program is run in four week sessions throughout the skating season. The objective of the Learn about Speed Skating program is for participants to try the sport and see if they would like to continue as a regular member. The coach will gauge the level of the skaters and pick the activities accordingly.

When the program is completed, the Introduction to Speed Skating participants may practice in the same groups as regular club members. Introduction to Speed Skating “graduates” will be assigned to a regular practice group depending on:

- skating skills
- size of skater
- size of groups
- age of skater
- competition objectives of skater.

A skater may participate in the Introduction to Speed Skating program twice. After this, the skater and parent (where applicable) are encouraged to join the club as full members. The club usually pro-rates the seasonal membership rate based on the start date of the participant after the completion of the Introduction to Speed Skating program.



POLICY MANUAL

4.4 Skating Season

Policy Created January 15, 2013

Policy Last Revised June 5, 2019

Purpose / Policy:

Outline when we are active as a club.

Procedure:

Our skating season is from early September to late March. Specific start and end dates will be published on the Club's website and advised by e-mail.

Speed Skating camps, competitions, introduction to speed skating sessions and dryland training may occur outside of this regular season at the clubs discretion.



POLICY MANUAL

4.5 Skating Venues

Policy Created January 15, 2013

Policy Last Revised Not applicable

Purpose / Policy:

Describe the training facilities available to Milton Speed Skating members.

Procedure:

Short Track

The short track is either a 100 metre oval for skaters up to 14 years old or a 111 metre oval for older skaters. The distance or number of laps skated in a race depends on the skater's age and ability. All racing is Mass Start, which means up to six skaters race at one time. OSSA decides on the type of competition. (See Section 8 for an explanation of the competition types.)

Skaters are not allowed to contact each other during a race.

Short track racing is an exciting combination of speed, agility and strategy as skaters maneuver for position.

Long Track

Long track speed skating is conducted on a 400 metre oval.

Due to the lack of a nearby venue, MSSC does not offer a long track program.



POLICY MANUAL

5 FINANCE AND ACCOUNTING PRACTICES

5.1 Accounting practices

Policy Created January 15, 2013

Policy Last Revised April 7, 2017

Purpose / Policy:

The Board is committed to operating in a fiscally responsible manner and ensuring that all financial decisions they make will leave the Club debt free.

Although the club operates as a “not for profit” club, it is the club’s mandate to maintain a minimal balance of \$10,000.00 but strives to save one year of operating costs, in order to manage any unforeseen emergency expenditures without impact to the club members.

A system of financial planning and management will be maintained to ensure that financial resources are appropriately budgeted, accounted for, and reported out to the members to enable and support the realization of the Club’s strategic goals and operational objectives.

Procedure:

Accounting Practices

- The Club will follow Generally Accepted Accounting Principles (GAAP) and keep financial records
- Books of account will be kept in such a way to provide detailed analysis of the Club’s business expenditures.

Financial Reporting

- The Treasurer will work with the Club’s Controller and/or bookkeeper and the Club’s President to produce financial reports, which will allow the Board, to ensure the organization is operating and spending effectively.
- These reports are to include, but not limited to, the following:
 - Income and Expense Statement,
 - Balance Sheet
 - Budgets for the following season
 - Interim Budgets, forecasts or financial statements for the purpose of grant applications
- Financial Reports will be made available to the Board bi-annually (mid-season and end of year) unless otherwise agreed to by the Board of Directors.
- The year-end Financial Report will be made available to all members at the Year End General Meeting of the Members.
- Any member requesting to view the financial reports throughout the season, must have a valid reason which he/she must submit to the Board. The Board will have final decision to approve or reject such requests...

Budgets and Expenditures

- The Board will have an annual budgeting process prior to the start of the season, and will at that time approve all budgets.
- For a single expenditure outside of the approved budget greater than \$5,000.00 three Board member signatures are required.
- Individual expenditures of greater than \$5,000.00 will require estimates from 3 different vendor. Final selection will be made by the Board



POLICY MANUAL

5.2 Funding / Reimbursement

Policy Created January 15, 2013

Policy Last Revised October 18, 2017

Purpose / Policy:

This section outlines what expenditures can be reimbursed and under what circumstances.

Procedure:

Coaches

- The club will reimburse the listed expenses below, to accommodate one coach per meet, unless registration numbers for a given meet exceed 20 skaters. Then expenses can be reimbursed for two coaches.
- The club is not obligated to send a coach to every meet that has a club skater or skaters.
- Expenses are paid initially by the coach and reimburse by club cheque upon receipt of itemized invoice(s).
- The pre-approved expenses for meets are:
 - Travel expenses
 - reimbursement for fuel will be done as follows: coach will fill up his/her vehicle before departing for the meet, then when the coach returns home, he/she will fill up again and submit this receipt for reimbursement.
 - Hotel accommodations
 - 1 night for out of town meets that are 1 day and further than 100 km from town of residency of the coach
 - 2 nights for out of town meets that are 2 days and further than 100 km from town of residency of the coach
 - Meals
 - For a 1 day meet - no meals are reimbursable, unless the meet is further than 100 km from the town of residency of the coach. In which case 1 dinner (without alcohol) is reimbursable; to a limit of \$30...
 - For a 2 day meet - 2 dinners (without alcohol) are reimbursable if; to a limit of \$30 per meal.
- Reimbursement of any other expenses, are to be requested to the Board of Directors and may be approved or rejected upon review and discussion by the Board.
- Hotel Accommodation reimbursement is limited to the lowest rate advertised in the meet announcement.
- The Club pays the coaches' registration fee to coaching clinics. . Funding, for more than one course per season, must be pre-approved by the club executive.
- Expense claims must be submitted within the skating season for consideration
- The Club is to budget for coaching development.
- Coaches may participate, free-of-charge, as a skater in a maximum of one one-hour Club practice per week.
- The Club will pay OSSA associate membership fees for the Club's coaches.
- Lead coaches who travel more than 25 km one way to coach a practice are entitled to a mileage expense for the kilometers travelled in excess of 25 KM.
- for example:
 - Lead coach who lives 40 KM from the club would be eligible to expense 15 km (which is 40km -25 km) of mileage expense one way. Since it is usually a return trip the coach would also qualify for 15 km of mileage for the return trip home.
- Mileage for regular coaching activities (as opposed to meets) is paid out at 37 cents/km.
- This mileage expense will be paid out as a lump sum at the end of the club's fiscal year.
- This policy is subject to review by the board and can be cancelled at the board's discretion at any time. Expense claims must be submitted within the skating season for consideration



