



SKATECANADA
EASTERN ONTARIO

Policy & Procedure Manual



TABLE OF CONTENTS

SECTION 1	2
GENERAL POLICIES.....	2
SECTION 2	4
SKATE CANADA – EASTERN ONTARIO CLUBS	4
SECTION 3	6
SKATING SCHOOLS AND VARSITY SKATING SCHOOLS <i>Nov 01</i>	6
SECTION 4	7
TEST DAY POLICIES.....	7
SECTION 5	9
CHAMPIONSHIP - COMPETITION POLICIES.....	9
SECTION 6	16
SANCTIONS	16
SECTION 7	18
SKATER DEVELOPMENT SKATING PROGRAMS	18
SECTION 8	22
SYNCHRONIZED SKATING	22
SECTION 9	23
EOS ATHLETE FUND	23
SECTION 10	24
COACHING & NCCP	24
SECTION 11	25
OFFICIALS.....	25
SECTION 12	27
EOS AGM.....	27
SECTION 13	29
SKATE CANADA ACGM.....	29

SECTION 1

GENERAL POLICIES

TRAVEL EXPENSES *Jan 05*

PURPOSE: The purpose of this policy is to set forth the conditions governing expenses incurred while on official business for Skate Canada - Eastern Ontario.

This policy applies to all persons travelling on Skate Canada - Eastern Ontario business.

STANDARD

All individuals travelling on Section business shall be afforded travel and accommodation standards which are comfortable and of good quality, but neither sumptuous nor sub-standard. Transportation and accommodation must be both economical and practical. Rates and conditions of payment and reimbursement are intended to be sufficient to avoid the person being out-of-pocket as a result of reasonable expenses necessarily incurred while travelling on official business.

1. TRANSPORTATION

The mode of travel should be that which enables the individual to conveniently attend all meetings, events, etc. without spending too much time travelling.

a) AIR

- i Flights must be booked well in advance. Very significant savings can be realized from special seat sales or charter rates on both domestic and international flights if trips are arranged in advance.
- ii Air travel shall be by economy class.
- iii Changes to tickets are to be avoided. The traveler should pay charges incurred for changing tickets, unless the Skate Canada - Eastern Ontario has requested the individual to change their flight. Changes to outbound flights must be done at least 14 days prior to departure. Changes to return flights can be done anytime, based on availability.

b) TRAIN

Persons traveling by train may travel first class (i.e. club class).

c) PRIVATE CAR

When the traveller uses his/her private car, the traveller will be reimbursed in accordance with the mileage rate and conditions stated in Skate Canada Allowable Expenses Policy, currently set at 40 cents per kilometre. The traveller is responsible for ensuring that the vehicle is adequately insured. Skate Canada - Eastern Ontario assumes no financial responsibility for insurance coverage on privately-owned vehicles. The Section is not responsible for reimbursing deductible amounts related to insurance coverage.

d) RENTAL VEHICLE

Travel by rental vehicle may be authorized when other forms of transportation are unavailable or when it is the most economical and practical method of transportation. When the use of a rental car is authorized and used, compact or sub-compact cars should generally be used. The names of all travellers who will be driving the rental must be registered on the car rental agreement. Travellers that have a Skate Canada - Eastern Ontario corporate credit card should pay with the corporate credit card as travel insurance is available through it. Travellers not using a corporate card must purchase adequate insurance coverage on the rented vehicle. If this is not purchased, the traveller will be held personally responsible for any damages. Travelers that do not have a Skate Canada - Eastern Ontario corporate credit card shall be reimbursed for all actual costs incurred.

e) OTHER TRANSPORTATION EXPENSES

- i The traveler will be reimbursed the necessary costs incurred for bus, taxi, airport taxes, and parking.
- ii Toll charges on Highway 407 will be paid only in exceptional circumstances. Approval will be established on a case-by-case basis, and should be sought in advance of incurring the charge. *Jan 06*



Board Policy & Procedures

2. MEAL ALLOWANCE POLICY *Jul 05*

Members of the EOS Board, EOS Committees and Officials at competitions, when traveling on Section business, are to be reimbursed to a maximum of \$10.00 (breakfast), \$15.00 (lunch), and \$20.00 (dinner), excluding alcohol and including taxes and gratuities. A receipt is required.

Note: Tech Reps and Chief Data Specialists should include this policy in their invitations.

SECTION 2

SKATE CANADA – EASTERN ONTARIO CLUBS

1. SANCTIONS

The Sanctions fee for Events (ice shows, carnivals, exhibitions, etc.) and for seminars will be set at \$25. *Jul 06*

2. TRILLIUM GRANT SUBMISSIONS

Clubs intending to make a grant submission to the Ontario Trillium Foundation and wanting to use the Section as a reference will be asked to make the request to the Section Chair in writing and provide the required information.

