



# **CARIBOO-NORTH CENTRAL REGION**

## **POLICY BOOK**

**REVISED**

**July 8, 2018**



**SKATECANADA**  
BRITISH COLUMBIA/YUKON

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## ACHIEVEMENT AWARDS (Skate Canada)

DATE APPROVED BY BOARD OF DIRECTORS: September 11, 1999

AMENDED BY BOARD OF DIRECTORS: July 8, 2018

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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 CompetitiveSkate 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
2. The Region Awards committee will select the Region's choice in the three categories – Canskater Award, STARSkate Athlete Award, and Program Assistant Award.
3. Awards shall be selected at the discretion of the CNCR Awards Committee, provided the required criteria have been met.
4. The Awards Committee shall consist of Region Chair, Vice Chair, and three other directors from the CNCR board.
5. The committee will follow the Skate Canada Awards criteria.
6. The Region's selections for the Canskater, STARSkater Athlete and Program Assistance Awards will consist of a certificate noting the Award, for which they were selected, the year and gift card of \$25.

## BC WINTER GAMES

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DATE APPROVED BY BOARD OF DIRECTORS: September 11, 1999

AMENDED BY BOARD OF DIRECTORS: July 8, 2018

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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 for 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 chaperone will receive a \$100 honorarium.
5. Zone Coach(s) will be selected by the Coaches Committee.

## BOARD OF DIRECTORS – RECOGNITION FOR SERVICE

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DATE APPROVED BY BOARD OF DIRECTORS: September 11, 1999

AMENDED BY BOARD OF DIRECTORS: July 8, 2018

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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 Annual General Meeting of the Cariboo-North Central Region
2. Directors will be acknowledged with gift cards as follows:
  - 2- 5 years of service - \$25.00.
  - 6 to 10 years \$50.00,
  - 11 to 20 years, \$75.00,
  - 21 plus years \$100.00.

## **CANADIANS / CHALLENGE COMPETITIONS SPONSORSHIP**

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DATE APPROVED BY BOARD OF DIRECTORS: April 20, 2002

AMENDED BY BOARD OF DIRECTORS: July 8, 2018

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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.

## CLUB PRIZE INCENTIVES AT REGIONALS

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DATE APPROVED BY BOARD OF DIRECTORS: Sept 12, 2009

AMENDED BY BOARD OF DIRECTORS: May 14, 2016

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All active CNCR clubs are required to donate \$100 to support CNCR Skater Development. Those clubs participating will be entered into an incentive draw.

## **COMPETITIONS WITHIN THE CNCR**

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DATE APPROVED BY BOARD OF DIRECTORS: May 13, 2006

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AMENDED BY BOARD OF DIRECTORS: July 8, 2018

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1. All CNCR competitions are open.
2. 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 and submitted to CNCR. The host committee funds a further \$3.00 per entry and \$25 per synchro team to the BC/YK Section.
3. The Region computers and data specialist supplies will be used at all region competitions for the data specialists and for the judges, due to the CPC system.
4. The Region's computers and data specialist box will be charged at a rate of \$500 for each 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 board member. 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.
7. All CNCR competitions will be on a rotational basis. The following is the Rotational Schedule, commencing 2018-2019 season:
  - KLAHOWYA – Terrace, Houston, Prince Rupert, Ft. St. James, Hazelton, Snow Valley, Nechako, Smithers
  - REGIONALS – Quesnel, Prince George FS, Williams Lake, NBCCS
  - TOTEM – Mile Zero, Ft. St. John
8. 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.



9. 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.
10. The honorarium for officials at a CNCR competition will be \$25 per day.

## **DEVELOPMENT SEMINAR - AREA**

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DATE APPROVED BY BOARD OF DIRECTORS: September 11, 1999

AMENDED BY BOARD OF DIRECTORS: July 8, 2018

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The Cariboo-North Central Region will encourage and support one "Development Seminar" for each area every year.

To be eligible for the regional subsidy, the host club's seminar must be open to all CNCR skaters and registration fees for each level must be equal for all clubs (ie., Star 1 - \$80, Star 6 and up - \$115).

All seminar subsidy requests must be submitted for review at the CNCR extraordinary meeting during Regionals. Areas must collaborate with the Area Liaison and Skaters Development Chair to decide on the location and time for the area seminar(s), which will be approved at the CNCR AGM. Funds will be disbursed upon receipt of the final report, to be emailed to the CNCR Treasurer, which will detail seminar dates, moderator and number of participants.

## **DEVELOPMENT SEMINAR – CNCR**

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DATE APPROVED BY BOARD OF DIRECTORS: September 11, 1999

AMENDED BY BOARD OF DIRECTORS: May 14, 2016

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The Cariboo-North Central Region will review annually the option to hold a "Skater's Development Seminar".

