

## **OUT-OF-TOWN MEETS POLICY**

### **PRINCIPLES**

The Yellowknife Speed Skating Club (YKSSC) recognizes that Speed Skating NWT approved 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 approved 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.

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 approved out-of-town meets that are suitable to their level and to enhance their development. Arctic Winter Games and Canada Winter Games do not count as out-of-town meets applicable to this policy.

### **ELIGIBILITY**

Subject to the criteria and standards that may be set by the organizers of any out-of-town meet and by Speed Skating NWT, all YKSSC skaters in good standing from the age 10 and up are eligible to attend approved out-of-town meets as a member of the YKSSC team. Any skater under the age of 10 can attend approved meets out-of-town but only if a parent or other designated adult YKSSC member accompanies that skater. This includes skaters under 10 whose parent are occupying the coach or manager role.

Any skater attending an approved out of town meet must:

- Be a member in good standing of the 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 Speed Skating NWT 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;
- Pay a \$200 non-refundable deposit towards the cost of the meet when traveling as a member of the Yellowknife team. The deposit will be applied to skater travel costs that are shared following the meet;
- 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:

Approved: December 5, 2023

- Meet all deadlines for submitting paperwork forms, etc. as determined by the Executive;
- Complete any waivers required by the Executive;
- Pay any deposit required by the Executive within established deadlines;
- Advise the Executive on or before the established deadline whether they will be travelling with the YKSSC;
- Ensure that the skater has all equipment, and that the equipment is ISU approved and ready for use by the skater in a competition;
- Ensure that the skater travels with appropriate identification as may be required by any airline;
- Always comply with the advice and direction of the coach or manager during the meet and travel;
- Advise the manager and coach of any plans to remove the skater from the hotel, rink, or the group during any meet;
- Skaters that travel as the YKSSC team are responsible for sharing the costs of a car rental, gas, and/or groceries/meals. The YKSSC team will also be responsible for sharing the cost of the coach and manager's flights and accommodations in the case that Speed Skating NWT does not cover these costs or there is no YKSSC funding available. Skaters that travel with families are responsible for sharing the costs of any groceries/meals for the team (i.e., any groceries purchased for the team to snack on during the competition or shared meal); and,
- Reimburse the YKSSC for any monies owing as soon as possible after being advised of the amount owing. Payment schedules can be set up, as requested.

Any skater who is not travelling with the YKSSC must arrange their own transportation. The coach and manager are only responsible for that skater during the meet.

If 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.

Within two weeks of the end of each meet, the coach and manager 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 & MANAGERS**

For Speed Skating NWT approved meets, a coach and manager will be designated for each meet. Those interested in being a coach or manager will submit their names to Speed Skating NWT, which will consider the following when appointing a coordinator/manager:

- Whether or not the applicant has a skater attending the meet;
- Other volunteer involvement in speed skating; and,
- Previous experience in the role.

As a general guideline, the ratio of skaters to coach and manager combined should be about 5:1. When there are more than ten skaters travelling and depending upon the age and experience of the skaters,

the Executive may decide to designate an additional coach and manager. 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. In cases where more than one manager attends a meet, one manager will be designated as the lead and will ensure that the various responsibilities are covered.

The Rule of Two will always be followed, i.e., a coach/manager will always have another coach/manager present when interacting with skaters. All situations with skaters should be open, observable, and justifiable. If both male and female skaters are traveling, the manager shall not be of the same gender as the coach.

All coaches traveling to an out-of-town meet must:

- Have a clear and recent Criminal Records Check;
- Have a valid driver's licence;
- Adhere to the policies and procedures of the YKSSC and Speed Skating NWT;
- 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 Speed Skating NWT respecting roles and responsibilities for 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.

The manager traveling to an out-of-town meet must:

- Have a clear and recent Criminal Records Check;
- Hold a valid driver's licence;
- Adhere to the policies and procedures of the YKSSC and Speed Skating NWT;
- Adhere to the SSC Volunteer Code of Conduct;
- Provide all skaters identified by the coach, with registration forms/links 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.

## **FUNDRAISING AND FUNDING**

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 to receive a portion of the fundraising monies 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 provide fundraising opportunities specifically for travel to approved out-of-town meets attended during that season to help provide financial support. The club season runs from May 1 to April 30 in each year. Any fundraising opportunities not specified for travel will be for use by the Club to purchase equipment, cover ice times, etc.

- For each fundraising event worked by a skater, the skater will receive an equal portion of the total amount of monies collected during the event, i.e.  $\text{total revenue} / \# \text{ of skaters that participated in the fundraiser}$ ;
- For events that have a schedule with time slots, in the case where there are not enough skaters signed up, a skater that works more than one slot will receive a portion of the total amount of monies collected during the event that equals the number of time slots worked, i.e.  $(\text{total revenue} / \# \text{ of available time slots}) \times \# \text{ of time slots worked}$ ;
- Skaters will be given equal opportunity to sign up for all events. Where an event requires limited number of participants, all skaters will be given the opportunity to sign up. Where spots cannot be filled, the sign up will be opened again for skaters to sign up for additional time slots;
- The Executive will keep track of each fundraising event a skater has attended. Fundraising monies will be paid at the end of each season to each skater family; and,
- Skaters must attend a minimum of one approved out-of-town meet to receive the banked fundraising monies at the end of the season. If a skater does not attend any meets, the banked monies will be turned over to the Club.

The Executive shall have the discretion to depart from this policy and provide partial funding in extraordinary circumstances.