

OUT-OF-TOWN MEETS POLICY

PRINCIPLES

The Yellowknife Speed Skating Club (YKSSC) recognizes that out-of-town meets represent an important and positive developmental opportunity for all YKSSC skaters.

The YKSSC encourages and supports the attendance of skaters at out-of-town meets and will do so by organizing attendance at same and providing support for travel, subject to available resources and the specific criteria set out in this Policy and Operating Procedures.

The YKSSC recognizes that a distinction needs to be made between skaters able to meet national standards (“high performance”) and those not yet skating at that level (“developmental”). Both groups need opportunities to attend out-of-town meets that are suitable to their level and to enhance their development.

RACE COMMITTEE

The YKSSC will establish a Race Committee composed of one coach, two parents and a fundraising coordinator all of whom are YKSSC members. One member of the Executive shall attend meetings as an ex-officio member. The Race Committee members shall be appointed by the Executive. If the Executive is unable to establish a Race Committee, the Executive shall act as the Race Committee.

The Race Committee will develop Operating Procedures to implement this policy. Those guidelines shall be subject to approval by the Executive from time to time.

ELIGIBILITY

Subject to the criteria and standards that may be set by the organizers of any out-of-town meet and by the Race Committee, all YKSSC skaters in good standing from the age 10 (Learn to Train (L2T)) and up are eligible to attend out-of-town meets. Any skater under the age of 10 can attend meets out-of-town but only if a parent or other designated adult YKSSC member accompanies that skater.

FUNDRAISING

It is not a requirement that a skater or family participate in fundraising in order to attend out-of-town meets but only those who do participate will be eligible for funding assistance from the YKSSC. All skaters and families are encouraged to assist with fundraising to support each other and the team as a whole. Fundraising credits cannot be transferred between families.

PROCEDURES

The YKSSC will maintain a Race Committee Fund (Fund) to support attendance at out-of-town meets. The monies from all YKSSC-sponsored fundraising activities are to be deposited to the Fund. In each season, the monies raised are applied to meets attended during that season. The club season runs from May 1 to April 30 in each year.

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The Coaching coordinator shall prepare and present to the Race Committee prior to October 1 in each season, a draft plan for out-of-town events for that season. That plan shall identify the names, dates and locations of the proposed meets, the numbers of skaters the registrar has identified as likely being eligible to attend each meet, the coaches who are appropriate to attend each meet and any other information the coaches believe is relevant to their plan.

The Race Committee shall review the draft plan and present to the Executive a report including the schedule of meets, number of skaters likely eligible, and coaches and chaperones required for each meet. This Race Committee shall present this report to the Executive by November 1 in each year for its approval.

OPERATING PROCEDURES

Established pursuant to Policy adopted at the 2002 AGM and amended at the 2010 AGM

ELIGIBILITY

Any skater attending an out of town meet must:

- Be a member in good standing of the Yellowknife Speed Skating Club (YKSSC);
- Adhere to the Code of Conduct for out-of-town meets;
- Meet specific criteria established by the organizers of the out of town meet;
- Meet specific criteria established by the Race Committee (Committee) for the particular meet;
- Have the approval of the skater's coach for a particular meet;
- Maintain a minimum of 75% attendance at scheduled practices and local meets, unless there are valid medical reasons for non-attendance;
- Attend all local and territorial meets in a given season (exceptions will be considered upon written request; and,
- An appeal from a decision regarding eligibility must be made to the Executive at least 5 days prior to the registration deadline for any particular meet. The decision of the Executive is final.

CODE OF CONDUCT

Skaters and/or families must:

- Meet all deadlines for submitting paperwork forms, etc. as determined by the Committee;
- Complete any waivers required by the Committee;
- Pay any deposit required by the Committee within established deadlines;
- Advise the Committee on or before the established deadline whether or not they will be travelling with the YKSSC;
- Advise the Committee, in advance of the travel date, whether the particular skater will require a chaperone;
- Ensure that the skater has all equipment and that the equipment is approved and ready for use by the skater in a competition;
- In the case of skaters/families that make their own travel arrangements, make arrangements to stay with the team at the hotel designated by the Committee;
- Ensure that the skater travels with appropriate identification as may be required by any airline.
- Comply with the advice and direction of the coach or chaperone at all times during the course of the meet and travel;
- Advise the chaperone and coach of any plans to remove the skater from the hotel, rink or the group during the course of any meet;
- Share equally with all skaters in the costs for the trip coordinator/chaperones and coaches at each meet they attend, whether or not the skater travels with the YKSSC to that meet; and,
- Reimburse the YKSSC for any monies owing within 5 days of being advised of the amount owing.

Any skater who is not travelling with the YKSSC must arrange their own transportation from the airport to the hotel and into the care of the trip coordinator/chaperone and back to the airport. The trip coordinator/chaperone is only responsible for that skater once the skater arrives at the hotel and during the course of the meet.

