



**Skate
Canada**

REGINA
Synchronized Skating
TEAMS

REGINA SYNCHRONIZED SKATING TEAMS

POLICIES AND PROCEDURES

Updated May 2025

The Bylaws, Rules and Regulations of Skate Canada and those of Skate Saskatchewan in which the Club operates shall take precedence over any Club Bylaws.



CLUB MISSION STATEMENT

Regina Synchronized Skating Teams' (RSST) mission is to provide exceptional skating instruction within a safe, inclusive, and enjoyable environment. We are committed to following Skate Canada regulations and the club's bylaws while offering every skater the opportunity to excel in both practice and competitions. Through our dedicated efforts, we aim to enhance the visibility and reputation of our skaters, our teams and the club in the community, promoting our sport in a positive and inspiring manner.

RSST EXECUTIVE

Guiding Principles and Responsibilities

- The RSST Executive ensures the mission and vision of the club are consistently upheld and that the organization operates effectively and ethically according to Skate Canada bylaws.
- The Executive is responsible for the governance and oversight of the club. This includes ensuring compliance with legal and regulatory requirements, establishing and enforcing organizational policies and monitoring the performance of the club. The Executive provides oversight on financial matters, ensuring that resources are managed responsibly and transparently.
- The Executive is responsible for identifying and mitigating potential risks that could impact the club's operations, reputation, or financial stability. This includes assessing risks related to programs, finances, personnel, external factors, and developing strategies to manage these risks.
- The Executive is responsible for ensuring that the club maintains a stable and diversified funding base. This includes developing a comprehensive financial plan, monitoring financial performance, and making strategic decisions to safeguard the club's financial health. The Executive regularly reviews budgets and financial statements and takes corrective action when necessary to address financial challenges.
- The Executive will maintain a seven-year records retention policy for all records, digital and hard copy.
- When fundraising is required, the Executive takes the lead in developing and implementing fundraising strategies to secure the necessary resources to support the club's programs and initiatives.
- The Executive plays a key role in the development and evaluation of the club's programs and initiatives. They work closely with coaches to design programs that meet the needs of the skating community and align with the club's mission.

- The Executive serves as advocates for the club, promoting its programs within the community. They work to build relationships with community stakeholders, including skaters, coaches, parents and sponsors.
- The Executive promotes inclusivity and diversity within the club by welcoming individuals from all backgrounds and fostering a culture of respect, equity and inclusion.
- It is an expectation that all Executive members provide leadership and inspiration for the club by leading by example, demonstrating commitment, integrity and passion for the club's mission. They inspire coaches, volunteers and skaters to strive for excellence and contribute to the club's success.
- The Executive is responsible to provide appropriate facilities and equipment for all skating programs:
 - Provide a heated ice facility for all programs with good ice conditions;
 - Provide good music equipment; and
 - Provide and maintain a first aid kit for use at ice level, to be kept with the sound system.
- The Executive is responsible for organizing and facilitating club associated events. Duties may include:
 - Appointing sub-committees as required for special events, competitions, fundraising activities, etc. Committees will consist of at least two (2) to three (3) members.
 - Consulting with the coach(es) to plan for club competitions and for the participation of club members in other competitions.
- It is an expectation that Executive members will not express dissatisfaction with a coach, the club or any other club member. If such dissatisfaction arises, the matter will be dealt with in accordance with RSST's Dispute Resolution Policy.
- Any necessary disciplinary actions will be handled by the Executive in an objective manner, in accordance with Skate Canada's Dispute Resolution Policy.
- It is an expectation that Executive members attend 80 per cent of all Executive meetings. If an Executive member is absent for more than four (4) consecutive scheduled Executive meetings, without good cause and/or without prior notification to the President or Secretary, then that office may be declared vacant by a majority vote of the Executive.

Executive Positions

The RSST Executive shall consist of the following positions:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. A minimum of six (6) Directors at Large in the suggested areas:
 - a. Competition Travel and Accommodations
 - b. Publicity and Communications



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- c. Recreational Programs
- d. Ice Scheduling
- e. Member Registration
- f. Social Media
- g. Technical Expertise
- 6. Team Managers
- 7. Coaches' Representative
- Each of the above positions is a voting position.
- Each team manager is allowed one vote (i.e., five (5) teams = five (5) team managers = five (5) votes).
- There is one vote allowed on behalf of all the coaches.
- All executive positions shall be two-year terms except for the team managers which will be elected annually by each team.

Executive Meetings

Quorum for all Executive meetings shall be 50 per cent of Executive members.