Jul 04

A club must be incorporated before the Section will consider supporting its Trillium Grant application. *Jan 09*

3. MAILINGS

a) Clubs *Jul 06*

Clubs will be charged fifty cents per label for mailings done on their behalf by the Section. (Envelopes must be received by the Section, sealed and with the proper postage affixed.)

b) Out of Section Clubs

Out of section clubs will be charged fifty cents per label for mailings sent on their behalf by the Eastern Ontario Section. (Envelopes must be received by the Section, sealed, and with the proper postage affixed.)

c) Skating Schools

Skating Schools in EOS will be charged \$1.00 per label for mailing sent on their behalf to EOS Clubs. (Envelopes must be received by the Section, sealed and with the proper postage affixed.)

d) Businesses

i Businesses will be charged \$2.00 per label for mailing sent on their behalf by the Eastern Ontario Section. (Envelopes must be received by the Section, sealed and with the proper postage affixed).

ii Businesses (non-Section sponsors) will be charged \$100.00 for a one-page flyer included in a regular club mailing. *Jul 07*

4. RETURNED CHEQUES *Nov 00*

A \$25.00 administration fee will be charged for any NSF cheque received.

5. USE OF THE EOS LOGO

a) The Skate Canada - Eastern Ontario logo cannot be used on merchandise that is not produced by the Section, nor can it be used on Team uniforms and or jackets except those that are provided by the Section for members of Section Teams, Team Leaders, Officials and Technicians, and or members of the Board of Directors. *Oct 07*

b) Any request to use the Skate Canada - Eastern Ontario logo must be referred to the Section Chair and permission to use the logo, with the preface "Proud Member of....." will be communicated in writing by the Section Chair. *Nov 09*

6. PROGRAM ASSISTANT RECOGNITION SYSTEM *Jun 10*

Skate Canada – Eastern Ontario recognizes that Program Assistants play an important role in the successful implementation of the CanSkate Program offered at Skate Canada Clubs and are an integral part of the coaching team. As such, it is highly recommended that clubs have a recognition system in place that will sufficiently reward Program Assistants for their contribution to the Club. There are many methods that can be implemented in order to recognize the contribution of the Program Assistants. Program Assistants can be recognized by *either* a gift or the certification of volunteer hours to fulfill their requirement of volunteer work for high school credit or graduation. At no time should a Program Assistant receive a gift and volunteers hours for the same period of time given.

Gifts are at the discretion of the Club Executive provided the following conditions are maintained.

- when hourly rates are to be applied, the rate cannot exceed \$10.00 per hour
- provided skaters are actively skating within the club, gifts shall be used for expenses incurred within the club (the club should never give a PA anything that cannot be considered an investment back into the business of the club, i.e. club fees, club clothing, test day fees, competition fees, etc.)
- inactive skater (s) who will not have the opportunity to use a reduction of club fees may be given non-skating related gift certificates to a maximum hourly value earned,
- gifts cannot be exchanged for cash value

SECTION 3

SKATING SCHOOLS AND VARSITY SKATING SCHOOLS *Nov 01*

1. SKATING SCHOOLS

- a) May not operate Recreational programs
- b) May not operate CanSkate programs
- c) May operate Festival Synchronized Skating programs as per Skate Canada guidelines
- d) Skaters must register through a Skate Canada member club
- e) Mailings labels - \$1.00 each on sealed and stamped envelopes
- f) Receive all club mailings
- g) Charge for link to Website will be determined annually
- h) Use only Skate Canada Professional Coaches
- i) Not eligible to host a competition

2. APPLICATIONS FOR SKATING SCHOOLS *Nov 05*

A coach must be a minimum of Level 3 certified to submit an application for a Skating School in Skate Canada – Eastern Ontario.

3. VARSITY SKATING SCHOOLS

- a) Register members through a Skate Canada member club, or directly with Skate Canada
- b) Competition fees are waived
- c) Receive all club mailings
- d) Use of Skate Canada officials at competitions
- e) No charge for link to Website
- f) Use only Skate Canada Professional Coaches

SECTION 4

TEST DAY POLICIES

All EOS clubs must apply to the Judges Bureau in writing for all test days. Although a test day is sanctioned, it is subject to availability of evaluators (i.e. if a Gold evaluator is not available, the skaters will have to test at the next test day or at a different location). If a test day is cancelled or the date changed, the Judges Bureau must be contacted immediately (in writing).

Skaters are permitted to test only within the grouping assigned by the Section unless written permission is granted from the Test Chair of the skater's Home Club. Only Test Chairs may submit a test to another grouping. The Test Chair must carefully consider the rationale before submitting a test to another grouping. The test may only be accepted by another grouping if there is sufficient ice time, a qualified evaluator is available, and the test has been submitted with the preliminary numbers (4 weeks before the scheduled test day).

Test days will begin no earlier than 8:00 a.m. and no test will be scheduled to be completed later than 10:00 p.m. These times can be extended only if permission is received from the Judge Evaluators' Chair.

Low Test Days

These include Preliminary to Senior Bronze (Free Skate, Dances, and Skating Skills only) and for these test days Clubs may call evaluators up to the Senior Bronze Free Skate, Senior Bronze Dance, and Senior Bronze Skills levels, only. Should the Club wish to call evaluators above this level, they must get permission from the Judges Bureau first. Requests for this exception will be kept on file by the Judges bureau to check against the summary sheets.