The development seminar will be open to all skaters in the CNCR. Out of Region Skaters will be accepted if there is room.

### ***Responsibility of Skater Development Chair:***

1. Arrange for and book ice time for dates approved by Region Board of Directors
2. To arrange for and book off-ice venues and activities in consultation with the skaters development committee. To book meeting rooms as applicable.
3. To adhere to budget as approved by CNCR Board of Directors. Any changes to approved budget must receive prior approval of CNCR Board.
4. To provide administrative work necessary to send out registration packages to all CNCR clubs. To secure moderator(s) and/or assistant moderators with skaters development committee.
5. To determine content of seminar with skaters development committee.
6. To work with the CNCR Treasurer on booking the transportation and accommodation(s) for the moderator(s).
7. Forward all expenses related to seminar to the CNCR Treasurer for payment.
8. Skater's development committee will be responsible for on-ice grouping and scheduling.
9. To provide on-site volunteers for seminar (i.e.: music, registration).
10. To provide and man registration table for seminar.

### ***Responsibility of Region Board:***

1. To select site for the seminar.
2. To appoint an on-site coordinator, if required, to select/approve dates for Seminar.
3. To approve budget for seminar.
4. To draft registration package with registration being on an on-line registration system.
5. CNCR treasurer to pay all seminar expenses.
6. To provide land transportation for the moderator(s) to and from airport, hotel and venue

## EXPENDITURES AND REVENUE

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DATE APPROVED BY BOARD OF DIRECTORS: September 9, 2000

AMENDED BY BOARD OF DIRECTORS: July 8, 2018

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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. New expenditures must be brought to the Board- for approval.
4. Any expenditure that exceeds those submitted in the budget must be brought to the Board.
5. All approved expenditures will be paid on submission of original invoice or original receipt only.
6. Expense forms will be provided and must be filled in with original documentation attached, and signed off by the Board member.
7. Turn around for payment will be within thirty days from the date the Treasurer receives the completed expense forms.
8. 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.
9. At no time shall a volunteer utilize cash proceeds to make cash purchases.
10. Goods and services must be acquired at the lowest price possible.
11. There will be a \$25.00 charge on all NSF cheques.
12. 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.

13. All expense claims/bills must be submitted prior to year end (March 31<sup>st</sup>). Any requests for payment received after year end must be brought to the Board of Directors for approval for payment.
14. Travel Expenses:
  - a) Travel for region business shall only include personal costs for accommodation, food and transportation;
  - b) Board of Directors mileage is \$.0.48km effective March 31, 2017 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.
  - c) 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.

**\*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.

**\*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**

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DATE APPROVED BY BOARD OF DIRECTORS: April 14, 2012

AMENDED BY BOARD OF DIRECTORS: July 8, 2018

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Dependent on financial stability, the Region will try to accommodate either a Star 1-4 or Juvenile clinic each year, on a rotational basis.

A New Judge Candidate clinic will be held when there are prospective candidates having indicated interest in writing to the Judges Training Director. Due to high expenses re: moderator, travel and accommodation, there will be a registration fee of \$50 .00, which will be totally refundable upon completion of the clinic. The NJC clinics will be held during a CNCR competition. If possible the clinic moderator will be used to judge the competition on the Friday and the Sunday in order to help defray clinic expenses to the region.

Candidates will be asked to travel with a home club member. If not possible, the Judges Training budget will pay for gas expenses (with receipts). NJC's living in the same area must travel together to cut down on travel expenses.

Judges Training Director may approve shared accommodation expenses upon request, if budget allows.

When current judges need to attend a clinic for promotion, the region will try to accommodate: either through holding a Juvenile clinic at a region competition or for higher category's by providing partial funding for the official to attend an out of region clinic.

CNC Region will approve funding grants one time only per level. ie: Judges have 2 full years following a clinic to complete and submit requirements for promotion. Should those requirements not be met, the judges would then be personally responsible for all costs to attend a second clinic.

Those requesting funding must submit a written request to the Judges Training Director, 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 test 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

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DATE APPROVED BY BOARD OF DIRECTORS: September 11, 1999

AMENDED BY BOARD OF DIRECTORS: July 8, 2018

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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 one week 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 7 days after receipt from Chair.
5. Distribution of Minutes is as follows:

Board of Directors Meeting:

- a) All Board of Directors and/or committee chairs.
- b) BC Section Office

Annual and Extraordinary General Meeting:

- a) All Board of Directors and/or Committee chairs
- b) All CNCR member clubs.
- c) BC Section Office
- d) CNCR Website

Finance Meeting:

- a) Executive Committee

6. Region's Financial Statements and Minutes of all meetings be retained for 7 years and Committee Reports be retained for 2 years.