The general format of the Executive meetings is as follows:

1. Call to order
2. Record attendance
3. Review and approve minutes
4. Adopt agenda
5. Business Arising
6. New Business
7. Committee Reports
8. Set date for Next Meeting
9. Adjournment

Executive Member Job Descriptions

President:

- Provide leadership to the club, the Executive and skaters and ensures club policies are adhered to.
- Work with Member Registration to ensure club and Skater registrations are completed with Skate Canada.
- Prepare agenda and chair monthly Executive meetings and/or general membership meetings (minimum one (1) meeting per year, with preference for two (2) meetings per year).
- Ensure Executive members fulfill their duties and assist as required.
- Assist Treasurer and Coaches with preparation of operational and team budgets for the season.

- Maintain an open communication with the Skate Saskatchewan representative for the Regina region and other clubs in the region. Attend regional meetings and any other special meetings within the region or section.
- Work with coaches to plan exhibition skates.
- Ensure the completion and submission of grant applications for the club (e.g., MAP – Skate Saskatchewan Synchro Grant).
- Represent the club as a liaison on any organizing committee for a competition the club is hosting.
- Work with Ice Scheduling Director to ensure ice bookings (and cancellations) for fall and winter sessions.
- Ensures that the Nominating committee runs elections for team managers and assistant team managers.
- Prepares and maintains the coaches' contracts. Contracts must be signed by the coaches and returned to the Secretary by October 31st of each year.
- Work with Treasurer to ensure the club's annual audit is complete.
- Facilitate elections for Executive members at the Annual General Meeting (AGM).
- Prepare a report for the AGM.

Vice-President:

- Chairs Executive meetings when the President cannot attend.
- Assume the role of President should the current President be unable to complete their term.
- Work with the Registration Director to ensure that all skaters and club teams are registered with Skate Canada. This includes confirming names, contact information, Skate Canada numbers and age (if required) of skaters with team managers.
- Assist President and Executive as needed.
- Attend regional or special meetings if President is unable to attend.
- Prepare a report for the AGM if required.

Secretary:

- Coordinate the planning and logistics for Executive and general membership meetings.
- Send timely reminders about upcoming meetings to Executive members.
- Take detailed minutes during Executive meetings and ensure their distribution.
- Maintain working copy of Policies and Procedures document for any updates to be voted on at the following AGM.
- Provide members with essential documents, such as the agenda and minutes from previous meetings, before the AGM.
- Document the proceedings of the AGM in the form of minutes.
- Collaborate with the Nominations Committee to:
 - Publicize Executive role vacancies to the members.
 - Engage and enlist members interested in open roles.
 - Manage the circulation and collection of nomination forms (if required).
 - Support the President in overseeing the election process during the AGM.



Treasurer:

- Deposit all monies received twice per month.
- Collect and securely maintain all post-dated cheques from skaters.
- Write cheques to cover all club expenses.
- Monitor all club revenues and expenses ensuring that all are accounted for.
- Prepare and present financial reports for the AGM.
- Attend Executive meetings providing monthly/quarterly financial report including balance sheets, income statements, accounts payable, accounts receivable, bank balances and provide insight into proposed club expenditures.
- Work with President to prepare annual budget.
- Plan and oversee audit of the club's financials.
- Work with Registration and Ice Scheduling Director(s) to balance City of Regina ice time.
- Update, prepare and distribute individual skater member statements on an annual basis for April distribution.
 - Allocate fundraising credits.
 - Allocate receipts.
 - Apply payments.
 - Allocate additional expenses incurred by the individual (i.e., clothing orders, etc.)
 - Allocate individual skaters' portion of additional expenses incurred by the team (i.e., additional ice time, etc.)

Director – Competition Travel and Accommodations

- Responsible for travel arrangements for competitions:
 - Source and book hotels.
 - Gather room assignments from the team managers and provide to the hotels.
 - Source and book transportation options.
 - Determine availability of additional seats on the bus.
 - Make arrangements for food.
- Prepare a report for the AGM if required.

Director – Publicity and Communications

- Submit funding proposal to Executive for review and approval.
- Regularly check the club email (rsstcommunications@gmail.com) and forward correspondence to the appropriate person.
- Communicate regularly with all club members regarding upcoming events, changes, etc.
- Advertise and promote the club, its activities and its members internally and externally.
- In late summer advertise to recruit skaters for the upcoming season through advertisements, marketing events, social media, etc. (dependent on budget).
- Promote any other events as necessary.
- Oversee maintenance of the club's website: <https://www.reginasynchroskate.ca>
- Prepare a report for the AGM.