High Test Days

These include Junior Silver to Gold (Free Skate, Dances, and Skating Skills) plus all levels of Interpretive tests. The Judges Bureau is responsible for securing evaluators judges for these tests and the assignments at a high test day for these evaluators judges are not to be altered in any way by the Club after the names are given to the test chair. The Section will issue the host Club an invoice with a \$10.00 fee for each evaluator judge that attends a High test day.

The Judges Bureau is responsible for securing evaluators/judges for combined low & high test days.

Competitive & Diamond Dance Test Days

The Judges Bureau is responsible for securing evaluators judges for these tests and the assignments for these evaluators judges are not to be altered in any way by the Club after the names are given to the test chair. For paneled tests, the Section will designate a centralized location and will secure the evaluators judges for these tests; the panels of judges may not be altered in any way by the club. A judge may not be asked to single panel a test without permission from the Judges Bureau. During a test day if an emergency arises after business hours, please contact the Judges Chair or Section Chair (in that order). The Section will issue the host Club an invoice with a \$10.00 fee for each evaluator judge that attends a competitive diamond dance test day.

Out-of-Section Evaluators

Clubs are not permitted to contact out-of-Section evaluators without the permission of the Judges Bureaus in both Sections.

Delinquent Fees *Nov 00*

The Judges Bureau will not assign evaluators to clubs who have been over 90 days delinquent in paying their Judges Bureau fees.

Test Retry Policy

Due to the elimination of the 26 day rule for Evaluated and Competitive tests, the following guidelines have been instituted to provide control and fairness over the availability of testing for skaters in Eastern Ontario.

1. Evaluated Tests (STARSkate Program)

- a) Evaluated tests may not be tried more than once in a test session (one test session may be 2-3 days in length).
- b) The 2-week pull-out date rule still applies. If a skater registers for a number of different test days within a 2-week period, they are still liable for the test fee on subsequent test days if they pass the test on the first test day. All tests must be submitted according to the test day guidelines of the club hosting the test day.
- c) Home club permission is required if a test is to be tried outside of the Clubs which have been grouped together, or for tests being tried at a competition.

2. Competitive Tests

A competitive test can be retried (a maximum of 2 times test session) once during the same test day if all of the following conditions are met:

- a) It is the last test day prior to the October 1st deadline for competitive tests and the skater's eligibility to compete is to be determined.
- b) The judges feel a retry is warranted (i.e. the skater would benefit from another attempt).
- c) There is sufficient ice time to allow the retry without negatively impacting on the rest of the test day.
- d) The judges are available to stay to retest the skater.
- e) The test fee and administration fee (if applicable) is paid twice.
- f) The test should be recorded twice on the summary sheet.

3. Gold Interpretive Tests *Oct 06*

In the case of a skater wanting to bypass a lower level test and proceed directly to the Gold Interpretive test, Skate Canada – Eastern Ontario policy is that:

- a) The skater must have passed the complete Gold Free Skate or both the Gold Skills and complete Gold Dance tests.
- b) The Club Test Chair must apply in writing to the Section Office no later than thirty (30) days prior to the test day. The written submission should include the skater's name, the skater's Skate Canada registration number, tests passed, and rationale circumstances surrounding the test.
- c) All fees are paid for the Gold test as well as any tests that are skipped (i.e. Intro, Bronze and Silver).
- d) The skater will be entitled to receive an EOS Gold certificate for Interpretive.

SECTION 5 CHAMPIONSHIP - COMPETITION POLICIES

With the exception of Club Competitions, all other competitions (InterClub, CanSkate, STARSkate, STARSkate Competitive, Competitive, Varsity & High School) held within the boundaries of the Section and conducted under the jurisdiction of Skate Canada require a sanction from the Section which grants permission for the holding of the competition, and for the participation of members of Skate Canada.

Hosts of all Sanctioned competitions, including Host Clubs of Section-partnered competitions, must abide by Section policies.

1. SECTION PARTNERED COMPETITIONS

a) Expenses for Section Partnered Competitions

- i All expenses related to running all Section partnered competitions will be paid from the respective competition event revenues. *May 00*
- ii EOS Board members who attend committee meetings for Section partnered competitions may be reimbursed for their mileage. *May 00*
- iii Until further direction is provided by Skate Canada, individuals who serve at a competition as both a Technical Specialist (official) and as a Coach will have their competition-related expenses reimbursed at 50%. *Oct 07*

b) Gifts for Officials

- i The Section's policy of giving gifts to Officials at Section-partnered competitions should include the Technical Representative, Chief Data Specialist, Senior Computer Data Specialist, the Event Chair, and Senior Music Technician.
- ii The cost of these gifts will not exceed a cost of \$50 *Apr 07*, including tax, at Autumn Skate, Sectionals and EOSIC. *Feb 08*
- iii Other Officials (judges, technical panel & data specialists) and Music Technicians will be given gifts not to exceed a cost of \$30 *Apr 07*, including tax, at these same competitions.
- iv For the smaller Section-partnered competitions, e.g. SynchroSkate and Special Olympics, the value of the gifts for Officials and Technicians will not exceed \$20.00 each and \$30.00 for the Special gifts. *Feb 08*