POLICY MANUAL

Provincial and National Club Skaters

- The Milton Speed Skating club will pay for the entrance/registration fees for any skater who qualifies for a national level event up to a maximum amount of \$100 per entry
- If a skater wishes to seek additional financial support by the club, the Board of Directors may consider the request if it is meant to help offset the costs of the skaters attending the meets so costs are not a barrier to attend.
- Expense claims must be submitted within the skating season for consideration
- To qualify for funding:
 - The request must be for national competition
 - Competition must be held outside of Ontario.
 - The skater must not be receiving any other funding by any other group or organization.

Meet Officials

- The club will provide funds for official upgrading.
- The Club is to pay the membership for chief officials working at meets if they do not hold a Speed Skating Canada membership.
- Expense claims must be submitted within the skating season for consideration

Club Purchases

- Approval by the Club Executive is required **before** the purchase is made.
- Reimbursement of the cost will be provided by club cheque upon receipt of an itemized receipt.
- Expense claims must be submitted within the skating season for consideration



POLICY MANUAL

6 MEMBERSHIP INFORMATION

6.1 Membership fees

Policy Created January 15, 2013

Policy Last Revised September 30, 2020

Purpose / Policy:

Registration and payment of fees is required by each member on an annual basis in order to remain in good standing with the club.

The following policy outlines the process for setting, and collecting payment for membership fees.

Procedure:

- Registration for club membership and payment of dues/fees by each member is required annually, prior to the commencement of the season.
- All dues and membership fees will be set annually by the board of directors.
 - Timing for setting the fees will be done following the general meeting and at least 30 days prior to the start of the season.
- Fee cost will be determined based on, but not limited to:
 - Cost of ice;
 - Planned expenditures required by the club for the year;
 - Funds collected by fundraising during the previous year;
 - Number of skaters;
 - Amount of ice time required for our club.
- The Registrar, or designee, shall be responsible for collecting dues.
- Payment of dues/fees for each skater/member shall include a registration form.
- The Registrar, or designee, shall send notices of dues and fees to members as soon as they become available. The communication will include information regarding the process for members to submit their registration and payment, including the deadline for registration.
- It is expected that all dues/fees be paid in full for the season prior to the commencement or the season.
- Members may request an installment payment option, and it is up to the Board of Directors or designee to accept or decline such requests.
- It is the decision of the Board of Directors to determine if an early registration discount is to be made available to the club members. All aspects of any early registration program will be decided and set out by the Board.
- Each member who pays the assigned dues and fees on or before the due date will remain a member in good standing.
- All membership fees are non-refundable.
- No member will be entitled to vote on any matter arising at any special or general meeting so long as any dues or fees remain unpaid and owing to the Club..



POLICY MANUAL

- Failure to pay will constitute a default of the membership, but any such member may upon payment of all unpaid dues or fees, be reinstated as agreed to by the board of directors.
- The board of directors may, from time to time, by resolution, prescribe and change methods of payment of dues.
- An early registration fee, like all other registration fees is non-refundable. Credit for an individual's early registration fee may be issued to a family for use by another family member within the same season.
- Skaters who are OSSA members from outside the Milton Speed Skating Club may pay a drop-in fee of \$20/hour and join a practice with the permission of the coach. The fee is payable to the registrar. Or a skater from Milton Speed Skating Club may attend an extra skating sessions, within their ability for the same drop-in fee.

Exceptions for Refunds

- In cases of legitimate health issues or unforeseeable circumstances to one of the clubs' members a partial refund or credit of their registration fees **may** be considered under the following circumstances:
 - That the member is operating with an element of good will
 - That the member is able to supply a medical note from a medical doctor, or a reasonable explanation of the unforeseeable circumstances they face
 - The period of absence from skating is longer than eight weeks
- It is the sole responsibility of the Board of Directors, to accept or reject the request, and to determine if the cash refund or credit will be given.
- Both credits and refunds will be issued as a pro-rated amount
- Any credit or refund will exclude Ontario Speed Skating Association fees/dues.
- Additional exceptions apply in the Cancellation Policy section 6.4



POLICY MANUAL

6.2 Fundraising and Volunteering

Policy Created January 15, 2013

Policy Last Revised Not applicable

Purpose / Policy:

Fundraising is an essential component in the operation of the Club in order to pay for required expenditures, and maintain registration / membership fees at a reasonable cost. As such, the Club provides several fundraising opportunities for members.