Director – Recreational Programs

- Work with Registration Director on the registration process for recreational programs.
- Work with the directors of Publicity and Communications and Social Media to promote and advertise the fall and winter recreational programs.
- Oversee recreational sessions and be available to answer questions and concerns from parents/skaters/coaches.
- Communicate as necessary with recreational program parents regarding club and/or competition information.
- Work with CanSkate coaches to determine need for program assistants and recruit as necessary.
- Prepare a report for the AGM.

Director – Ice Scheduling

- Submit ice requests to the City of Regina as required by dates set by the City of Regina.
- Work with coaches to cancel or reschedule ice as needed.
- Provide updated ice usage to the Treasurer for allocation to the appropriate budget(s).
- Work with the Living Skies Committee and provide ice availability and ice costs to the Chair of Living Skies.
- Prepare a report for the AGM.

Director – Member Registration

- Register skaters and club teams with Skate Canada. This includes confirming names, contact information, Skate Canada numbers and age (if required) of skaters with team managers.
- Ensures registration information is up to date on the RSST website and monitors registration process.
- Provide regular updates to coaches regarding registration numbers.
- Prepare a report for the AGM.

Director – Social Media

- Create content for the RSST Facebook page and Instagram site and direct questions from the social media platforms to the appropriate persons.
- Regularly monitor the club's social media platforms.
- Work closely with the Publicity and Communications Director to promote and advertise the club's activities and programs throughout the year.
- Create content for the Living Skies Synchroskate Invitational Facebook page.
- Prepare a report for the AGM.

Director – Tech Expertise

- Assists with the ongoing development and maintenance of the club's website
- Assists with technical aspects of the club's online registration process (Content Management System)



Team Managers

- Team managers are elected by the team and are voting members of the Executive. Assistant managers will also be elected by the team and are invited to attend Executive meetings but are non-voting members of the Executive. In the event the Manager cannot attend an Executive meeting the Assistant Manager can vote on the teams' behalf.
- The duties as outlined below are joint responsibilities of the Manager and Assistant Manager and can be split between the two roles at their discretion:
 - Attend all Executive meetings.
 - Share information with and solicits information from skaters/parents as required based on discussion with and requests from coaches and the Executive.
 - Travel to competitions and exhibition skates with the team. If one or both are unable to travel with the team, they will work with the coaches and Executive to make alternate arrangements.
 - Chaperone skaters while travelling to/from and during competitions and exhibition skates (including hotel stay if applicable). This may also include enlisting additional parents/family members to chaperone if required (depending on skater age). If travelling by vehicle, arranges meeting time and place so that all vehicles will travel together.
 - Prepare and bring all team items required to each event including (but not limited to) competition dresses, emergency supplies, team makeup, etc.
 - Ensure skaters are aware of items they are required to bring to each event including (but not limited to) tights, skates, team off-ice apparel, etc.
 - Ensure skaters are properly dressed and ready to compete/perform. This includes costumes, makeup and hair.
 - Recruit skaters/family members for assistance with special events as directed by the Executive.
 - Responsible for the removal and return of any inventory taken from the club storage locker.

MEMBERSHIP

This section outlines parent/skater responsibilities to the club and procedures such as team placement, registration, fees and competition participation.

Registration

The registration deadline for each program will be set by the Executive at the beginning of each season. Relevant policies will be presented at the time of registration and must be acknowledged by each skater/parent to complete registration. Late registrations, depending on program, will be evaluated and decided on by the coaches and Executive.



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Team Placement

Skaters will register either as a youth or adult synchronized skater. Coaches will assign skaters to teams based on skill level and age requirements defined by Skate Canada. Interested skaters may be given the opportunity to skate on more than one team at the coach's discretion.

Spares that are designated by the coach as spares will skate at competitions at the coach's discretion.

Fee Payment

Fees are set at the beginning of the season. Administration and competition costs are included in the program fee calculation. If a skater does not participate in a competition, fees will not be adjusted.

Fees can be paid by cheque or credit card and can be paid in full at the beginning of the season or in monthly installments based on the number of months remaining in the season.

Cheques will be processed monthly unless the member makes other arrangements. A \$20 fee will be charged for NSF cheques. After one NSF cheque, members must pay the balance in cash or e-Transfer.

Any balance or credit owing, in excess of \$25.00, on skater's accounts will be settled and or paid out by June 30th.

Families having more than one skater in the family will pay 100 per cent of costs for all skaters.

Skaters who participate on more than one competitive team will pay an additional fee calculated at the beginning of each season.

Official spares will pay the applicable team fee. Unofficial spares will be charged a separate fee calculated at the beginning of each season.

Executive Board Credits

Each Executive member receives an annual credit to be applied at the end of the current season for holding an Executive position and carrying out the responsibilities of the relevant position.

Executive members must have paid skating fees higher than the board credit, for the board credit to be paid out.