c) Hospitality

- i The Section will be responsible for hospitality for the Officials' room and the Official hospitality evening and the amount will not exceed: *Feb 08*
 - 1) Autumn Skate..... \$600 plus \$200 (contribution from the Coaches Committee)
 - 2) Sectionals \$500
 - 3) SynchroSkate \$200
 - 4) EOSIC..... \$500
- ii The Section will provide a hospitality room for Officials at Section-partnered competitions except on the night of the official hospitality function. There will be no alcoholic refreshments provided or permitted in the Section hospitality room. Up to \$50.00 per night will be provided for snacks. *Sep 08*

d) Dress Code

Skate Canada – Eastern Ontario will adapt the guidelines established by Skate Canada for use by Officials and Section Board Members who participate at Section-partnered competitions: The success of Skate Canada-Eastern Ontario competitions is dependent in large part on the image Officials and Section Board members present to our Skating Family, volunteers and service providers. Our image is represented not only by our conduct but also by the way we dress. Officials and Section Board members play an important role in demonstrating the respect we all share toward the competitors and the competition process. Officials and Section Board members are encouraged to dress in “business casual attire” when they are at the rink during competition and official practice times. Business casual attire does not include sweatshirts or t-shirts with logos, sweat pants or leggings. *Oct 07*

e) **Camera Policy** *Oct 07*

Skate Canada –Eastern Ontario adopts Skate Canada’s policy on the use of cameras at Section Partnered skating competitions: Ticket holders are only permitted to use cameras or video cameras at an event for personal use. The camera’s lens must not be larger than 200 mm. No flash photography is allowed. Any resale of photography or videos is strictly prohibited.

f) **Media Policy** *Oct 07*

i Individuals will need prior approval to attend and photograph skaters at Section partnered events. Individuals will be given access to the boards near the skaters’ entry to the ice. Accredited individuals will not interfere with coach skater communications during warm-up periods. Pictures of skater and or coaches will not be allowed prior to or after the performance. Any written complaints of interference will result in the loss of accreditation for future events.

ii The following is a guideline for approving accreditation:

- 1) Individuals from News media must submit appropriate accreditation for review.
- 2) An individual representing skating club parents must submit written permission from these parents with request
- 3) Pictures of skaters will not be made available for sale

g) **Refund of Entry Fees for Section Partnered Competitions**

i When skaters are advised prior to departing for a Section partnered competition that the event that they have registered in has been cancelled, the skaters will be given the option of either skating an exhibition (time permitting) and use of a practice session at the discretion of the Tech Rep for half the entry fee or withdraw from the event and receive a full refund.

ii If the skaters choose to skate an exhibition and, due to unforeseen circumstances, after arriving at the competition are denied the opportunity to do so, they shall receive a full refund.

iii When, due to unforeseen circumstances, skaters are advised at a competition that their event has been cancelled, they will be offered the opportunity to skate an exhibition (time permitting) and use of a practice session at the discretion of the Tech Rep and receive a full refund.

iv If an entry is withdrawn before the closing date of entry, a full refund of the entry fee will be given.

v Refunds for withdrawals after the closing date of entry for Autumn Skate, Sectionals and EOSIC, will be given only on the presentation of a medical certificate submitted within one week following the event.

vi Notification of the withdrawal must be given prior to the commencement of the event.

vii The administration fee for refunds will be set at \$25.00 per event (singles, dance or pairs) to a maximum of \$50.00 per person, dance, or pair team.

h) **Program Advertising** *Oct 94*

At Section partnered events, the Section will purchase a full page, camera ready advertisement at the club rate.

i) **Title Sponsors**

Title Sponsors will be required to pay their Title Sponsorship fee prior to the mailing of the Announcement for the competition in which they are the Title Sponsor. *Jan 07*

2. EOS SECTIONAL COMPETITION:

a) **Entry Fees** *Nov 10*

i Singles:

- 1) Juvenile \$110
- 2) Pre-Novice to Senior \$160

ii Dance – *per couple*:

- 1) Juvenile \$215
- 2) Pre-Novice and Novice \$215
- 3) Junior and Senior \$240

iii Pair – *per couple*:

- 1) Juvenile \$135
- 2) Pre-Novice and Novice \$215

- 3) Junior and Senior..... \$240
- b) **Admission Fees Nov 09**
- | | |
|----------------------|--------|
| Adults | \$6.00 |
| Seniors/Students | \$4.00 |
| Children 6 and under | \$1.00 |
- These fees are for daily admissions. There will be no all-event passes for this competition.
- c) **Section Plaques Nov 10**
Individual keeper plaques will be presented to the respective Sectional event winners.
- d) **Videotaping at Sectionals Jul 94**
All events on both ice surfaces at Sectionals should be videotaped from ice level.
- e) **Size of Ice Surface for EOS Sectional Championships Jan 05**
Effective January 1, 2006, any Club that wishes to submit a bid to host Sectionals must have ice pads of 85' x 200' minimum in order to be considered.
- f) **Profit Sharing for 2011-12 Sectionals Apr 11**
The Section will cover any net losses resulting from the competition. The hosting club will receive a 50% share of the competition profit with a guaranteed minimum of \$2,000 plus 25% of any monetary sponsorship generated by the club.
- g) **Single Entries at Sectionals Nov 02**
- A single entry in an event at Sectionals is expected to skate an exhibition unless they have had an international assignment, in the current skating year, prior to Sectionals. *Nov 02*
 - Single entry exhibition skates at Sectionals will pay half (½) the entry fee. *Oct 07*
- h) **Pre-Juvenile Events Apr 09**
Pre-Juvenile events will be removed from the 2010 Sectionals (held in November 2009) and will instead be held at the 2010 EOSIC Championships.
- i) **Juvenile Events Apr 09**
Because the Juvenile level does not advance past Sectionals to a further event, practice ice will not be offered for this level at Sectionals.
- 3. EOSIC**
- a) **Entry Fees Nov 10**
- | | |
|---|-------|
| i Singles | \$90 |
| ii Dance and Pair – <i>per couple</i> | \$105 |
| iii Triathlon | \$145 |
- b) **Entry Fees, Pre-Juvenile Sep 09**
- | | |
|--|-------|
| i Pre-Juvenile Singles | \$90 |
| ii Pre-Juvenile Pair – <i>per couple</i> | \$105 |
| iii Pre-Juvenile Dance – <i>per couple</i> | \$105 |
- c) **Single Entries Feb 04**
A single entry in a qualifying category at EOSIC is expected to perform an exhibition skate and pay half of the entry fee.
- 4. AUTUMN SKATE COMPETITION**
- a) **Entry Fees Jun 10**
- Singles:

STARSkate	\$90	<i>Apr 11</i>
Pre-Juvenile and Juvenile	\$90	
 - Combined Competitive Singles:

Pre-Novice to Senior	\$150
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 - Dance & Pair – *per couple*:

Pre-Juvenile Dance or Pair	\$115
Juvenile Pair	\$115

- Junior and Senior Dance or Pair - *per couple for each segment* \$100
- iv Combined Dance or Pair – *per couple*:
 - Juvenile Dance..... \$175
 - Pre-Novice Dance or Pair \$175
 - Novice Dance or Pair \$175
- b) **Senior Eastern Ontario Canadian Competitors** *Jun 01*
All Eastern Ontario Senior competitors for the previous Canadian Championship shall have their entry fees for Autumn Skate paid by the Section.
- c) **Combined Events**
 - i Starting in 2006 and until decided otherwise by the Board of Directors of Skate Canada – Eastern Ontario, Figure 8 Autumn Skate will offer combined events only in Singles Categories – Pre-Novice to Senior. *Nov 05*
 - ii For future Autumn Skate competitions, Pair and Dance events will be combined up to and including the Novice level. *Oct 07*
- d) **On Site Testing** *Jul 01*
 - i Fees
A \$10.00 administration fee will be charged as competition revenue for onsite testing.
 - ii Sites
On site competitive testing will be available at Figure 8 Autumn Skate.
- e) **Applications** *Sep 10*
 - i Entries consisting of entry forms, entry fees, and acceptable proof of age where relevant must be received by the cut-off date for the Event. Entry forms, entry fees, and any required supporting documentation must be completed in FULL or they will not be processed and will be returned. Planned Program sheets are to be submitted to Skater Registration at the event venue and are not to be sent in advance with the registration form.
 - ii Late entries will be accepted at the discretion of the Championship Chair and the Technical Representative.
- f) **Allocation of Profits**
 - i Since Autumn Skate is solely partnered by the Eastern Ontario Section, the decision regarding the method of distribution of profits is the Section Executive’s responsibility. *Feb 97*
 - ii The profit share allocated to EOS Board Members serving on the LOC or EOS Autumn Skate shall be included in the Section’s 50% of the profit and they are not entitled to a further share of the profit. *Feb 97*
 - iii Fifteen percent (15%) of the Figure 8 Autumn Skate Competition profits are to be allocated to the EOS Athletes’ Fund. The remainder is to be evenly divided between the Section’s General Funds and the EOS Clubs providing the volunteers to help run the competition. EOS Board members working as volunteers for the competition are not to be included in the profit distribution. *Feb 97*
 - iv Funds from Section partnered events for profit sharing allocation will be directed to Skate Canada – Eastern Ontario Clubs, Skate Canada - Eastern Ontario Synchronized Teams or Skate Canada – Eastern Ontario Varsity Teams with the itemized break out information per volunteer to be provided upon request. *Jul 01*
 - v Volunteers — Every volunteer at Autumn Skate will be awarded one point in addition to the existing point system. *Sep 01*
 - vi Point Allocation for Autumn Skate *Feb 97*
 - 1) Competition Chair 15 points
 - 2) Organizing Committee members 10 points
 - 3) All other volunteers ¼ point per 1-hour shift to max of 5 points *Jul 09*
 - 4) Every volunteer 1 point in addition to the point allocation listed above

Example:

Profit of \$5,000.00 and total points for all volunteers (other than the Organizing Committee) are 150 points.