The club's main and most profitable fundraising event during the season is hosting an Ontario Speed Skating Association (OSSA) sanctioned meet. In order to host a meet, the club requires numerous volunteers. Therefore **there is an expected volunteering component to our club's fundraising activities.**

Procedure:

OSSA Sanctioned Meet:

- It is expected that one member of each family volunteers for a position for any meet hosted by our club.
- It is our club's mission to be self-sustainable for running an OSSA sanctioned meet. There are ten "official / chief" positions required for a meet in order to do so;
 - Recorder
 - Timer
 - Line Judge
 - Track steward
 - Clerk of the course
 - Starter
 - Lap counter
 - Announcer
 - Referee
 - Meet Coordinator
- We encourage our members to qualify as an accredited official. To support members to do so, the club will cover any costs incurred for the completion of the required courses. See section 4.2 for reimbursement process.
- During the meet, as the host club, we provide a lunch for our volunteers. In order to ensure the profitability of our meet, we supply the food for our lunch by donations.
- Each family is expected to supply a food donation by:
 - Soliciting a donation from a business (i.e. grocery store or restaurant), supplying food for the lunch, or providing a cash donation to be used toward the purchase of meet expenses.
 - Any member wishing to solicit a donation from a business will obtain the Board of Directors approved donation letter, in order to properly request the donation on behalf of the club.



POLICY MANUAL

Other fundraising activities

The Board of Directors will discuss and decide which, if any other fundraising activities will be conducted through the season, either as part of a meet, or as a standalone activities.

Examples of fundraising activities that can be considered are;

- Bottle drive
 - Silent auction
 - 50/50 draw
-
- Any member wishing to have a fundraising activity considered must submit a summary of the activity/event in writing to the Board of Directors.
 - The Board of Directors, upon review of the information, will provide a written response to the member.
 - In order to decide if a fundraising activity will be implemented, the Board of Directors may choose to put the proposal to a vote by the members.

Corporate Sponsorship

- The Board of Directors at the beginning of each season will review and update as necessary, the Corporate Sponsorship package.
- The program will be documented in writing and made available to the club members.
- Any club member may, by utilizing the Board of Directors approved document, solicit a corporate donation on behalf of the club.



POLICY MANUAL

6.3 Emergency Response Plan

Policy Created January 15, 2013

Policy Last Revised Not applicable

Purpose / Policy:

Skater's safety is a primary concern of the Milton Speed Skating Club. This procedure outlines the club's response in the event of an emergency.

Procedure:

ROLES

The Club shall assign persons to take the following roles for each practice venue:

- First Aid Coordinator
- Charge Person
- Call Person
- Control Person

The First-Aid Coordinator shall:

- Regularly monitor and maintain the First-Aid Kit to check that its contents are complete and up-to-date.
- Place the First-Aid Kit adjacent to the entry gate to the ice surface during each practice and in a secure location between practices.
- Assign persons to assume the roles of Charge Person, Call Person and Control Person for each practice.
- Identify the Charge Person, Call Person and Control Person to each other for each practice.
- Obtain and maintain Participant Information Forms for each active skater.
- Prepare Emergency Action Plan Information Cards for each practice location.
- Prepare the Call Person Instruction Card.
- Prepare a report on each accident/injury requiring implementation of this Emergency Action Plan and provide recommendations to the Club regarding revision of the Emergency Action Plan and/or the Safety Plan.
- Review and update this Emergency Action Plan as required.

The Charge Person shall:

- Have certification in first-aid and CPR training.
- Be the person in charge of the injured participant.
- Survey the scene.
- Administer first aid as required.
- Make the decision about the need for emergency services and additional medical care for the injured participant.
- If further medical attention is required, send the Call Person to phone for an ambulance and/or doctor.
- Be responsible for the well-being of the injured participant until medical help arrives or until the injured participant (or his/her legal guardian) accepts responsibility.



POLICY MANUAL

The Call Person shall:

- Be the person who calls for medical help if so directed by the Charge Person.
- Know the location of an accessible phone at the practice location.
- Provide information to medical help over the phone in accordance with the Call Person Instruction Card and the Emergency Action Plan Information Card.
- Advise the Charge Person of the expected arrival time of medical help.
- Wait at the designated entrance of the practice location until medical help arrives and direct medical help to the location of the injured participant.
- Provide the Confidential Participant Information Form of the injured participant to the medical help.
- Advise the legal guardian of the injured participant regarding the status of the situation.

The Control Person shall:

- Be the person who stops interference by others off the ice.
- Keep spectators and participants from interfering with those assigned to help during the emergency, such as the Charge Person and Call person.
- Recruit others in position of authority, such as coaches, to help maintain control over participants and spectators.

PARTICIPANT INFORMATION FORMS

The Club shall obtain and keep on file, an Information Form for each participant – see attached.

No person shall participate in a Club practice unless a completed Participant Information Form has been provided, or the person (or his/her legal guardian) has declined to do so in writing.

EMERGENCY ACTION PLAN INFORMATION CARDS

The Emergency Action Plan Information Card shall include:

- The location of the public phone for the practice facility.
- The name, address and public phone number of the practice facility.
- Location of the designated emergency medical entrance for the practice facility.
- The location of the first-aid equipment belonging to the practice location such as first-aid kit, AED (automated external defibrillator), blankets, stretcher, etc.
- The address of, and directions to, the closest emergency treatment centre.



POLICY MANUAL

CALL PERSON INSTRUCTION CARD

The Call Person Instruction Card should direct the Call Person as follows when requesting emergency medical help:

- Dial 911.
- State that there is a medical emergency.
- Explain what the emergency is and the status of the injured person including:
 - level of consciousness
 - breathing and cardiac status
 - nature of the injury
 - whether the injured person is bleeding and where
 - whether the injured person has sustained a head injury
- Provide the information on the Emergency Action Plan Information Card.
- Request an estimated time of arrival.
- Advise the Charge Person regarding the estimated time of arrival.
- Assign a responsible person to remain at the public phone of the practice facility.
- Go to the designated emergency medical entrance for the practice facility and wait for the ambulance.

