

**CARIBOO-NORTH CENTRAL REGION**

**POLICY BOOK**

**REVISED**

**May 14, 2022**



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# ACHIEVEMENT AWARDS (Skate Canada)

DATE APPROVED BY BOARD OF DIRECTORS: September 11, 1999

AMENDED BY BOARD OF DIRECTORS: Nov 8, 2020

1. Nominations for the following achievement awards are submitted on-line through the Section Website from individual clubs.

* Skate Canada Program Assistant Award
* Skate Canada CanSkater Award
* Skate Canada STARSkate Athlete Award
* Skate Canada Volunteer Award of Excellence
* Skate Canada Event Volunteer Award of Excellence
* Skate Canada Section Volunteer Award
* Skate Canada Section Officials Award
* Skate Canada Official’s Award of Excellence
* Elizabeth Swan Memorial Award
* Skate Canada Competitive Skate Athlete Award
* Skate Canada Section Volunteer Coach Award
* Skate Canada Club Coach Award of Excellence
* Skate Canada Competitive Coach/Choreographer Award of Excellence
* Lifetime Achievement Award
* BC/YK Section Skater’s Award of Achievement
* Audrey Moore Participation Award
* BC/YK Section Adult Skating Award

1. The Region Awards committee will select the Region’s choice in the three categories – Canskater Award, STARSkate Athlete Award, and Program Assistant Award.
2. The Awards Committee shall consist of Region Chair, Vice Chair, and three other members from the CNCR board.
3. If a selection committee member identifies a conflict of interest, an alternate board member will serve on the awards committee.
4. The committee will follow the Skate Canada Awards criteria. Awards shall be selected at the discretion of the CNCR Awards Committee, provided the required criteria have been met.
5. The Region’s selections for the Canskater, STARSkate Athlete and Program Assistant Awards will consist of a certificate noting the Award, for which they were selected, the year and gift card of $25.

# BC/YK SECTION AGM MEETING

DATE APPROVED BY BOARD OF DIRECTORS: MAY 5, 2019

AMENDED BY BOARD OF DIRECTORS: Sept 19, 2021

1. The CNCR will budget annually for funds for one (1) delegate to attend the BC/YK SECTION AGM meeting. The delegate(s) shall include the outgoing chair and the incoming chair or be the CNCR Vice Chair or alternate.
2. The CNCR Region Board delegate attending the BC/YK Section AGM meeting on behalf of the CNC Region will take part in all events and have their meeting related expenses covered, not including alcohol and gratuities.
3. It is expected that the delegates will attend all the available workshops as a representative of the Region.

# BC WINTER GAMES

DATE APPROVED BY BOARD OF DIRECTORS: September 11, 1999

AMENDED BY BOARD OF DIRECTORS: May 14, 2022

1. The team will consist of the skaters, chaperones and coaches from Zones 7 and/or 8.
2. The Region will budget accordingly as funds allow to cover all costs of team jackets and meals in the games year.
3. The BCWG Zone 7 and Zone 8 Provincial certified coach(s) will receive an honorarium of $500.
4. The BCWG Zone 7 and Zone 8 chaperone will receive a $100 honorarium.
5. The chaperone will need to have completed the Respect in Sport in course. Any cost to complete this course will be covered by the CNC Region.
6. The chaperone will have to complete the “Commit to Kids” course. Any costs to complete the course will be covered by the CNC Region.
7. Zone Coach(es) will be selected by the Coaches Representative and Competition Advisor.
8. The chaperone will be selected by the Competition Advisor and the Coaches Representative.

# BOARD OF DIRECTORS – RECOGNITION FOR SERVICE

DATE APPROVED BY BOARD OF DIRECTORS: September 11, 1999

AMENDED BY BOARD OF DIRECTORS: Nov 8, 2020

It is the intention of the CNCR Board of Directors to appropriately acknowledge those volunteers who have served on the Cariboo-North Central Region Board of Directors.

1. Retiring Board of Directors will be acknowledged at the Extraordinary Annual General Meeting (SAGM) of the Cariboo-North Central Region.
2. Directors will be acknowledged with gift cards as follows:

* 2 to 5 years of service - $25.00.
* 6 to 10 years of service - $50.00,
* 11 to 20 years of service - $75.00,
* 21 plus years of service - $100.00.

# CANADIANS / CHALLENGE COMPETITIONS SPONSORSHIP

DATE APPROVED BY BOARD OF DIRECTORS: April 20, 2002

AMENDED BY BOARD OF DIRECTORS: July 8, 2018

Financial assistance for Canadians / Challenge Competitions can be budgeted up to $2000 annually. This is to be divided among the number of skaters competing at the competitions to a maximum of $200.00 per skater per competition. If more than 10 skaters qualify for Canadians / Challenge events, then each skater will receive $100.00.

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# COMPETITIONS WITHIN THE CNCR

DATE APPROVED BY BOARD OF DIRECTORS: \_May 13, 2006 \_\_\_\_\_\_\_\_\_\_\_\_

AMENDED BY BOARD OF DIRECTORS: May 14, 2022

1. All CNCR competitions are open.

1. A flat fee of $2500 plus a competition surcharge of $7.00 per skater per entry and $14 per team per event will be charged.

The host committee funds a further $3.00 per entry and $25 per synchro team to the BC/YK Section.

1. The Region will collect, in lieu of fundraising, 12% of the net income due to the club after all expenses are deducted.

4. The Region computers and data specialist supplies must be used at all live competitions in the Region and will be charged at a rate of up to $500 per competition.

5. Shipping is the responsibility of the host of the upcoming competition. Additional charges for shipping will be charged, if applicable.

6. All CNCR competitions will use Karelo for competition registration. This will be administered by a CNCR Competition Registrar. The host club may request a $5000 advance of registration fees if there is a need for the funds before the competition. The CNCR will pay the BC/YK Section fees from the Karelo monies and also deduct any funds owed to the CNCR before issuing payment to the host club.