Portion allocated to EOS Skater's Trust Fund: $\$5,000 \times 15\% = \750.00

Remainder of the profit to be divided 50/50 between EOS and the Organizing Committee Competition volunteers =
 $\$5,000.00 - \$750.00 = \$4,250.00$

EOS profit: $\$4,250.00 \div 2 + \$750.00 = \$2,875.00$

Profit to be divided among Organizing Committee and competition volunteer = $\$2,125.00$

Profit Allocation:

Competition Chair $1 \times (15 + 1) = 16$ points

Organizing Committee (20 people) $20 \times (10 + 1) = 220$ points

Total number of points for all other volunteers 150 points

Total number of points 386 points

Value for each point: $\$2,125.00 \div 386 \text{ points} = \5.51

5. SYNCHROSKATE

- a) **Entry Fees** *Jul 06*
\$125 team plus \$10 skater

6. SPECIAL OLYMPICS

- a) The Eastern Ontario Section is to provide integrated competitive experiences for Special Olympic athletes by offering Special Olympic events at selected Section competitions. *Feb 03*
- b) The Section will waive the printing and mailing costs, as well as the \$1 per entry competition fee. The Section will cover the costs of medals for Special Olympics events. The EOS Section share of the profits from the competition will be directed to the Special Olympics EOS Skaters Trust Fund. *Apr 11*

7. ADVERTISING RATES *Jul 06*

- a) **Autumn Skate, Sectionals, EOSIC (Schedule "A"):**

Inside Cover (back or front)	\$225
Full Page	\$175
Half Page	\$125
Quarter Page	\$80
Business Card	\$50

- b) **SynchroSkate, Special Olympics (Schedule "B"):**

Inside Cover (back or front)	\$150
Full Page	\$125
Half Page	\$75
Quarter Page	\$50
Business Card	\$30

- c) A four-Event advertising package will be offered at a 20% discount on the total fees.
- d) A 20% reduction will be offered for the purchase of a half-page ad which is purchased in conjunction with a team photo.

8. PROGRAM SALES *Jul 06*

- a) Autumn Skate, Sectionals, EOSIC (Schedule "A"): \$5.00
- b) SynchroSkate, Special Olympics (Schedule "B"): \$4.00

9. RENTAL FEES

- a) **CPC Judging Systems** *Nov 10*

Any competition that is approved to use the CPC systems will be billed for the actual costs of the return shipping/insurance charges. The policies and procedures for the use of the CPC judging systems are presently under development.

b) **Computer and Printer** *Sep 02*

Computers and Printers will be made available to clubs for a rental fee of \$70.00 per day, subject to availability. Ink cartridges are not included. There must be a Skate Canada Computer Data Specialist at the competition. The club is responsible for the expense of transporting the equipment to and from the competition.

c) **Competition Supplies** *Jul 03*

The Skate Canada - Eastern Ontario Board of Directors approves the charge back of the cost of supplies used by Officials to each of the Section partnered competitions.

- i For items that frequently need to be replaced \$ 5.00 per day
- ii For items that occasionally need to be replaced \$10.00 per day
- iii For printer cartridges \$10.00 per day
- iv For paper actual cost

The fee schedule will be reviewed annually.

d) **CD Cassette Cases** *Jul 04*

For a damaged or missing CD case or Cassette case, a replacement fee of up to \$1.00 will be charged at Section Partnered competitions.

10. INVITATIONAL COMPETITIONS

a) **Competitions**

- i Beginning in the 2006 – 2007 skating season, each Invitational competition within the Eastern Ontario Section may offer CanSkate events only, or STARSSkate events only, or a combination of STARSSkate and Competitive (Pre-Juvenile to Novice) events. *Jan 06*
- ii CanSkate Events will include CanSkate at all levels up to and including Introductory (Free Skate, Individual Elements, Team Elements). No “Fun” events or Pre-Preliminary or Preliminary Free Skate events will be permitted. *Apr 07*
- iii The number of sanctions awarded for Invitational competitions will be restricted. *Jan 06*
- iv In addition, a limited number of InterClub Competitions (including ‘fun’ events, as well as CanSkate Free Skate, individual and group elements) will be awarded sanctions. *Jan 06*
- v The Section’s Championship Committee, with the concurrence of the Section’s Board of Directors, will approve competition sanctions each year. Decisions will be based on specified criteria and, where appropriate, compliance with guidelines and requirements as outlined in the Section’s competition structure. *Jan 06*

b) **Judges**

- i STARSSkate and STARSSkate Competitive Competitions:
 - 1) For Pre-Preliminary and Preliminary categories, Primary Judges must be used.
 - 2) For Junior Bronze to Senior Bronze categories, Juvenile Judges or higher must be used.
 - 3) For Junior Silver and higher categories, Pre-Novice Judges or higher must be used.
 - 4) For all Mixed Dance and Pair categories, Juvenile Judges or higher (depending on the level to be judged) must be used.
- ii CanSkate Competitions:
 - 1) Primary and or Provisional Judges.
- iii InterClub Competitions:
 - 1) Primary and or Provisional Judges.
 - 2) Senior skaters can be used to officiate in “Fun” events (up to their own level).
- iv Definitions:
 - 1) A Provisional Judge is a person who has attended a four-hour clinic offered by the Section (no skating-level prerequisites were required – individuals could be mature skaters or skating knowledgeable people). These individuals can be used to Judge CanSkate and Interclub events only.