FIRST-AID KIT

The Club shall maintain a First-Aid Kit containing, at minimum, the following items:

- Participant Information Forms or list for each active skater (which contains contact info).
- Emergency Action Plan Information Cards for each site at which the Club holds practices.
- Call Person Instruction Card.
- Disposable non-latex gloves, 2 pairs (such as surgical or examination gloves).
- Elastic wrap bandages (tensor or ACE*) – 2 each of 4" and 6" sizes.
- 2 large Ziploc plastic bags for ice.
- 2 disposable endothermic (instant) ice packs.
- BAND-AID®, variety of sizes.
- Blister pads, 1 box.
- Sterile Gauze pads: non-stick - 20 of 2"x3" size; regular – 20 of 3"x3: size.
- Roll gauze bandages, 2.
- Triangular slings: 1 large, 1 small.
- A container of liquid (preferably green) soap.
- Antiseptic wipes.
- Zinc oxide.
- Adhesive tape: 1" and 1½" size.
- Elastic stretch tape: 2" and 3" wide.
- Skin lubricant, 1 small plastic jar.
- Heavy-duty scissors, 1 pair.
- Universal cutter with retractable blade (sharks).
- Tweezers.
- Safety pins.
- Cotton tip applicators, 1 small box.
- Tongue depressors, 5 to 10.
- Felt/foam padding: 1 package of ½" – 1" thick variety.
- Space blanker, 1.
- Pencil and pad of paper.
- Barrier devices, such as a pocket mask or disposable face shield (for CPR).
- Canadian Red Cross First Aid & CPR Manual.
- Binder the new OSSA injury report - http://ontariospeedskating.ca/storage/Injury%20Tracking%20Form_2013.pdf which should be filled out upon any injury for OSSA tracking purposes.



POLICY MANUAL

RETURN TO PARTICIPATION

Where the Charge Person has directed an injured participant to obtain medical help, the injured person may not return to participation without the written authorization of a professional medical doctor.

An injured person may not return to participation without the written authorization of his/her coach.

SAFETY PLAN

Prior to commencement of all practices and continuation of practices after an incident:

- All holes and ruts in the ice shall be repaired.
- All safety padding should be in place.
- All access gates to the ice surface should be closed and latched.
- A coach should be present on the ice surface.
- The First-Aid Kit shall be located adjacent to the ice surface entry gate.
- Charge, Call and Control Persons should be present.

Personal Equipment

No person shall participate in a practice as a coach or skater unless they are wearing the safety equipment required by Speed Skating Canada Rules.

For Learn-to-Skate and Learn-to-Speed Skate Programs, as well as training for Active Start and FUNdamentals aged participants, helmets must be ASTN F 1849 or CSA approved (hockey, snowboard/ski, skateboarding helmets only). For all other competitions and activities, helmets must be ASTM F 1849 certified.

The Club will encourage the use of additional safety equipment such as cut-resistant suits and knee pads over padding built into skin suits.

Coaches' Authority

Coaches have the authority to:

- Stop a practice due to unsafe conditions.
- Direct a participant to leave the ice due to improper equipment, injury or unsafe behaviour.



POLICY MANUAL

6.4 Cancellation Policy

Policy Created August 25, 2020

Policy Last Revised Not applicable

Purpose / Policy:

Occasionally individual training sessions, events, or even full seasons are cancelled at the clubs discretion or due to circumstances outside the clubs control. These cancellations may occur prior or during a training session.

Procedure:

Inclement Weather:

- As long as the skating venue remains open, the Milton Speed Skating Club will hold a practice.

Facility Closure:

- The management of the facility may close the facility for any reason (weather, mechanical issue, etc.). If this happens, the club expects to be notified by the facility management. Once notification is received then a communication will be sent out by email and social media to all affected participants.

Refunds:

- Club members will not be reimbursed for any closure or cancellation that is less than 4 sessions.
- Club members will not receive any “make-up” sessions for any closure or cancellation that is less than 4 sessions.
- Learn to Speed Skate participants may be offered credit toward a future session, make up classes or an extended sessions at the boards discretion.
- If the closure or cancellation is for an extended period – beyond 4 sessions the Milton Speed Skating club will offer:
 - Credit based on a pro-rated rate of the remainder of the season to be used toward a future session.
 - Refund on the pro-rated rate of the remainder of the
 - Any other compensation approved by the board.



POLICY MANUAL

7 EQUIPMENT AND FACILITY

7.1 Skates

Policy Created January 15, 2013

Policy Last Revised April 5, 2017

Purpose / Policy:

Outline what speed skates are.

Procedure:

Overview

Speed skating blades are flat on the bottom (not hollow ground like a hockey skate or figure skate). The blades also have less curvature from toe to heel (rocker). This allows skaters to be faster and more efficient. The blades are, however, not as maneuverable as hockey or figure skates.

Skate rental is available through the club at a rate to be determined at the beginning of each season. Skate and/or blades can be rented separately at 80% of the full package rate. Skates must be returned sharpened when season is finished.