1. All CNCR competitions will be on a rotational basis. The following is the Rotational Schedule, commencing 2018-2019 season (skipping the 2020/2021 season):

* KLAHOWYA – Terrace SC, Houston FSC, Prince Rupert SC, Stuart Lake FSC, Snow Valley SC, Hazelton SC, Nechako FSC, Smithers FSC
* REGIONALS – Quesnel FSC, Prince George FSC, Williams Lake FSC, Northern BCCSA
* TOTEM – Mile Zero FSC, Fort St. John FSC

1. Any Club hosting a sanctioned competition shall follow the Region’s competition manual which explains the duties of the host club and guidelines that must be followed.
2. If a competition has a loss, the host club may choose to apply to the Regional Board for assistance by submitting the final budget and financials for board review on a case by case basis.
3. The honorarium for officials at a CNCR competition will be $25 per day worked.
4. If a camera person is required (live skating with remote officiating), expenses will be covered by the host club of the competition following the CNCR expense claim form for transportation, hotel, and meal per diems.  In addition, the honorarium for camera person(s) at a CNCR competitions will be up to $100 per day worked.

# Conflict of Interest & Divided Loyalty Policy

DATE APPROVED BY BOARD OF DIRECTORS: \_Oct 3, 2021\_\_\_\_\_\_\_\_\_\_\_\_

AMENDED BY BOARD OF DIRECTORS:

The Directors, committees and staff of Skate Canada, BC/YK Section & CNC Region (the Society) must not only behave lawfully and ethically in all matters related to their position but must also be perceived as behaving in accordance with the highest ethical standards for non-profit organizations. The following policy is designed to guide Directors and adhocs to recognize and appropriately manage conflict of interest and divided loyalty situations.

1. **Interpretation**

1.1 In the case of any ambiguity in the interpretation of this policy or a matter arising out of it, the Board will determine the matter and the Board’s determination is final.

1.2 In this policy, capitalized terms reflect the definitions set out in the Bylaws.

**2. Objectives**

2.1 The objectives of this policy are:

1. to enhance public confidence in the integrity of its Society, Board of Directors and it’s management;
2. to ensure that Directors comply with the requirements of the *Society’s Act* and the Society’s Bylaws;
3. to establish clear standards for Directors and adhocs when a potential or actual conflict of interest arises; and
4. to provide guidelines for the conduct of Directors and adhocs following the identification of a conflict of interest, to ensure that the conflict continues to be properly handled.

**3. Duties of Loyalty and Care**

3.1 Directors and adhocs of the Society owe a duty of loyalty and a duty of care to the organization. Directors have these duties as fiduciaries of the Society, both at common law and as set out in the *Societies Act*.

3.2 The duty of are requires Directors and adhocs to carry out their duties and responsibilities in a professional manner, acting with all reasonable care, skill and diligence. The duty of loyalty requires Directors and adhocs to act in the best interests of the Society and avoid or appropriately manage conflicts of interest in accordance with this policy.

3.3 Directors and adhocs must never use their position or influence within the Society to obtain or secure a personal advantage or private gain, or for the undue benefit of friends, relatives or business associates.

**4. Conflicts of Interest: Definition and General Discussion**

4.1 A conflict of interest arises in any situation where a Director or adhoc has a direct or indirect material interest in:

1. a contract where the Society is a party;
2. a transaction involving the Society;
3. a matter for consideration by the Board.

4.2 A **direct interest** is one where the Director or adhoc own financial or personal interests are involved.

4.3 An **indirect interest** is one where the financial or personal interests of a spouse, family member, close friend or business associate of the Director or adhoc are involved, including a corporation or partnership in which the Director or adhoc holds a significant interest , or a person to whom the Director or adhoc owes an obligation. At law, these parties may be considered “non-arms’-length” with the Director or adhoc.

4.4 An interest is **“material”** if it is meaningful to the Director, adhoc or non-arms’-length person, such that it could influence the Director or adhoc decisions or impair their ability to:

1. act in the best interests of the Society; or
2. represent the Society fairly, impartially and without bias.

An interest is not material if it is insignificant in the circumstances and could not reasonably be capable of affecting a Director or adhoc decision-making.

4.5 Conflicts of interest can arise from financial interests or personal interests. A **financial interest** is any situation where the Director or adhoc, or some person or entity close to them, will or may receive a benefit or advantage that can be measured in terms of money.

In contrast, a **personal interest** includes any situation where the Director or adhoc, or some person or entity close to them, may receive a benefit or advantage that, while not measurable in terms of money, is nevertheless real and not insignificant.

4.6 Examples

1. a direct financial interest would exist where the Board is considering entering into a contract or transaction with a business of which a Director is owner and operator (or one of several owners).
2. an indirect financial interest would exist where the Board is considering entering into a contract or transaction with the spouse or family member of a Director or adhoc.
3. a personal interest that could create a conflict for the Board will exist where the Board is considering applicants for a staff position at the Society and one of those applicants is a family member of a Director or adhoc.

4.7 Conflicts of interest may be actual or perceived. An **actual conflict of interest** is a situation in which a Director, adhoc or a person close to them in fact receives, will receive or may receive a benefit, whether direct, indirect, financial or personal, from a contract or transaction with the Society.

In contrast, a **perceived conflict of interest** is a situation where a reasonably well informed person could perceive that a Director, adhoc, or someone close to them is receiving, will receive or may receive a direct or indirect benefit.

**5. Legal Requirements**

5.1 The *Societies Act* sets out minimum standards for the management of conflicts of interest of Directors. These requirements are mirrored in section 7.8 of the Bylaws, which provides as follows:

*“A Director who has a conflict or indirect material interest in a contract or transaction (whether existing or proposed) with the Region or a matter for consideration by the Directors:*

*a) will be counted in the quorum at a meeting of the Board at which the contract, transaction or matter is considered;*

*b) will disclose fully and promptly, in accordance with the Societies Act, the nature and extent of his or her interest in the contract, transaction or matter;*

*c) is not entitled to vote on the contract, transaction or matter;*

*d) will absent himself or herself from the meeting or portion thereof:*

*1) at which the contract, transaction or matter is discussed, unless requested by the Board to remain to provide relevant information; and*

*2) in any case, during the vote on the contract, transaction or matter; and*

*e) must refrain from any action intended to influence the discussion or vote.”*

5.2 Failure to comply with these statutory requirements may result in personal liability of the Director or Directors in question.

**6. Duties on Appointment or Hire**

6.1 On appointment as Director or adhoc to the Society, ~~or upon hiring as a staff-person with the Society~~, individuals are expected to arrange their affairs and interests outside the Society in a manner that will, to the greatest extent possible, prevent actual or perceived conflict of interest with one’s duties and responsibilities to the Society. This may include resigning from the boards or other organizations where it is likely that the divided loyalty or potential for conflict of interest will result in problems for either organization.