FUNDRAISING AND FUNDING

The Race Committee Fund (Fund) is established to provide financial support for attendance at out of town meets and is to be maintained through fundraising activities.

- A minimum of \$ 5,000 is to be kept in the Fund at all times. No skater or family is entitled to any portion of the Fund, except for the purposes of rebates for eligible costs to attend approved meets in accordance with the meets plan submitted by the coaches;
- The amount of financial support available in a given season will be determined by the Executive at the end of each season, based on the monies raised that season;
- The financial support can be used for up to a maximum of 3 meets for which a skater is eligible according to the annual meets plan submitted by the coaches;
- Monies from the Fund are used to offset the costs of travel and accommodation for the skater only (eligible costs);
- The amount of money that may be rebated to skaters for each meet shall be determined by the Executive;
- Rebate payments will be made at the end of each season; and,
- Any funds not used will remain in the Fund.

In order to be eligible to use the Fund, each skater or family should participate in scheduled fundraising activities during the season in which they intend to access fundraising monies. The Executive shall have the discretion to depart from this provision and provide partial funding in extraordinary circumstances.

Funds are available to skaters for out of town meets as follows:

- By October 1, the Registrar will provide to the Committee an estimate of the number of skaters they believe will be eligible for out of town meets; and,
- Skaters shall pay a \$100 non-refundable deposit towards the cost of the meet.

In the event that the YKSSC has booked a ticket for a skater who does not travel on that ticket, for any reason, the skater/family shall reimburse the YKSSC for the cost of that ticket or, if the ticket is refundable, for any costs incurred in relation to the ticket.

The Executive shall determine if any additional funding is available in each year to cover costs for chaperones and coaches. An equal amount of funding shall be attributed to each meet on the proposed schedule. If such additional funding is not available or if it does not cover the entire costs, the balance of travel and accommodation costs to send coaches and chaperones will be divided equally amongst the skaters attending each meet. These are considered part of the skaters' eligible costs for financial assistance.

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Within two week of the end of each meet, the trip coordinator/chaperone shall give the Treasurer a list of skaters and reconcile the expenses incurred and deposits collected for that meet. The Treasurer will refund any monies owing from deposits and collect any monies owing to the YKSSC.

COACHES

The Committee will designate a coach for each out of town meet. The Committee will identify coaching requirements for each meet – level of certification and experience – and invite coaches who meet those criteria to submit their names for consideration.

As a general guideline, the ratio of skaters to coach should not exceed 10:1. When there are more than ten skaters travelling and depending upon the age and experience of the skaters, the Committee may decide to designate an additional coach(es).

All coaches travelling to an out of town meet must:

- Have a valid driver's licence;
- Have submitted an up-to-date Criminal Records Check;
- Adhere to the policies and procedures of the YKSSC and the Northwest Territories Amateur Speed Skating Association (NWTASSA);
- Adhere to the Speed Skate Canada (SSC) Coaching Code of Conduct;
- Meet SSC coaching certification standards for the level of the meet or obtain the appropriate training exemption; and,
- Adhere to any guidelines established by the YKSSC and the NWTSSA respecting roles and responsibilities for coaches.

In cases where more than one coach attends a meet, one will be designated as the head coach and will be responsible for ensuring that coaching responsibilities are met by both coaches.

When considering a skater for a particular meet, the coach shall consider the skater's conduct and performance in relation to the developmental context of the meet.

TRIP COORDINATOR AND CHAPERONE

A chaperone will be required for any meet when both male and female athletes are travelling or where there are more than three athletes attending. If both male and female athletes are attending, the chaperone shall not be of the same gender as the coach.

The Committee will designate a trip coordinator and chaperone for each meet and may designate one person to fill both roles.

The coordinator/chaperone must:

- Have a clear and recent criminal records check;
- Hold a valid Driver's licence;

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- Adhere to the policies and procedures of the YKSSC and NWTASSA;
- Adhere to the SSC Volunteer Code of Conduct;
- Provide all skaters identified by the coach, with registration forms for the meet;
- Collect meet registration fees and deposits as required;
- Complete and submit meet registration summary sheets in cooperation with the coach; and,
- Develop and maintain a list of skaters and information respecting each skater for each meet including medical and emergency information.

As a general guideline, the ratio of skaters to coach and trip coordinator/chaperone combined should be about 5:1. Depending upon the number and ages of skaters, an additional chaperone may be required. In this event, one coordinator/chaperone will be designated as the lead and will ensure that the various responsibilities are covered.

If necessary those interested in being a trip coordinator/chaperone will submit their names to the Committee, which will consider the following when appointing a coordinator/chaperone:

- Whether or not the applicant has a skater attending the meet;
- Other volunteer involvement in speed skating;
- Previous experience in the role; and,
- The trip coordinator for each meet has the first right of refusal to act as chaperone on that trip.

If a member of the Committee is interested in attending an out of town meet as a coach or coordinator/chaperone that person shall not participate in the selection of same.