Used equipment is sometimes available for purchase from other Club members. It is also often advertised for sale at competitions and on OSSA's and some club websites –

- OSSA - <http://ontariospeedskating.ca/items-for-sale/>

New equipment is usually available for purchase at competitions and from various sources including –

- Shoei Creations - <http://shoeicreations.com/>
- ZT Sports – http://www.ztsports.com/index.php?lang=en&titre_url=home
- Red River Speed - <http://www.redriverspeed.com/>
- Il Peleton - <http://www.ilpeloton.com/homeEn/index.php>
- Devault - <http://www.devaultspeedskating.com/fr/catalogue.asp?lg=2&c=>



POLICY MANUAL

7.2 Skate Care

Policy Created April 5, 2017

Policy Last Revised April 5, 2017

Purpose / Policy:

How to care for speed skates

Procedure:

An athlete's speed skates are his / her most expensive piece of equipment. It is critical that these assets are taken care of properly.

First and foremost skate blades should never be allowed to get dirty or corroded.

- Never walk on speed skates without skate guards.
- Speed skates must never be sharpened in a machine meant for hockey / figure skates.
- Speed skates are hand sharpened. For best results they need to be sharpened, about every 4 weeks.
- Rental speed skates must only be sharpened by designated individuals that have been specifically trained for the task. The skates will be returned sharpened at the next practice session; there is a nominal fee for this service.
- The club does have sharpening jigs that can be signed out – these must be returned at the next practice to ensure equitable access!

Care after each skating session includes:

- Drying blades completely with a soft towel;
- Checking blades for sharpness, and presence of any nicks;
- Checking blade and buckle (if fitted) attachment hardware for tightness;
- Checking condition of laces;
- Always store your speed skates with skate socks on the blades, not the hard plastic skate guard. This will ensure that they remain dry and protected while in your equipment bag
- At home remove the skates from your equipment bag and store in a dry location with the skate socks off (we recommend placing the skates with the blades down on a soft towel to prevent damage / corrosion)

Note: If there are any defects that you are unable to correct please report them to the equipment manager and s/he will gladly repair them.



POLICY MANUAL

7.3 Safety Equipment

Policy Created January 15, 2013

Policy Last Revised April 5, 2017

Purpose / Policy:

Outline what safety equipment is required to participate in Speed Skating.

Procedure: Certain safety equipment is mandatory for practices and competitions in accordance with Speed Skating Canada Rule D3-100. If there is a discrepancy in this policy and rule D3-100, then D3-100 shall take precedence.

- Helmets – Participants in the Introduction to Speed Skating Program may wear a cycling helmet or hockey helmet. All skaters in regular club programs must wear a regulation speed skating helmet approved in accordance with ASTM F 1849 – 07.
- Gloves – Cut-resistant gloves must be made of leather or Kevlar-reinforced synthetic fabric.
- Neck guard – must be cut-resistant, bib-style.
- Shin-pads – hard-plastic, soccer-type.
- Knee pads – volley-ball type.
- Eye-protection – clear, shatter-proof with retaining head strap.
- Ankle and calf protectors – Kevlar-reinforced cut-resistant fabric.
- Cut-resistant suits – required for events sanctioned as Speed Skating Championships and Selection/International competitions. Recommended for practices and all other competitions. Read these articles before purchasing -\
<http://www.ellismethod.net/files/Tips/Feb10.html>
<http://www.ellismethod.net/files/Tips/Feb10Part2.html>
<http://www.ellismethod.net/Dyneema-undersuits.html>
- In addition to cut-resistant suits, other safety equipment is recommended for use as follows –
 - Mouth-guards (dental protection).

Note: Introduction to speed skating participants are only required to have a helmet, gloves and knee pads. However the club recommends that participants wear as much safety equipment as possible from the above list. The club will provide loaner ankle protection to Introduction to Speed Skating participants. After the completion of the program it is expected that the skater will purchase their own ankle protection



POLICY MANUAL

7.4 Clothing

Policy Created January 15, 2013

Policy Last Revised June 5, 2019

Purpose / Policy:

Outline what skaters should wear to participate in Speed Skating.

Procedure:

Stretch tights for older skaters or well-fitted wind suits for younger skaters are the most appropriate. Skaters have to be able to move freely to skate well. Baggy pant legs should be avoided as they catch too much wind and could possibly cause the skater to catch the skate and fall.

Club "skin-suits" and warm-up clothing are not required, but are available for purchase.

The club will offer to sell a members used club skin suit on consignment. The suit will generally be sold for 50% of the value of a new suit. The dollar value will then be divided between the club and the seller. The club retains one third of the selling price as commission. The seller will receive the remaining two thirds. The club retains the right to deviate from this model where warranted (i.e. new suit worn once, or a heavily worn suit, etc.). In that case the specific selling price and commission will be directly negotiated with the seller.



POLICY MANUAL

7.5 Skate Sharpening

Policy Created January 15, 2013

Policy Last Revised Not Applicable

Purpose / Policy:

Outline proper Speed Skating skate maintenance.

Procedure:

Speed skates are sharpened by hand using flat stone and a device called a “jig” to hold the skates. DO NOT have your skates sharpened by a business using equipment intended to sharpen hockey skates or figure skates.

The Club provides sharpening clinics during the skating season for those wishing to learn or improve their skills. Members may also wish to review instructions at these web-links:

http://www.hometeamsonline.com/photos/htosports/OSSC/osscc_skate_sharpening.pdf

Club members may sharpen their skates using their own sharpening equipment or using one of several sets of equipment owned by the Club for use by its members on a rotational basis.

Club sharpening equipment may be used at the practice arena during practice times and is to be returned to the equipment storage room after use. Members may not use Club sharpening equipment outside practice times, except during competitions.

Club sharpening equipment may be signed-out from the Equipment Manager for use during competitions.

Note regarding the Sharpening stones: the stones borrowed from the club must NOT be used with oil or the borrower of the club equipment will have to have the stone resurfaced or have it replaced.