6.2 Directors and adhocs will, on appointment, provide the Board or Chief Executive Officer, respectively, with a written statement listing each other organization on which the individual serves as a Director, officer, committee chair or other position of decision-making authority.

**7. On-going Duties with Respect to Conflict of Interest**

7.1 Directors and adhocs must, on a continuing and on-going basis, consider whether any relationships or interests, whether financial or personal, have arisen whereby they have, may have, or be perceived as having, a conflict of interest with the Society.

7.2 If a Director or adhoc is unsure or in doubt as to whether there is a conflict of interest, he or she should discuss the matter with the Board President to determine if there is a conflict of interest and what further steps need be taken.

7.3 If a Director or adhoc has either a financial or personal interest that may affect (or be perceived as affecting) their ability to act in the best interests of the Society or if they, or some person or entity close to them may receive a direct or indirect benefit from a current or proposed contract or transaction with the Society, that Director or adhoc must:

1. fully and promptly disclose the conflict as set out below;
2. provide such information as may be requested to allow the Society to determine the most appropriate course of action, including the reasons why he or she considers there is or may be a conflict of interest; and
3. unless expressly instructed by the Board President to the contrary, refrain from doing any of the following:

i) attending at any part of a meeting during which the conflict matter is under consideration;

ii) participating in any discussion of the conflict matter;

iii) attempting in any way, whether before, during the matter is raised, to influence the discussion of the conflict matter or a decision related to the matter; or

iv) if applicable, voting on a question in respect of the conflict matter.

**8. Disclosing a Conflict of Interest**

8.1 A director or adhoc must disclose the existence of a conflict of interest, whether actual, potential or apparent, as soon as he or she becomes aware of it. Generally, this will happen before the relevant issue is determined or decision is made.

8.2 If a Director or adhoc does not become aware of the conflict matter until after a transaction is concluded, nevertheless he or she must still disclose the conflict immediately.

8.3 In the case of a Director or adhoc who becomes aware of an actual, potential or perceived conflict of interest he or she must:

1. immediately disclose in writing provided to every other Director the nature and extent of the conflict of interest and all relevant circumstances; and
2. provide such further information as may be requested by the Board President.

8.4 If a Director or adhoc becomes aware of a conflict matter during a meeting, he or she should declare it verbally before all Directors present, which will be recorded with the minutes of the meeting, leave the meeting and then complete and submit a formal written declaration as soon as possible thereafter.

A Director or adhoc should repeat his or her disclosure on any occasion or meeting where the conflict matter arises.

* 1. The written disclosure of a conflict of interest may be delivered by current mail or e-mail, and will include full disclosure of the nature and extend of the Director or adhoc outside interest and a description of how that interest does, will or may conflict or be perceived as a conflicting with his or her duties to the Society.

**9. Actions following Disclosure**

9.1 Conflicts of interest can vary greatly in terms of impact on the Society and potential to affect reputation, depending on a number of factors, including the nature and extent of the interest, the position and perceived influence of the person and the proximity of the person to the decision. Some conflicts of interest can be managed and should be avoided completely.

9.2 Following disclosure of a conflict of interest by a Director or adhoc, the Board executive, will evaluate the situation and determine what steps (in addition to those in 9.5) must be taken to manage or avoid the conflict of interest.

9.3 A Director or adhoc person who has disclosed a conflict of interest will comply with the decision of the Board executive in order to address, manage or avoid the conflict of interest.

9.4 In every case where the conflict of interest is determined to be manageable, the Director or adhoc in conflict will be sequestered from the conflict matter as entirely as possible in the circumstances.

9.5 For Directors or adhocs, the following procedures will apply:

1. absenting themselves from all meetings or portions of meetings where the conflict matter will be discussed, considered or voted on;
2. not being provided with materials relevant to the conflict matter, including materials they would normally receive as a Director or adhoc;
3. not voting on any decision relevant to the conflict matter and absenting themselves from the meeting prior to the call for a vote; and
4. not attempting to influence the discussion or vote on the conflict matter in any way whatsoever.

9.6 Notwithstanding section 9.5a), the Board may, by unanimous consent or majority vote, request the Director or adhoc in conflict to remain present in the meeting to provide relevant information to the mater under discussion. In such circumstances, the Director or adhoc in conflict will provide information impartially and not attempt to persuade the Board. When the Board has received sufficient information, it may ask the Director or adhoc to step away from the meeting and outside the room where it is taking place, after which the Board can continue to discuss the issue without the Director or adhoc present for so long as necessary. The Board may, in its discretion, adjourn the discussion to another meeting, if necessary.

9.7 Following the vote, or the conclusion of the discussion, the Director or adhoc in conflict will be invited back into the meeting and will be briefly informed what, if any decision has been made or whether the discussion has been adjourned to a later time.

**10. Board Duties in Response to Conflict**

10.1 At any meeting where a disclosure of a conflict of interest is made:

1. the person recording the minutes of the meeting must record the disclosure and a summary of the reasons given for it;
2. the chair of that meeting must ensure that the Director or adhoc is not present at any part of the meeting during which the matter is under consideration; and
3. the person recording the minutes of the meeting will note in the minutes when the Director or adhoc leaves the room and when he or she returns.

**11. Director Requirement to Resign**

11.1 If a Director or adhoc has acquires personal beliefs, interests or obligations to third parties which are considered by the Board to be fundamentally discordant with or detrimental to the work of the Society or which have or are likely to result in repeated and on-going conflicts of interest, the board may, by Board Resolution, request a Director or adhoc to resign from the Board and a Director or adhoc who receives such request will submit a written resignation to the Board promptly.

**12. Divided Loyalty: Definition and General Discussion**

12.1 A divided loyalty arises where an individual who owes of duty of loyalty to one organization (either as directors or as staff) has a competing or conflicting duty of loyalty to another organization (or organizations).

Divided loyalty most often arises between two organizations that:

1. have overlapping or similar missions/mandates;
2. co-exist in the same sector; or
3. have dealings or a relationship with one another.

A divided loyalty can even arise where the two organizations are supportive or complementary of one another.

Where one or more of these factors exists, the individual may not be able to properly fulfill his or her duties to both organizations. Three are several potential problems that can result from having Directors with divided loyalties.