- 2) A Primary Judge is a person who has attended the Juvenile clinic, which includes a Primary component, and has completed the Primary workbook. These individuals who are on the Primary list may be used at Interclub and CanSkate competitions.
 - 3) A Skate Canada Judge is a person who has attended a Juvenile or higher clinic and who has met all of the requirements for, and has received, their Juvenile promotion.
- c) **Schedule**
- i All Invitational competitions will not begin before 8:00 a.m. and must be scheduled to be completed no later than 10:00 p.m.
 - ii Competitions may run ahead as far as 30 minutes if necessary.
- d) **Program Advertising *Nov 10***
- i For non Section partnered Invitational competitions, the Section will purchase a half page camera ready advertisement in the competition program at a cost of \$40.00
- e) **Awarding of Prizes *Oct 04 (Skate Canada)***
- i Prizes shall be awarded to the winning entries in all competitions as follows:
 - ii For three or more entries - when there are three or more entries in an event, prizes shall be awarded to the top three placements.
 - iii For two entries - when there are only two entries in an event, prizes shall be presented to both placements.
 - iv For one entry - if there is only one entry in an event, an exhibition skate shall be performed but no prize shall be awarded.
- f) **Publication of Results**
- When the OBO (one-by-one) method of results calculation is used, the placing for each competitor, including the total place points, must be calculated and published immediately after an event (or each part of the event) has been completed. **Effective July 1, 2003** the ordinal placements are no longer to be posted or sold, although the classification sheet for each part of an event, including the ordinal placements of each judge, must be included in the event protocol.
- g) **Tests at Invitational Competitions *Jul 06***
- Testing opportunities offered at Invitational competitions will be limited to Juvenile, Pre-Novice and Novice competitive tests.
- h) **After The Competition**
- After the Event has taken place, the Organizing Committee Host Club must:
- i Forward to the Section Championship Chair, within two weeks of the date of the competition, a cheque for the Competition Fee (\$1 per entry, or \$5 per entry for Synchronized Skating Team, or \$1 per skater for InterClubs, less deposit)
 - ii Forward to the Section Championship Chair, within two weeks of the date of the competition, the Event Protocol.
 - iii Forward to the Section Championship Chair, within three months of the date of the competition, a copy of the final Financial Statement for the Event.
 - iv Forward any statistics related to the competition that may be requested by the Section.
 - v Failure to do any of the forgoing, or failure to meet the specified deadlines, will be taken into consideration when the Championship Committee considers applications for competition sanctions for the following season.

11. INTERCLUB COMPETITIONS

In recognition of her roots in Region 1 of the Eastern Ontario Section, in recognition of her contributions to the Boards of Directors of two Clubs in Region 1, in recognition of her responsibilities as the Region 1 Representative from 1987 to 1992, and in recognition of her role as Technical Representative for many of the Kawartha Highlands InterClub competitions, the Kawartha Highlands InterClub will henceforth be known as the "Toni Carr Memorial InterClub." *Feb 08*

SECTION 6 SANCTIONS

A sanction is approval granted by the Association to hold an event, or for eligible members to participate in an event. There are four types of sanctions:

- For a club to hold a competition (except a club competition).
- For a club to hold a carnival or an ice show or a skating exhibition; or, to host a seminar which includes non Home Club skaters.
- For an eligible person (skater or official) to participate in an event (carnival, ice show, exhibition at a hockey game, competition) that is not sanctioned.
- For skaters to participate in a media appearance or appearance participation in a commercial venture.

According to the Skate Canada Rulebook, any club or skating school or eligible person failing to abide by the rules and regulations pertaining to sanctions will be subject to the disciplinary action set forth in the Complaints, Suspension and Expulsion Policy, which may include loss of membership. Please note that it is particularly important for eligible persons (skaters and officials) to ensure that they are participating in a sanctioned event, or that they have permission to participate in a non-sanctioned event, in order to protect their eligible status and participation in future Association activities.

1. COMPETITIONS

All competitions, with the exception of club competitions, require a sanction. These sanction requests are directed to the Section office and must be received by April 1st preceding the competition. The EOS Championship Committee reviews all requests during April. There is a fee associated with this sanction request.

2. ICE SHOWS, CARNIVALS, EXHIBITIONS

All of the above types of events hosted by a Skate Canada member club require a sanction if any of the following conditions apply to events whether open to the public or club members only:

- if an admission fee is charged;
- if both eligible and ineligible persons are participating;
- some financial benefit accrues to the organizers or participants.

Requests for a sanction for an event (Ice Show, Carnival, Exhibition) should be directed to the Section office at least 14 days prior to the event.

The Sanction fee for Events (ice shows, carnivals, exhibitions, etc.) will be set at \$25. *Jul 06*

3. REQUESTS FOR THE PARTICIPATION OF DEVELOPMENT, JUNIOR OR SENIOR NATIONAL TEAM MEMBERS (INCLUDING SYNCHRONIZED SKATING TEAMS)

Requests should be directed to Skate Canada National office – Attention: Celina Stepanic. This includes any former National Team members who have been retired for less than five years, and who want to maintain their eligible status (e.g. officials). Permission for all other skaters in a sanctioned event must be granted by that skater's Home Club.

