

POLICY: CLUB MINIMUM OPERATING STANDARDS

REFERENCE: By-law 1201 (1) (b) (v) and 1201 (1) (c) (xii)

EFFECTIVE DATE: September 2000

REVISED DATE: April 2011

1.0 GENERAL

As per By-law 1201 (1) (b) (v) and 1201 (1) (c) (xii), the minimum operating standards for a club are as indicated in By-law 1201 (1) (c). The Board of Directors reserves the right to add additional minimum operating standards. To become a permanent club, clubs must demonstrate an ability to maintain the minimum operating standards as specified in By-law 1201 and listed here.

2.0 ADDITIONAL MINIMUM OPERATING STANDARDS

The Board has approved the following minimum operating standards:

2.1 Club Code of Ethics – See Club Code of Ethics Policy.

2.2 Registration for all members, including skaters and volunteers, must be submitted to Skate Canada no later than 14 days after the start of a skater’s first program session or a volunteer’s election to or acceptance of a position. Failure to submit registration within this timeline may place insurance coverage for both the club and the skater in jeopardy as registrations received once the 14-day timeline has lapsed will only go into effect the day the registration is received by the Association.

2.3 Clubs applying for membership in the Association must have a minimum of 25 members (excluding club volunteers) in order for their membership to be considered.

2.4 All Skate Canada clubs must meet the minimum prescribed standards in the Skate Canada Program Delivery Standards document.

2.5 Clubs must have compilation statements prepared by a qualified accountant annually. Skate Canada has the right to at any time require that a club immediately provide its financial statements and supporting documentation to the Association. Upon request a club must provide a bank confirmation to support all deposit and loan balances; a bank reconciliation for each club account; confirmation from each staff coach including balance owing and fees paid during the year; and confirmation from each facility including balance owing and fees paid during the year. Upon request, clubs will also be required to produce a reconciliation of member fees and a copy of their registration fee schedule for each level of membership.

3.0 EXEMPTION PROCESS

~~In order to maintain membership in the Association, clubs must seek and obtain exemption from the Association at anytime it is not in compliance with any of the minimum operating standards of a club. Information on the exemption process is available from Skate Canada National Office.~~