First, it is extremely difficult for the Director to serve both organizations with equal devotion and diligence. To the extent that a Director favours one organization with greater time, attention or resources, he or she may be in breach of the fiduciary duty owed to the other organization.

Second, strong ties to one organization can affect (or, at the very least, be perceived as affecting) the director’s ability to make decisions in the best interest of the other organization. This works both ways, so that the divided Director cannot be perceived as impartial or unbiased by either organization.

Third, it can be very confusing for third parties to know which role the individual is operating in at a given time. Is the individual speaking as Board treasurer in organization A, or as committee chairperson in organization B? Members of the public may be familiar with the individual in one capacity and assume that they are in that role, even when the individual is acting on behalf of the other organization. This can lead to problems for both organizations if not carefully communicated.

Fourth, the divided Director will have great difficulty reconciling their duty to each organization with the requirement for confidentiality. The divided Director may have access to information that from one organization that is relevant to the other organization. If they share that information without full approval, they have breached their duty of confidentiality to the first organization. However, if they withhold the information and harm comes, they may have breached their duty of loyalty to the second organization.

Lastly, in cases where the two organizations enter into a transaction or relationship, the divided loyalty can lead to an actual or perceived conflict of interest, because the duty owed to each organization is a kind of personal interest and the divided Director is on both sides of the transaction. This means that the divided Director must withdraw and abstain from participating in or influencing the decision on either side.

12.2 Neither the *Societies Act* nor the Bylaws deal directly with divided loyalties, except where they result in a direct conflict of interest. This policy is meant to provide guidance to address such situations.

**13. On-going Duties With Respect to Divided Loyalties**

13.1 Each Director or adhoc must, on a continuing and on-going basis, consider whether they have any duties to or positions with other organizations that interfere, compete or conflict with the full and uncompromised performance of his or her duties to the Society.

13.2 If a Director or adhoc is unsure or in doubt as to whether there is a divided loyalty, he or she should discuss the matter with the Board President.

13.3 If a Director or adhoc has divided loyalties, the issue should be presented to the Board to determine what steps, if any, need to be taken to avoid problems associated with the divided loyalty. The Director or adhoc will have an opportunity to make submissions prior to a decision.

The Board may determine what steps must be taken to resolve the divided loyalty issue, which steps may include (but are not limited to):

1. managing the issue like a conflict of interest;
2. sequestering the divided individual from discussing, influencing or participating in the decision-making regarding certain matters related to the divided loyalty; or
3. in the case of a Director or adhoc, where circumstances are such that effectively managing the situation is not possible or where similar problems are likely to recur, requiring that the divided Director or adhoc resign from one organization.

13.4 A Director or adhoc who has disclosed a divided loyalty will comply with the decision of the Board, in order to address, manage or avoid problems for the Society.

# CONFLICT MEDIATION & HARRASSMENT POLICY

(CNC Region, British Columbia Yukon, Skate Canada)

DATE APPROVED BY BOARD OF DIRECTORS: Oct. 3, 2021

AMENDED BY BOARD OF DIRECTORS:

**Individual Level**

1. Although conflicts can be difficult and challenging, CNCRegion, BC/YK Section and Skate Canada strongly encourage the individuals involved to make every effort to resolve the conflict amongst themselves.

**Club Level**

1. Where reasonable attempts to resolve the conflict fail, a complaint may be made in writing to the Club’s Board of Directors for assistance to resolve the dispute. If the complaint filed is against the Chairperson or member of the core executive, the respondent must immediately recuse him or herself from any involvement with the management of the process, real or perceived.

2. Upon receipt of a written complaint the Executive shall respond in writing to the Complainant acknowledging receipt of the complaint. The Complainant will be requested to advise the club Board of Directors in writing as to whether they wish to pursue the complaint. Bothe parties are expected to enter into this process in good faith with the full intention of reaching a resolution.

3. If the Complainant intends to proceed with the complaint the Club Conflict Mediation Committee will be empowered. If the club does not have a Conflict Mediation Committee already in place then the Board of Directors shall appoint a three-person panel, which is acceptable to both parties.

NOTE: Those members chosen to sit on such a panel must recognize that they are not being asked to serve in a judicial manner; they are not to judge, assign blame, or mete out punishment. Their purpose is as described in the various names of the process – they are being asked to “resolve”, “facilitate”, or “mediate” a conflict between members. The successful committee will be one that makes it their priority to: negotiate, arbitrate and broker a settlement, which will allow both of the party’s to feel somewhat satisfied. In most situations their primary responsibilities will be to work towards a compromise that can be accepted by both parties and by their associates/members. To create a lasting peace within the organization there can be no obvious “winner”.

4. The Respondent shall be asked to respond to the complaint in writing to the Mediation Committee immediately or at the very latest within two weeks.

5. If requested by either the Complainant or the Respondent a meeting of the Club Mediation Committee will be held at which both parties will be present.

6. The Club Conflict Mediation Committee shall prepare a written report outlining the allegations of the Complainant, the response of the Respondent and the evidence of any witnesses. The conclusions reached as to the allegations, the decisions, and the underlying reasons for those decisions, and the recommendations as to the appropriate resolution should be included. The report shall be provided to all parties involved.

7. If resolutions cannot be reached following these procedures at the Club level, the Club Board of Directors and/or the Complainant may contact the Region Chairman and seek the assistance of the Region Conflict Mediation Committee.

**Region Level**

1. When a complaint cannot be resolved at the Club level, the club executive or complainant may request assistance from the Region, who in turn will empower their Conflict Mediation Committee, composed of the Region Chair and two other region members as decided upon by the region executive.

2. The Region Committee will acknowledge the receipt of the request in writing to the Club Board of Directors, the Complainant and the Respondent.

3. The Region Conflict Mediation Committee will then arrange a meeting convenient for all and the Chairman of the Region Committee shall chair this meeting. Meeting may be in person, by telephone conference call, by email or by other means as agreed convenient by the parties involved.

4. The Region Conflict Mediation Committee shall confer with all other resources required to bring clarity to the documentation presented.

5. The Region Committee shall respond verbally and then prepare a written report outlining their conclusion and the underlying reasons for their conclusions.

6. If a resolution cannot be reached following the Region’s participation, then the complaint shall be elevated to the Section Level.

**Section Level**

1. When a complaint has not been resolved at the Region Level, the Region Board of Directors shall request assistance from the Section Conflict Mediation Committee. This request must be made in writing to the BC/YT Section Board of Directors and must include all supporting documentation.