Skaters and parents (where applicable) should check the condition of their blades immediately after each practice and competition race. Determining that your blades need to be sharpened immediately before a practice or competition race will not leave sufficient time to sharpen.

All skaters and parents (where applicable) are strongly encouraged to purchase and use their own “burr stone”. The Club will provide clinics on how to check the sharpness of your blades and use a “burr stone” during the skating season.

Some of the older skaters may sharpen your skates for a fee. Skaters offering this service must:

- Be authorized by the equipment manager to do so.
- Sign-out Club sharpening equipment from the equipment manager.
- Ensure Club sharpening equipment is available for use by other members during practices, in the 30 minute period prior to each practice, and during competitions.



POLICY MANUAL

8 COACHING

8.1 Coaches

Policy Created July 5, 2012

Policy Last Revised December 4, 2012

Purpose / Policy:

This is the clubs coaching philosophy

Procedure:

All coaches with the Milton Speed Skating Club are **VOLUNTEERS**. Some are certified under the National Coaches Certification Program (NCCP). The club welcomes new coaches and encourages anyone who has an interest in skating to become involved. It is not necessary to have a background in speed skating.

For the purposes of this document:

Coaches are individuals approved by the Board of Directors who will organize and lead Club practices, coach Club skaters at competitions and provide performance guidance to Club skaters.

Assistant coaches are individuals approved by the Board of Directors who will, under the direction of Club coaches, assist them to carry out their functions

Coaching Philosophy - MSSC

The club understands that successful coaches are usually able to develop deep and understanding relationships with their athletes. The athletes feel the coach genuinely cares about them, that they like and respect one another. We appreciate that this does not happen overnight. It happens the longer the coach and the athlete work together and the more they are involved in intensive training programs.

Yes, we want to develop winners, but we also want to do everything we can to encourage those skaters, who may never be champions, to stay with the club and enjoy the sport. With the above philosophy in mind we encourage our coaches:

- To be supportive and encouraging to all skaters whether they are just learning or of National Team caliber.
- To be positive, not negative, in the teaching of skills.
- To plan practices carefully so that skating skills are taught while making the practice as fun and as varied as possible.
- To be willing to communicate with the skaters, other coaches, and parents by asking questions, listening and encouraging expression.
- To keep accurate and detailed records for all skaters.
- To encourage the approach of "doing your best" or "trying to improve your time" instead of just the aspect of winning.
- To encourage good sportsmanship with other skaters and other clubs.
- To aim for "excellence", but encourage "effort".



POLICY MANUAL

8.2 Screening Policy

Policy Created August 13, 2014

Policy Last Revised Not applicable

Purpose/Policy:

Screening of personnel and volunteers is an important part of providing a safe and healthy environment among sport organizations which provide programs and services to youth. The Milton Speed Skating Club is responsible for doing everything reasonable to provide a safe and secure environment for its members.

The purpose of screening is to identify individuals working with our skaters who pose a risk to children or youth and to provide members with an environment free from harassment and abuse.

At this time, this policy applies to our coaches who work with our members.

Procedure:

1. Each person subject to this policy will apply for and obtain a Criminal Record Check including a vulnerable sector check (CRC-VS) at their local police detachment or using online services approved by OSSA.
2. Each person subject to this policy will submit the original copy of their CRC-VS to the President, in an envelope marked "Confidential".
3. The President will review all CRC-VSs received and will determine whether the CRC reveals an offence. Should an offence be revealed, the President will inform the Board of Directors and will notify the person of its decision in writing. The original copy of the CRC-VS will be returned to the person who supplied it.
4. CRC-VSs are valid for a period of three (3) years.
5. If a person has been screened and approved by a member club, the Milton Speed Skating Club will confirm such approval and not require a second screening.

Records

Copies of CRC-VSs will not be retained, but the Milton Speed Skating Club may retain written records of its communications with the persons submitting CRC-VSs. All records will be maintained in a confidential manner and will not be disclosed to others except as required by law, or for use in legal, quasi-legal or disciplinary proceedings.



POLICY MANUAL

9 COMPETITION

Policy Created July 5, 2012

Policy Last Revised June 5, 2019

Purpose / Policy:

Outline competition options for skaters.

Procedure:

Our club encourages family participation at all our events and hopes that all members become involved in club activities.

During each speed skating season, you can look forward to a variety of opportunities for competitions in various locations in the Province.

Racing Rules:

The Ontario Speed Skating Association (OSSA) publishes a technical bulletin each year that outlines the rules and regulations for racing. The approved document is published on the OSSA website for the current racing season. The technical bulletin includes details such as racing age classes, distances to be raced at an event and so forth.

Skater Age:

OSSA and MSSC use the skater's age as of June 30 prior to the skating season to determine a skater's age for racing groups.

Competition Opportunities

OSSA's competition format can be seen at <http://ontariospeedskating.ca/technical-bulletins/>

The format is designed to offer differing competition opportunities to skaters of varied abilities and ages. The details for each type of event are outlined in the technical bulletin published annually by OSSA.

MSSC may host additional competitions outside the OSSA calendar.



POLICY MANUAL

10YEAR END BANQUET / AWARDS AND RECONITION

10.1 Year End Banquet

Policy Created January 15, 2013

Policy Last Revised Not applicable

Purpose / Policy:

Rewarding and recognizing achievements are an important part of developing our skaters. The Club is also grateful to the coaches and parents who support the skaters all season. Throughout the year, there are different ways that achievements and recognitions are celebrated. Skaters are rewarded not only for speed, but for skill and upholding the concepts of "True Sport"

Procedure:

- The Board of Directors is responsible for selecting the venue and format for the year end banquet.
- In making the selection, the Board will take into consideration the following, but not limited to:
 - Club budget / cost of the banquet;
 - Venue capacity to meet the size of our membership;
 - Date / time that is convenient for most members.
- The Board of Directors may seek volunteers to help organize, plan and deliver the year end banquet.