## **CNCR SCHOLARSHIP**

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DATE APPROVED BY BOARD OF DIRECTORS: September 11, 1999

AMENDED BY BOARD OF DIRECTORS: July 8, 2018

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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, forward copies to all members of the Scholarship Committee.
4. Scholarship Committee to be comprised of Regional Chair, Vice Chair and three other directors from the CNCR board.
5. Scholarship Committee will consult on the most deserving application using a combination of the following criteria:
  - a) School marks.
  - b) Personal level achieved in skating (dedication to the sport).
  - c) Number of years involved in the sport.
  - d) What the applicant has given back to the sport by way of volunteer activities.
  - e) What the applicant intends to give to the sport in the future.
  - f) Other community involvement.
6. The primary residence of the skater MUST be in the CNC Region but the school that the skater is attending can be anywhere.
7. The Chair will notify school of recipient to see if award may be presented at Graduation ceremonies. If this is not possible, Scholarship Director will notify the recipient.
8. The Chair will ensure that schooling criteria has been met and request Treasurer to forward Scholarship funds to the recipient.
9. Receipt of scholarship funds may be deferred for one year to the following September. If the award is not used, it will be nullified.

10. The Chair will submit written report to the CNCR Board of Directors.
11. The Thin Ice Rep will submit article for BC Thin Ice.

## SKATE CANADA ICE SUMMIT

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DATE APPROVED BY BOARD OF DIRECTORS: April 15, 2000

AMENDED BY BOARD OF DIRECTORS: July 8, 2018

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1. The CNCR will budget annually for funds for one (1) delegate to attend the Skate Canada Ice Summit. The delegate shall be the 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.

## TEST BEFORE COMPETITIONS

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DATE APPROVED BY BOARD OF DIRECTORS: April 16, 2011

AMENDED BY BOARD OF DIRECTORS: April 1, 2017

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Intermediate/High tests **may** be offered on the Friday of the competition based on ice and official availability. This test day will be hosted by the club hosting the competition following the test day policy, and only for those tests that cannot be evaluated during the competition. The expenses are on a cost share basis among the skaters testing.

There will be no dance partners brought in for this test day before a competition.

For scheduling tests before competitions, the order of priority is as follows:

- a) FreeSkate
- b) Interpretive
- c) Skills
- d) Dance

The tests will also be prioritized high tests to intermediate. For clarity, all gold tests will be scheduled first, then Senior Silver, etc.

## TEST DURING COMPETITIONS

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DATE APPROVED BY BOARD OF DIRECTORS: September 8, 2002

AMENDED BY BOARD OF DIRECTORS: July 8, 2018

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1. Tests during competitions are open to Freeskate and Interpretive tests on the availability of ice and qualified evaluators. These tests are to be evaluated while the skater is competing.
2. Test application forms shall be distributed with the Competition Announcements and must be returned by the deadline of the competition. Applications for tests will be disallowed if received after the closing date of the competition. No Exceptions.
3. Skaters may enter into the event that corresponds with the test being taken or at their current level. The skater must have the correct music length for the test they are trying. Skaters will be tested while competing in the event. Remember your test program may not meet the well-balanced program criteria and deductions may result. The test and competition will take place at the same event.
4. Tests will only be permitted if:
  - a) There are judges qualified for the tests requested
  - b) If there are enough qualified off-duty judges available to test or an additional judge could be brought in
  - c) If the judges are willing to accommodate the testing
6. The test chair of the club hosting the competition is responsible for the running of the tests as well as for submitting the paperwork and fees associated with the tests.
7. Skate Canada Test Fees, and correctly completed test papers/summary sheets must be brought to the competition and personally handed to the test chairperson prior to the testing. Failure to do so will result in the test being disallowed.
  - Only after the competition schedule has been finalized and the judges are in place, will the clubs be notified if their application for tests will be accommodated.

## TEST DAYS

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DATE APPROVED BY BOARD OF DIRECTORS: April 20, 2002

AMENDED BY BOARD OF DIRECTORS: April 1, 2017

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1. All requests for Test Days (all levels of tests) MUST be approved by the CNCR Board. An administration fee of \$5.00 per test for Sr. Bronze (Star 6) and higher must be submitted.
2. When planning a Test Day, the club test chairperson may contact local judges to see if they are available and then must pass this information on to the CNCR Judges Bureau Chair. Judges will receive confirmation and permission to accept the club day assignment ONLY through the CNCR Judges Bureau Chair. If any out of region judge has expressed an interest in evaluating at your test day they must inform and receive permission from the BC Section Judges Bureau who will in turn advise the CNCR Judges Bureau.
3. The host club for a test day has the choice of obtaining an approved dance partner. The host club needs to advise invited clubs in the test day announcement whether or not a partner will be brought in.
4. The CNC Region Board will subsidize the judges' expenses and/or test ice costs (not to include dance practice ice costs) for the Centralized Test days. The subsidy will be \$500.00.
6. For Centralized Test Days, all clubs in the Region must be invited. For ALL other test days, area clubs must be notified and enough ice time secured for all interested tests. The invitation must be emailed to them and copied to the Judges Bureau or the test day will not be approved.
7. All skaters who submit test applications have the responsibility to cover their share of the test day expenses. When accepting applications for tests days; priority will be given to skaters training in a sanctioned "CNC" Region club.
8. Skaters should not be tested consistently by the same evaluator. Suggested maximum is twice per skating season.
9. There will be only one (1) club test day per month per area allowed. These test days will be rotated fairly within each area to clubs that have requested a club test day. Club test days may not be within two (2) weeks of a Centralized Test Day in that area.
10. When the test day schedule is finalized, a copy should be forwarded to the attending judges. This is to ensure that the tests are scheduled in the correct order and also so that no further tests are added after the deadline.