2. The Section Conflict Mediation Committee shall acknowledge receipt of the request and documentation in writing to the Region Board of Directors, the Complainant and the Respondent.

3. The Section Conflict Mediation Committee shall review the documentation and investigate further as required to ensure all necessary information has been accumulated and validated.

4. The Section Conflict Mediation Committee may confer with any other resources as required to bring further clarity to the documentation. (e.g. Lawyers, Skate Canada Members Services, Members of the Section Board of Directors)

5. The Section Conflict Mediation Committee shall prepare a written report outlining their conclusions, the underlying reasons for those conclusions with their recommendations, and provide copies to the Region, Club, the Complainant and the Respondent.

6. If resolution has not been reached following the Dispute Mediation Process at the Section level, or it is deemed necessary to elevate the complaint to Skate Canada, the Section Mediation Committee shall, at the request of the Complainant or Respondent, seek assistance from Skate Canada in accordance with the Skate Canada complaints, Suspension and Expulsion Policy.

**Mediation**

At any stage of this process, the Club or Region Investigating Committee, or the Section Dispute Mediation Committee may designate a mediator or other neutral facilitator to assist the Complainant and Respondent to settle the complaint. The mediation process may only be done with the consent of the Complainant and the Respondent. The identity of the mediator or other neutral facilitator shall be agreeable to all parties. In the event that the matter is resolved following such mediation, the parties shall notify the Club, Region or the Section Mediation Committee, as the case may be, that the complaint has been resolved.

# CNCR SOCIAL MEDIA POLICY

DATE APPROVED BY BOARD OF DIRECTORS: Oct. 3, 2021

AMENDED BY BOARD OF DIRECTORS:

**Definitions**

The following terms have these meanings in the Policy:

“Branded social media” – Official social media engagement by the Organization including the Organization’s Facebook page, Twitter feed, Instagram, photo sharing accounts, YouTube channels, blogs, message boards, electronic newsletters or other social media engagement; both those that exist currently and those that will be created by the Organization in the future.

“Organization” – Skate Canada, British Columbia/Yukon Section, CNC Region

“Representative” – All individuals or engaged in activities on behalf of, the Organization. Representatives include, but are not limited to, contract personnel (clinicians), team managers, team coaches adhocs and directors of the Organization.

“Social media” – The catch-all term that is applied broadly to new computer-mediated communication media such as blogs, YouTube, Facebook, and Twitter.

**Purpose**

The Organization encourages the use of social media by its Representatives to enhance effective communication, build the Organization brand, and interact with members and clubs. Since there is so much ambiguity in the use of social media, the Organization has created this policy to inform boundaries and standards for Representatives’ social media use.

**Application of the Policy**

This Policy applies to all Representatives.

**Principles of the Policy**

The following principles apply to professional use of social media on behalf of the Organization as well as personal use of social media when referencing the Organization.

1. Representatives should be aware of the effect their actions may have on their images, as well as Organization’s image. The information that Representatives post or publish may be public information for a long time.

2. A Representative should be aware that Organization may observe content and information made available by other Representatives through social media. Representatives should use their best judgment in posting material that is neither inappropriate nor harmful to Organization and other Representatives.

3. Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile environment.

4. Representatives are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, Representatives should check with the Chairperson.

5. Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Representatives should refer these inquiries to Chairperson.

6. If Representatives encounters a situation while using social media that threaten to become antagonistic, Representatives should disengage from the dialogue in a polite manner and seek the advice of the Chairperson.

7. Representatives shall use their best judgment to respond to controversial or negative content posted by other people on the Organization-branded social media. In some cases, deletion of the material may be the most prudent action. In other cases, responding publicly may be preferred. If a Representative questions the correct action to take, the Representative shall consult with the Chairperson.

8. Representatives should get appropriate permission before you refer to or post images of current or former Representatives. Additionally, Representatives should get appropriate permission to use a third party’s copyrights, copyrighted material, trademarks, service marks or other intellectual property.

9. It is highly recommended that Representatives keep the Organization related social media accounts separate from personal accounts, if practical.

10. Refrain from discussing matters related to the Organization or its operations on Representatives’ personal social media. Instead, matters related to the Organization or its operations should be handled through more official communication channels (like email) or through the Organization-branded social media.

11. Refrain from impersonating any other person or misrepresent their identity, role, or position with the Organization.

12. Avoid displaying preference or favoritism with regard to athletes, coaches, or other individuals associated with the Organization.

13. Refrain from uploading, posting, emailing, or otherwise transmitting:

1. Any content that is offensive, obscene, unlawful, threatening, abusive, harassing, defamatory, hateful, invasive or another person’s privacy, or otherwise objectionable; and
2. Any material which is designed to cause annoyance, inconvenience, or needless anxiety to others;

14. Representatives must use their best judgement when using their personal social media to interact with athletes, parents/guardians of athletes, coaches, and other individuals affiliated with the Organization. The Organization does not prescribe social media rules for Representatives’ personal social media use but instead trusts and encourages Representatives to develop their own personal social media strategy for communication.

**Organization Responsibilities**

The Organization will:

1. Ensure that Representatives only use the Organization-branded social media in a positive manner when connecting with others.

2. Properly vet and understand each social medium before directing Representatives to engage with, or create, Organization-branded social media

3. Monitor Representatives’ use of the Organization-branded social media

**Enforcement**

Failure to adhere to this Policy may permit discipline, legal recourse, or termination of the volunteer position.

# CNCR SCHOLARSHIP

DATE APPROVED BY BOARD OF DIRECTORS: September 11, 1999

AMENDED BY BOARD OF DIRECTORS: May 14, 2022

It is the intention of the CNCR Board of Directors to present a $350.00 scholarship yearly to a graduating student who is a member of a CNCR club for the current skating season.