The value of the credit per Executive position is listed below:

Sweat Equity Values	
President	\$300
Vice-President	\$250
Secretary	\$150
Treasurer	\$350
All Director Positions	\$150
Team Managers	\$150
Assistant Team Manager	\$100

- An Executive may earn more than one credit if they are fulfilling the responsibilities of more than one Executive positions.
- Executive sweat equity credits are applied to the member's account at the end of the season (March 31st).
- Executive sweat equity credits cannot be paid to the member and can only be applied to future or outstanding fees.
- At the Executive's discretion, credits can be removed from an Executive's account if it is deemed that the individual does not meet the requirements of the position for the applicable season.
- The Executive can request their credit to be applied to another member's account. The request must be submitted in writing to the President, Vice-President and Treasurer.

GENERAL OPERATION

This section outlines general operating procedures for the club related but not limited to tasks and policies related to transportation, costumes, chaperones, etc.

Costumes

Costumes are the property of the club. There will be financial implications to the skater's account if the skater's costume is not returned. Any revenue received from the sale of old costumes will go to the club.

Attending Competitions

Chaperones:

For children under ten (10) years, when a competition requires an overnight stay, the following will apply:

- One chaperone per three (3) children;
- Curfew at pre-set times;
- Parents will be contacted if curfew is broken; and
- Team manager must enforce rules.

Club Transportation:

- When travelling on buses to competitions, skaters, coaches, and team managers will be accommodated on the same bus.
- Chaperones will be accommodated before seats are made available to others; each chaperone must pay the cost of their seat.
- Any additional seats may be allotted to non club members on a first come first serve basis. Non members must pay the cost of their seat.

CLUB PERSONNEL

This section outlines staffing and hiring procedures for the club related but not limited to job descriptions, contracts, fee guidelines, etc.

The club seeks professional coaches to provide skating instruction for synchronized skating and recreational programs. If needed, the club will advertise for coaches during the off-season. A hiring panel composed of three Executive members will oversee the selection process and recommend candidates to the club's Executive. The Executive must approve the proposed hire.

Duties of Coach

- Advise club Executive of intent to coach annually.
- Sign a contract with the club by October 31st of each year.
- Instruct in such programs as may be decided upon by the club.
- Invoice the club in a timely manner. All invoices must be submitted to the Treasurer no later than March 31st.
- Maintain a rating of 'in good standing' with Skate Canada.
- Upon request, advise the club on skating schedules, ice conditions, programs to be offered and other related matters.

- Assist the club in the preparation and production of competitions, ice carnivals and ice shows.
- Attend club Executive meetings.
- Attend registration and/or opening sessions to advise on program offerings.
- If reasonably possible, advise the club if the coach is unable to attend a skating session because of illness or other good cause, and use his or her best efforts to assist the club in obtaining a competent substitute coach.
- Use best efforts to promote the interests of the club and to develop its skating and the competence of the skaters.
- Abide by all coach accreditation rules, training requirements, program standards and behavioural/ethical regulation as defined by Skate Canada.
- Coaches may fundraise to cover costs for their professional development.
- Recreational Programs
 - Keep track of schedule for program assistants and sessions worked for honorarium purposes.
- Competitive Synchro:
 - Determine skater team placement based on age and skill level in alignment with Skate Canada team category definitions.
 - Select music and choreograph programs (or make alternate arrangements) in alignment with Skate Canada team category standards.
 - Assist the club in the arranging of and attendance at competitions as required (including registration).

Coaching Fee Guideline

RSST will follow the current coaching fee guideline as published by Skate Saskatchewan each season. Deviations and additional fees (music editing, choreography, off ice, prep, competition attendance, etc.) will be discussed and agreed to between each coach and the Executive as part of the annual budgeting process at the beginning of the season. Finalized rates for all coach services will be documented in coach contracts.

Development Fund

RSST will commit to contributing \$10 per participant per year to a development fund to encourage members to become synchronized skating coaches, judges or other officials. The development fund can also be used to reimburse coaches for fees associated with certifications and coaching development costs.

Receipts and a letter of submission outlining the details of the certification or development costs must be submitted by February 28th of the current skating season in which the costs were incurred and approved by the Executive for funds to be accessed.



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CLUB CODE OF CONDUCT

- It is an expectation that all members abide by [Skate Canada's Code of Ethics](#).
- Members are required to review the RSST's Code of Conduct policy and agree to the terms at time of annual registration.
- Any incidents of misconduct will be addressed first by the club's executive. The terms of resolution will be decided as deemed appropriate to the situation. If a resolution that is satisfactory to the parties involved cannot be found at the club level, the situation will be referred to Skate Saskatchewan or the local authorities should the severity of the situation warrant.