POLICY MANUAL

10.2 The Cutting Edge: Speed Skating Canada Pin Program

Policy Created January 15, 2013

Policy Last Revised April 27, 2015

Purpose / Policy:

The key to skating fast is technique; with good technique comes speed. Our skaters were evaluated on their skating technique according to Speed Skating Canada – On the Edge Pin Program. As skaters achieve different skill levels they are awarded different pin colours.

Procedure:

- The “Cutting Edge Pin Program” has been developed and revised in 2007 by Speed Skating Canada.
- The program is recognized across Canada, and has been incorporated into many clubs.
- The focus of the program is to test, in a fun and motivating way, the skill level of the skaters.
- There are eleven pins: white, yellow, orange, red, violet, blue, green, black, bronze, silver and gold.
- Pins will be awarded at our annual Year End Banquet.
- Skaters may receive more than one pin in a given season. Note: “practice members” are not eligible to receive pins from our club.
- Testing will be done by the coaching staff during the practices throughout the season.
- It is the sole responsibility of the coaching staff to assess the skills and determine the pins to be awarded.
- For more information about the program, visit the website:
<http://www.speedskating.ca/cutting-edge>



POLICY MANUAL

10.3 “Sub Club” awards

Policy Created January 15, 2013

Policy Last Revised June 5, 2019

Purpose / Policy:

This set of awards recognizes the personal achievements of each skater. The Sub-Club awards certain milestones in a skater’s career.”

Procedure:

- Sub-Club awards will be given out once per season at the Annual Banquet to recognize the skater’s personal best times achieved within the skating season. Note: “practice members” are not eligible to receive these awards from our club.
- Times used to qualify for these awards are times skated during an OSSA sanctioned meet within the skating season for which the banquet is being held.
- Multiple medals will be given for each Sub-Club PB achieved within each distance of 400m or 500m.
- Distance and age qualifications will be referenced each season from the OSSA website found within the posted Technical Bulletin. Sub-Club awards will be issued based on the following criteria;
- 400m Sub-Clubs on the 100m track will decrease in 5 second increments from 90 seconds down to 50 seconds. From 50 seconds to sub-40 seconds will decrease in 2.5 second increments.
- 500m Sub-Clubs on the 111m track will decrease in 5 second increments from 70 seconds to 60 seconds. Then from 60 seconds to 50 seconds in 2.5 second increments. Then from 50 seconds to 40 seconds in 1.0 second increments.
- The time achieved from the first time a skater races these distances; 400m on a 100m track and 500m on a 111m track (referred to as “entry level time”), is eligible for a sub club award if that entry level time is within the sub club time range.



POLICY MANUAL

10.4 Special Award

Policy Created January 15, 2013

Policy Last Revised June 5, 2019

Purpose / Policy:

In 2004 Todd Landon started the Milton Speed Skating Club. He is now the regional mentor and long track coach in Halifax. In 2007 he donated these trophies.

He named the awards after some wildlife in the Milton area that exhibit strategies and traits of a speed skater.

The Kestrel is known for its unique hunting style in which it is known to hover above the ground before dropping on its prey.

The Peregrine Falcon is known as the fastest bird on the planet with dive speeds in excess of 320 km/h while hunting.

Like the Kestrel a speed skater hovers in the pack of a race before striking for the win, and like the Peregrine a speed skater's goal is to be the fastest.

The Kestrel Cup and Peregrine Cup are awarded to the female skater and male skater, respectively, who best displays adherence to the principles of True Sport, namely:· Go for it· Play fair· Respect others· Keep it fun· Stay healthy· Include everyone· Give back.

Procedure:

- There are two special awards given by the Club
 - Peregrine & Kestrel
- These awards are given, the Kestrel trophy to the female skater and the Peregrine to the male skater that best demonstrates the principals of "True Sport".
- It is the sole responsibility of the coaching staff to nominate and vote for these two skaters, but the Board of Directors must approve the nominees.
- Voting does not need to be unanimous, but rather a majority vote.
- "Practice members" are not eligible to receive these awards.
- Awards will be given at our annual Year End Banquet.
- Winning the award does not exclude the winner from being considered or winning the award again in future seasons.
- The skater's name will be engraved on the trophy, at no cost to the skater (the Board of Directors is responsible to arrange for the engraving and the club will cover the cost for the engraving).
- It is at the coach's discretion to choose to not present the award to a skater for any given year if they do not deem any skater eligible to receive the award. I.e. if coaches cannot identify a skater that has demonstrated the True Sport values.



POLICY MANUAL

Nomination and Voting Process;

- Coaches will submit their nominations for these two awards to the Board of Directors on or before the last practice of the season. Nominations can be open or anonymous.
- Coaches **must** include not only the name of the skater they wish to nominate, but most importantly, the rational to provide the awards to these skaters. Rational needs to speak to the True Sport values.
- The Board of Directors will review the nominees, accept or reject the nomination by way of a majority vote. Reasons for rejecting a nominee may include but is not limited to; lack of, or no rational provided by the coach, rational does not speak to the True Sport values, information available to the Board of Directors contradicts the rational provided by the coach.
- The final list of nominees per award will be given to the coaches for them to complete the final voting process.