1. The CNCR scholarship is $350.00 with the funds coming out of the general revenue. The term deposit marked “Scholarship Term Deposit” will have its interest transferred to the general account to help with paying for the scholarship. This term deposit shall not be redeemed as the interest is to be used for the scholarship.
2. The Chair will ensure that all CNCR member clubs will receive a “Scholarship Package”, including criteria, pertinent information and deadline dates at least 60 days prior to deadline date.
3. The Chair will receive applications and the scholarship recipient will be determined at the planning meeting.
4. If a board member identifies a conflict of interest, that board member will recluse herself from the selection.
5. The Board will select the most deserving application using the following criteria:
6. Applicant’s volunteerism in the sport of skating and in their community.
7. Applicant’s achievements in skating including assessments, competitions, courses with dates, and future dedication to Skating.
8. Applicant’s current academic marks as completed by their school.
9. Student Essay.
10. The primary residence of the skater MUST be in the CNC Region but the school that the skater is attending can be anywhere.
11. The Chair will notify school of recipient to see if award may be presented at Graduation ceremonies. If this is not possible, the Chair will notify the recipient.
12. The Chair will receive the receipt showing payment of schooling expenses by the recipient and request Treasurer to forward Scholarship funds to the recipient.
13. Receipt of scholarship funds may be deferred for one year to the following September. If the award is not used, then it will be nullified.
14. The Chair will submit written report to the CNCR Board of Directors.
15. Scholarship Award recipient will be announced on Facebook/Website and Thin Ice.

# DEVELOPMENT SEMINAR SUBSIDY

DATE APPROVED BY BOARD OF DIRECTORS: September 11, 1999

AMENDED BY BOARD OF DIRECTORS: May 14, 2022

Seminars:

Each area can apply for 1 subsidy of $500

West Area

South Central

North

To apply for **the seminar subsidy**:

* Each year any club that would like to apply for the subsidy needs to submit an application to the Skater Development Rep at least 7 days before the SAGM.
* The subsidy will be awarded to ONE club in each area. If multiple clubs apply decisions will be made as follows:

1. A club that received the subsidy in the previous year will not be eligible unless there are no other applicants.
2. If multiple clubs apply consideration will be given to a club that has not received the subsidy before or fewer times looking at the subsidies awarded starting in 2018/2019.

Criteria for the Funding;

* The Host Club must send out their invitation to their entire area through the group club e-mail that is sent out by the Region Chair to assure the invitation goes out to all the clubs in their area.
* The invitation must be sent out to area clubs with a minimum of 3 weeks notice and include a cc to the area liaison.
* The cost of the seminar must be the same for all skaters.
* Equal time on ice, off ice and with the Moderator must be given to all skaters in attendance. An exception of time only will be considered for lower level (High Level Canskate/Star 1) as long as the registration fee is proportionate to their time and access to the Moderator is proportionate to their time.
* The Club must consider what will be beneficial to their local area clubs so that all skaters will benefit from the seminar.
* The Moderator for the seminar must not be someone that would normally provide coaching services to the Club or an Official that is from the host club.
* Upon completion of seminar, the host club must complete the “Summary of Region Seminar for Funding” form and e-mail this to the Skater Development Chair within 30 days of the seminar. If you are unable to complete this form in a timely manner, an e-mail needs to be sent to the Skater Development Chair requesting an extension.

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| **Cub name** | | |  |  |  |  |  |
| **Item** | **Income** | **Expense** |  | **Club Name** | | | |
| Registration Fees |  |  |  | **Groups** | **# of Skaters** | **Fee** | **Total** |
| Moderator Fees |  |  |  | STAR 1 |  |  | $0.00 |
| Ice fees |  |  |  | STAR 2 |  |  | $0.00 |
| Hotel Costs |  |  |  | STAR 3 |  |  | $0.00 |
| Food Costs |  |  |  | STAR 4,5&6 |  |  | $0.00 |
| Travel (flight+transport) |  |  |  | JR Silver - Gold |  |  | $0.00 |
| Total |  |  |  | Total | 0 |  | $0.00 |
| Profit/Loss |  |  |  |  |  |  |  |
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Funding will be received once all criteria have been met. **EXPENDITURES AND REVENUE**

DATE APPROVED BY BOARD OF DIRECTORS: September 9, 2000

AMENDED BY BOARD OF DIRECTORS: May 14, 2022

1. Each member of the Board of Directors is responsible for all expenditures, commitments and negotiations conducted by themselves for materials, equipment, supplies and services. Committee Members under each Board member shall not commit to any expenditure.
2. The budget represents a guide for expenditures within each portfolio and is a tool to assist in the planning process and in the monitoring and controlling of activities. The approved budget does not represent any commitment by the Board of Directors to expend funds.
3. No expenditures except those in the budget may be entertained without approval from the board.
4. All expenditures will be paid on submission of original invoice, original receipt, picture or scan of receipt, and must be submitted to the treasurer in a timely manner, no later than March 31. Submitter should keep originals if submitting by picture or scan and maintain the originals until reimbursed.
5. Expense forms will be provided and must be filled in with original documentation attached and signed off by the Board member.
6. Turn around for payment will be within thirty days from the date the Treasurer receives the completed expense forms.
7. All cash and cheques will be turned over to the Treasurer for deposit. A list of all monies received and for what they were received shall accompany this revenue.
8. At no time shall a volunteer utilize cash proceeds to make cash purchases.
9. Goods and services must be acquired at the lowest price possible.
10. There will be a $35.00 charge on all NSF cheques. Credit cards that are declined will have an additional $10 fee assessed.
11. All correspondence (including invoicing) by the Board member is assumed the full responsibility of that member. All merchandise sales should be cash up front. Any member committing to collecting funds after the fact will be responsible for making such collections and turning funds over to the Treasurer.
12. All expense claims/bills must be submitted prior to year-end (March 31st). Any requests for payment received after year end must be brought to the Board of Directors for approval for payment.
13. Travel Expenses:
14. Travel for region business shall only include personal costs for accommodation, food and transportation;
15. Board of Directors mileage is $.52 per km effective May 14, 2022 and per diem meals\* as follows: $12 for Breakfast, $15 for lunch and $23 for dinner. When a Board member travels with another person or a skater, their transportation and accommodation expenses will be shared proportionately and the per diem is fully covered by CNCR.
16. Board Members who are officials at an event during the same period as the CNCR Semi-AGM meeting will have their expenses paid for by the competition host committee, providing the time required at the SAGM is also required for the competition.