It is critical that everything goes through the CNCR Judges Bureau- this is to ensure that test results are received, that a variety of judges are utilized and that our "new" judges, our trial judges and those seeking promotions are advised of trial judging opportunities at the test days. It is also important to remember that it is in the best interests of your skaters for them to be seen/tested by a variety of judges (and judge/evaluators do not like to see the same test repeatedly). Judges will NOT be permitted to officiate at any test days unless they receive their confirmation from the CNCR Judges Bureau. Please note: Summary Sheets and Cheques for test day fees must be forwarded within 3 weeks to the Judges Bureau. Bills to participating clubs must be sent out within 3 weeks of the test day. Failure to do so could result in the visiting clubs not being responsible for their share of the test day expenses.

11. It is the host club's responsibility to secure volunteers for music playing, picking up judges/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. If it is a "Club" test day then the host club is to invite the clubs from their area, but if it is a "Centralized" test day then all CNCR Clubs are to be invited. Test day expenses for ice, travel expenses for judges/dance partners, food expenses for judges/dance partner and gifts for judges/dance partner may be divided between the skaters participating in the test day.
12. Any skater who is closely related to an evaluator or who has a coach who is closely related to an evaluator and are unable to take tests when that evaluator is called upon to evaluate at a club test day, in order to have as many opportunities as the other skaters, may take tests at a different club in their general area.
13. A \$5.00 charge for each incorrectly filled out test and competition entry form may be charged. The money goes to the host club.

## TRAVEL EXPENSES – BOARD OF DIRECTORS

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DATE APPROVED BY BOARD OF DIRECTORS: September 11, 1999

AMENDED BY BOARD OF DIRECTORS: July 8, 2018

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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:
  - a) It is expected that Board of Directors will utilize the least expensive, safest form of transportation.
  - b) It is expected that, while traveling to meetings or attending other business, Board of Directors will “car pool” to cut down costs.
  - c) 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, testing 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 \$0.48 per km traveled effective March 31, 2017.

4. Meals:
  - a) Meals will be covered for dates involved for business only and while on travel status\*.
  - b) Meals may be claimed , to a maximum of:
    - i) Breakfast \$12.00
    - ii) Lunch \$15.00
    - iii) Dinner \$23.00

5. Accommodation:
  - a) Rooms should always be booked through the Treasurer who will look after payment.



- b) Rooms are booked for Board members sharing with another Board member.
  - c) 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).
6. Claims for Travel expenses are to be claimed immediately after the event. All claims must be claimed prior to March 31<sup>st</sup> each year or must go to Board of Directors for approval.
7. 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.

**\*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.

**\*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

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DATE APPROVED BY BOARD OF DIRECTORS: October 20, 2000

AMENDED BY BOARD OF DIRECTORS: July 8, 2018

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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). This delegate shall be in addition to any member of a club serving on the executive committee of the region.

1. Delegate shall have a "Delegate Form" completed and signed by a club director.
2. Delegate shall deliver "Delegate Form" to registration person upon arrival at a General Meeting and shall sign in under appropriate category.
3. CNCR Registration person shall ensure forms are completed correctly, 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.
4. 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.
5. 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.

## WEBSITE/FACEBOOK/ARCHIVES

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DATE APPROVED BY BOARD OF DIRECTORS: April 20, 2002

AMENDED BY BOARD OF DIRECTORS: July 8, 2018

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

1. The CNCR Website shall be updated and maintained monthly, at a minimum.
2. Each committee head is responsible to send information to the Web administrator for posting
3. Clubs may send information to the Web administrator to for posting on the website.
4. Clubs can post to the CNCR Facebook page and will be approved by the administrator will only include one photo of each participating skater and will be at the discretion of the board of directors.
5. Posts to webpage and Facebook need to be pertinent to the Region, photo posts for Sections, SuperSeries Final, and BC Games and and sharing of Club events, schools and seminars.
6. Archives will be digitalized and stored electronically.