POLICY MANUAL

10.5 Skaters Choice Award

Policy Created April 27, 2015

Policy Last Revised June 5, 2019

Purpose / Policy:

The skater's choice award is the brain child of a Steven Andersen – a Milton Speed Skating Club alumnus. The award is intended to be an award by the skaters for the skaters.

Procedure:

The winner of this award from the previous season leads this award. If the previous winner is no longer with the club then a senior skater will be selected by the board to lead this award. The senior skater in charge of the award will be selected at the end of the season by outgoing senior skate leader. The skater leading the cite will choose 3-5 skaters as nominees. There will be a minimum one nominee from each skating group. The senior skater will create a short list of skaters who he/she feels meet the following.

- A. The skater must have a leadership presence, whether it's reserved leadership or outspoken leadership.
 - a. Therefore they must partake in the growing of the sport.
 - b. They must also assist/support other skaters if necessary; this doesn't exclusively mean technically, but morally as well
 - c. Dedication is the key
 - d. In other words; 'A team player'.

- B. The skater must have motivation to attempt an achievable goal
 - a. Therefore they must make some sort of goal; whether it is breaking the minute or to listen and work harder in practice

- C. The nominated skater should be a role model.

The nominees, will be approved by the board and then will be put up to a vote from all skaters in the club who choose to cast one vote, prior to the end of the skating season.

The senior skaters in charge should communicate to the voting skaters that they: vote for the person who you feel has the most leadership, is most dedicated, could be a role model to you and cheers for the team.

The award will be handed out by the senior skater in charge at the Year End Banquet.



POLICY MANUAL

10.6 Optimist award

Policy Created April 2016

Policy Last Revised June 5, 2019

Purpose / Policy:

As part of the Milton Speed Skating Clubs partnership with the Optimist Club of Milton, they wanted to sponsor an award. The award will be given to someone who best reflects one of the Optimist Club principals "Someone who is just as enthusiastic about the success of others as they are about their own"

Procedure:

- It is the sole responsibility of the coaching staff to nominate and vote for this skater, but the Board of Directors must approve the nominees.
- "Practice members" are not eligible to receive this awards.
- Voting does not need to be unanimous, but rather a majority vote.
- Awards will be given at our annual Year End Banquet.
- Winning the award does not exclude the winner from being considered or winning the award again in future seasons.
- The skater's name will be engraved on the trophy, at no cost to the skater (the Board of Directors is responsible to arrange for the engraving and the club will cover the cost for the engraving).
- It is at the coach's discretion to choose to not present the award to a skater for any given year if they do not deem any skater eligible to receive the award. i.e. if coaches cannot identify a skater that has demonstrated the Optimist Club principals described above.

Nomination and Voting Process;

- Coaches will submit their nominations for these two awards to the Board of Directors on or before the last practice of the season. Nominations can be open or anonymous.
- Coaches **must** include not only the name of the skater they wish to nominate, but most importantly, the rational to provide the awards to these skaters. Rational needs to speak to the Optimist Club principals described above.
- The Board of Directors will review the nominees, accept or reject the nomination by way of a majority vote. Reasons for rejecting a nominee may include but is not limited to; lack of, or no rational provided by the coach, rational does not speak to the Optimist Club principals described above, information available to the Board of Directors contradicts the rational provided by the coach.
- The final list of nominees per award will be given to the coaches for them to complete the final voting process.



POLICY MANUAL

10.7 Other awards and recognition

Policy Created January 15, 2013

Policy Last Revised Not Applicable

Purpose / Policy:

To provide allow Milton Speed Skating Club to present other awards as required.

Procedure:

- It is the responsibility of the Board of Directors to review and approve or reject any requests to recognize or reward any skater/club member for any other reason than the awards / programs listed above.
- The recognition or reward can be, but is not limited to:
 - Mid-season celebration
 - Gift or award



POLICY MANUAL

11 AMENDMENT OF THE POLICIES

11.1 Updating, changing or introducing policies

Policy Created Monday June 17, 2013

Policy Last Revised Not applicable

Purpose / Policy:

To provide a mechanism by which the policies of the Milton Speed Skating Club can be changed.

Procedure:

The introduction or creation of a policy, an amendment to an existing policy, or the removal of an existing policy, must be approved by a resolution of the Board at which point it can be implemented until the change can be

- Confirmed at a General Meeting called for the purpose of approving the policy change; or
- Confirmed at the next Annual General Meeting.



POLICY MANUAL

11.2 Policy Effectiveness

Policy Created Monday June 17, 2013

Policy Last Revised Not applicable

Purpose / Policy:

To provide timelines for when a changed policy takes effect.

Procedure:

A policy, an amendment to an existing policy or a repeal of an existing policy is effective:

- when passed as in section 11.1; and
- 15 days after being communicated to the membership; and
- No member has expressed concern with the policy in writing to the President with those 15 days; or
- until the next Annual General Meeting if passed by the Board but not confirmed at a General Meeting



POLICY MANUAL

11.3 Who may propose changes to policies

Policy Created Monday June 17, 2013

Policy Last Revised Not applicable

Purpose / Policy:

To outline who may propose changes to the club policies

Procedure:

Amendments to the policies may be proposed by the Board, and by any member in good standing. Proposed amendments must be forwarded in writing to the President. Each proposal must contain the exact text of the proposed amendment, appropriate justification and any necessary supporting documentation.



POLICY MANUAL

11.4 Policy Communication

Policy Created Monday June 17, 2013

Policy Last Revised Not applicable

Purpose / Policy:

To provide a mechanism to communicate any policy changes.

Procedure:

The list of amendments for the year shall be forwarded in writing to the members not less than twenty-one (21) days prior to the applicable all members meeting.