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| **\*On the day of departure**, if your travel status begins: | |
| - after 8:00 am breakfast should not be claimed |  |
| - after 12:00 noon, breakfast and lunch should not be claimed | |
| - after 6:00 pm no meals should be claimed. |  |

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| **\*On the day of return,** if your travel status terminates: | |
| - prior to 6:00 am, no meals should be claimed |  |
| - prior to 12:00 noon, breakfast may be claimed |  |
| - prior to 6:00 pm, breakfast and lunch may be claimed | |
| - after 6:00 pm, all meals can be claimed. |  |

# JUDGES TRAINING EDUCATIONAL FUNDING GUIDELINES

DATE APPROVED BY BOARD OF DIRECTORS: April 14, 2012

AMENDED BY BOARD OF DIRECTORS: Sept 19, 2021

STAR 1-4 clinic will be held when there are prospective candidates having indicated interest in writing to the Judges Training Rep. If conducted during a CNCR competition, clinic moderators may be used to judge the competition, time permitting, in order to help defray clinic expenses to the region.

Travel and accommodations will be the responsibility of candidates, with reimbursement available upon promotion. Candidates may apply for reimbursement in application to the Judges Training Rep and must submit appropriate mileage records and/or receipts.

When current judges need to attend a clinic for promotion, the region will try to accommodate either through putting names forward for a virtual Senior Invitational Singles clinic, holding a Senior Invitational Singles clinic or by providing partial funding for the official to attend an out of region clinic.

CNC Region will approve funding grants and/or reimbursement one time only per level. Should the requirements for promotion not be met, the judges would then be personally responsible for all costs to attend a second (repeat) clinic.

Those requesting funding must submit a written request to the Judges Training Rep including the date and location of the clinic, the amount and breakdown of funding they are requesting, ie. travel &/or accommodation.

Keeping in mind that the CNCR Judges’ Training has a limited budget, approval for travel funding will be on the following basis. First consideration will go to:

* Those officials requesting training at the level most urgently needed by our region skaters
* Those officials, who have maintained a positive record of volunteering, attending both region competitions and assessment dates during the past several seasons re: Judges Bureau records.

Note: Once the current seasons travel/training budget has been depleted any requests left unfunded must be resubmitted the following season.

**MINUTES – CNCR MEETINGS**

DATE APPROVED BY BOARD OF DIRECTORS: September 11, 1999

AMENDED BY BOARD OF DIRECTORS: Sept 19, 2021

Minutes shall be kept for all Cariboo-North Central Region General Meetings.

1. Secretary shall record minutes of all Board of Directors, Annual General Meetings and any extraordinary meetings.
2. Draft minutes shall be emailed to the CNCR Chair within 5 days of meeting date for approval.
3. Region Chair will email corrections/approval to Secretary within five days of receipt.
4. The Secretary will make corrections, copy and send out approved Minutes within 4 days after receipt from Chair.
5. Distribution of Minutes is as follows:

Board of Directors Meeting:

1. All Board of Directors and/or committee chairs.
2. BC/YK Section Office

Annual and Extraordinary General Meeting:

1. All Board of Directors and/or Committee chairs
2. All CNCR member clubs.
3. BC/YK Section Office
4. CNCR Website

Finance Meeting:

1. Executive Committee
2. Region’s Financial Statements and Minutes of all meetings be retained for 7 years and Committee Reports be retained for 2 years.

# PRIVACY POLICY

DATE APPROVED BY BOARD OF DIRECTORS: May 14, 2022

AMENDED BY BOARD OF DIRECTORS:

The CNC Region follows the Privacy Policy adopted by Skate Canada.

The CNC Region is committed to protecting the privacy of any personal information you may provide. Any further use of the personal information you give us will be in accordance with the federal [Personal Information Protection and Electronic Documents (PIPED) Act](https://laws-lois.justice.gc.ca/eng/acts/p-8.6/).

The CNC Region web site does not automatically gather any specific personal information from you, such as your name, phone number or e-mail address. We only obtain this type of information if you supply it by sending us an e-mail. All information voluntarily sent to the CNC Region, by e-mail, feedback form or other means becomes the property of CNC Region. The CNC Region does not sell or distribute any personal information.

# REMOVAL OF BOARD MEMBER

DATE APPROVED BY BOARD OF DIRECTORS: Sept 19, 2021

AMENDED BY BOARD OF DIRECTORS:

In the event that an elected or appointed Director fails to attend three (3) consecutive meetings of the Board, or if their attendance at all meetings in any calendar year drops below seventy-five (75) percent, their service in office may be deemed terminated, unless satisfactory cause is presented in writing to the Board & approved by the Board.

# SKATE CANADA ICE SUMMIT

DATE APPROVED BY BOARD OF DIRECTORS: April 15, 2000

AMENDED BY BOARD OF DIRECTORS: Sept 19, 2021

1. The CNCR will budget annually for funds for one (1) delegate to attend the Skate Canada Ice Summit. The delegate(s) shall be the incoming CNCR Chair, or alternate.
2. The CNCR Region Board delegate attending the Skate Canada Ice Summit on behalf of the CNC Region will take part in all events and have their meal expenses covered, not including alcohol and gratuities.
3. It is expected that the delegate will attend all available workshops as a representative of the Region.

# STAR ASSESSMENTS DURING COMPETITIONS

DATE APPROVED BY BOARD OF DIRECTORS: September 8, 2002

AMENDED BY BOARD OF DIRECTORS: May 14, 2022

1. Star Assessments during competitions are open to Freeskate and Artistic Assessments on the availability of ice and qualified assessors. These assessments are to be assessed while the skater is competing.

1. The Assessment application is included in competition registration (Karelo) and must be submitted by the competition registration deadline. Applications for assessments will be disallowed if received after the closing date of the competition. No Exceptions.
2. Skaters may enter the event that corresponds with the assessment being taken or at their current level. The skater must have the correct music length for the assessment they are trying. Skaters will be assessed while competing in the event. Remember your assessment program may not meet the well-balanced program criteria and deductions may result.  The assessment and competition will take place at the same event.
3. Assessments will only be permitted if qualified assessors are available.

5. The Assessment chair of the club hosting the competition is responsible for the running of the assessments as well as for submitting the paperwork and fees associated with the assessments.

6. Skate Canada Fees, and correctly completed assessment papers/summary sheets must be brought to the competition and personally handed to the assessment chair prior to the assessment. Failure to do so will result in the assessment being disallowed.

1. Only after the competition schedule has been finalized and the judges are in place, will the clubs be notified by the Competition Registrar, if their application for assessments will be accommodated.

# STAR 6 & UP ASSESSMENT DAYS

DATE APPROVED BY BOARD OF DIRECTORS: April 20, 2002

AMENDED BY BOARD OF DIRECTORS: Sept 19, 2021

1. All requests for Assessment Days for Star 6 and up MUST be organized through the BC/YK Section. No CNCR administration fees will be collected.
2. The host club for an assessment day has the choice of obtaining an approved dance partner. The host club needs to advise invited clubs in the assessment day announcement whether a partner will be brought in.
3. All skaters who submit assessment applications have the responsibility to cover their share of the assessment day expenses. When accepting applications for assessments; priority will be given to skaters training in a sanctioned “CNC” Region club.
4. Skaters should not be assessed consistently by the same assessor. Suggested maximum is twice per skating season.
5. Summary Sheets for the assessment day must be forwarded within 3 weeks to the Judges Bureau Rep. Bills to participating clubs must be sent out within 3 weeks of the assessment day. Failure to do so could result in the visiting clubs not being responsible for their share of the assessment day expenses.
6. It is the host club’s responsibility to secure volunteers for music playing, picking up dance partners from airport and hotels and supplying volunteers with food. It is also the host club’s responsibility to book the ice and invite other clubs. Assessment day expenses for ice, travel expenses for dance partners, food expenses for dance partner and gifts for dance partner may be divided between the skaters participating in the assessment day.
7. Any skater who is closely related to an assessor or who has a coach who is closely related to an assessor and are unable to take assessments when that assessor is called upon to assess at a club assessment day, in order to have as many opportunities as the other skaters, may take assessment at a different club in their general area.
8. A $5.00 charge for each incorrectly filled out assessment and competition entry form may be charged. The money goes to the host club.

# TRAVEL EXPENSES – BOARD OF DIRECTORS

DATE APPROVED BY BOARD OF DIRECTORS: September 11, 1999

AMENDED BY BOARD OF DIRECTORS: May 14, 2022

Expenses for the Board of Directors will be covered to attend CNCR Meetings, or other CNCR business as requested and approved by the Board of Directors.

1. Expenses will be covered for the reasonable time period needed to attend meetings, taking into consideration reasonable travel time.
2. Personal expenses will be paid for transportation, meals and accommodation only.
3. Transportation**:**
4. It is expected that Board of Directors will utilize the least expensive, safest form of transportation.
5. It is expected that, while traveling to meetings or attending other business, Board of Directors will “car pool” to cut down costs.
6. When a Board member travels with another person or a skater, their transportation and accommodation expenses will be shared proportionately and the per diem be fully covered by CNCR. Coaches who are there with skaters that are competing, for assessments or training at a CNCR event will be paid ½ of their expenses but the per diem shall be fully covered by the CNCR.

Mileage will be reimbursed at the rate of $0.52 per km traveled effective May 14, 2022.

1. Meals**:**
2. Meals will be covered for dates involved for business only and while on travel status\*.
3. Meals may be claimed , to a maximum of:

i) Breakfast $12.00

ii) Lunch $15.00

iii) Dinner $23.00

1. Accommodation**:**
2. Rooms should always be booked through the Treasurer who will look after payment.
3. Rooms are booked for Board members sharing with another Board member.
4. CNCR Board will provide ½ of double room for dates involved in business only. (If you are traveling with another person (i.e.: skater), that shares your room the CNCR will pay for ½ of your room and only for the dates you were required for CNCR business).
5. Claims for Travel expenses are to be claimed immediately after the event. All claims must be claimed prior to March 31st each year or must go to Board of Directors for approval.
6. CNCR Board Members who are officiating at an event during the same period of a CNCR Extraordinary General Meeting will submit expenses to the host committee for the competition.

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| **\*On the day of departure**, if your travel status begins: | |
| - after 8:00 am breakfast should not be claimed |  |
| - after 12:00 noon, breakfast and lunch should not be claimed | |
| - after 6:00 pm no meals should be claimed. |  |

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| **\*On the day of return,** if your travel status terminates: | |
| - prior to 6:00 am, no meals should be claimed |  |
| - prior to 12:00 noon, breakfast may be claimed |  |
| - prior to 6:00 pm, breakfast and lunch may be claimed | |
| - after 6:00 pm, all meals can be claimed. |  |

# VOTING DELEGATES AT GENERAL MEETINGS / REPORT TO QUORUM

DATE APPROVED BY BOARD OF DIRECTORS: October 20, 2000

AMENDED BY BOARD OF DIRECTORS: Nov 8, 2020

Each Skate Canada member club in good standing with CNCR shall be entitled to send one (1) voting delegate to the Regional General Meetings (Annual General or Extraordinary General Meeting (SAGM)). This delegateshall be in addition to any member of a club serving on the executive committee of the region.

1. CNCR Registration person shall ensure that delegate has signed in correctly and will issue a voting card. At the commencement of the General Meeting, the registration person shall total all delegates, and Board of Director votes for a total number of votes applicable and will total the number of clubs represented at the meeting. Each delegate may only carry one vote.
2. When a Report to the Quorum is called for, the registration person shall announce the number of delegates present, number of Board of Director votes and a total number of votes as well as a total of the clubs represented.
3. A quorum at a General Meeting:

a) one quarter (1/4) of the current number of member clubs in good standing represented by delegate in accordance with the bylaws; and

b) one half (1/2) of the current number of governing members present in person.

1. If the Board has decided to hold a General Meeting with participation by Electronic Means, then each club must identify their voting delegate prior to or at the start of the meeting.
2. The CNCR registration person will monitor and record attendance at a General Meeting with participation by Electronic Means.

# WEBSITE/FACEBOOK

DATE APPROVED BY BOARD OF DIRECTORS: April 20, 2002

AMENDED BY BOARD OF DIRECTORS: Nov 8, 2020

In order to avoid confusion, duplication or conflicts concerning the CNCR website:

1. The CNCR website shall have two administrators, from different areas, appointed by the board.
2. The CNCR Website and Facebook shall be updated and maintained monthly, at a minimum.
3. Each committee head is responsible to send information to the Web administrator(s) for posting.
4. Clubs may send information to the Web administrator(s) for posting on the website.

1. Clubs can message to the CNCR Facebook page and information will be posted at the discretion of the page administrators.
2. Posts to webpage and Facebook need to be pertinent to the Region, photo posts for Sections, SuperSeries Final, and BC Games and sharing of Club events, schools and seminars that are open to all skaters in the region.