Any remuneration for skaters under \$2500 may be given directly to the skater. Any amounts greater than that should be directed to Skate Canada.

4. SEMINARS

- a) Where Home Club skaters only participate, a sanction is not required.
- b) Where non Home Club skaters are invited, a sanction is required.
- c) Applications should be directed to the Section office.
- d) The Sanction fee for Seminars will be set at \$25. *Jul 06*

5. PARTICIPATION OF ELIGIBLE MEMBERS IN A NON-SANCTIONED EVENT

In order to protect their eligibility, any eligible member must be granted permission to participate in an event that has not been sanctioned by the Association. These events may include but are not restricted to performances at hockey games, municipal ice shows and ice shows presented by non -Skate Canada member clubs. This also includes officials who are requested to participate in a non-sanctioned competition (except club competitions). It is the responsibility of the organizers to obtain permission for the participation of Skate Canada members; however, it is also the responsibility of the eligible member to ensure that proper permission has been granted. Junior and Senior National team members must receive this permission directly from Skate Canada. Permission for other eligible members may be granted by the Section Chair, and all such requests should be directed to the Section office. There is no fee for these sanctions issued by the Section.

6. MEDIA APPEARANCES OR PARTICIPATION IN COMMERCIAL VENTURES

The National office should grant permission for National level media coverage. No permission is required for local media coverage. Requests for participation in commercial ventures – catalogue photo shoots or film productions, should be sent to the Section office for approval by the Section Chair or National office as required. There is no fee for these sanctions issued by the Section.

7. SANCTION REQUESTS

Sanction requests for all Section level competitions, carnivals and exhibitions should be forwarded with appropriate fees to:

Skate Canada – Eastern Ontario
555 King St W., Unit 2 - P.O. Box 2209
Prescott, ON K0E 1T0
Phone: 613-925-1441

Reference: Skate Canada Rule Book Policies and Procedures 2206 and 7303

8. PENALTIES

- a) **Sanction Applications** *Jul 99*
 - i All sanction applications for carnivals, exhibitions and media sessions must be received at least 14 days before the event takes place.
 - ii All sanctions applications for competition, and signed Conditions of Granting a Competition Sanction, together with \$50.00 deposit towards the competition fee must be received by April 1st of each year.
- b) **Competition Protocol** *Feb 92*

Any club not complying with the dates for submitting a copy of their competition protocol and in arrears in paying the applicable fees as outlined in “Guidelines for Section Sponsored Competitions” will be denied any further sanctions.
- c) **Competition Fee** *Feb 95*

The Section is implementing a \$50.00 fee for each requested and granted competition sanction. If the competition is held, this \$50.00 fee will be applied toward the \$1.00 per entry fee requested from clubs hosting competitions. If the competition is not held and the Section is not notified, this \$50.00 fee will not be refunded.

SECTION 7

SKATER DEVELOPMENT SKATING PROGRAMS

1. SKATERS QUALIFYING OUT OF THE SECTION

The Section has the expectation that skaters who qualify for competitions outside of the Section will have a coach who will accompany them. [Oct 07](#)

2. TEAM UNIFORMS

a) Skater's Team Wear

i Eastern Challenge Canadian Team

- 1) For 2007-2008, the Section will purchase the existing style of stadium coat for any skater qualifying out of Sectionals who does not already have one. [May 07](#)
- 2) All skaters who then qualify to go to Junior Nationals or Canadians will receive the new style track suit (jacket and pants). [May 07](#)

ii Trillium STARSkate Team

The Section will provide the Red Style (Kobe) Jacket to those skaters who have qualified to compete at the Trillium STARSkate Championships to be held in the current year.

Skaters have the option to purchase the black fleece liner. [Apr 05](#)

iii Ontario Winter Games & Trillium Cup

The Section will provide the Red Style (Kobe) Jacket to those skaters who have qualified to compete at the Ontario Winter Games and Trillium Cup excluding Synchro Teams.

Skaters have the option to purchase the black fleece liner. [Apr 05](#)

If a skater who qualifies in the current year for a team jacket wishes to replace a team jacket or a team track suit that was received as a result of qualifying in a previous year, either because he/she has outgrown the jacket or it has been damaged, a replacement jacket will be given upon return of the old jacket. [Feb 08 – revised Jan 09](#)

Team wear for skaters advancing to Trillium STARSkate, Trillium Cup and Ontario Winter Games is provided by the Eastern Ontario Section based on qualifying for and competing at those competitions. Team wear will be provided on arrival at these events. [Feb 08](#)

Synchronized Skating teams that qualify for and compete at the Ontario Winter Games will be given a red Kobe jacket. [Mar 10](#)

- iv Team wear provided by the Eastern Ontario Section will not be defaced or embellished in any way, such as through the addition of logos or embroidery. [Feb 08](#)

b) EOS Team Wear

i EOS Board Members

- 1) The EOS Board members and the EOS Music resource personnel will be offered the option of purchasing the EOS stadium style coats and other items of clothing at cost. [Sep 02](#)
- 2) The (new) team track suit jackets will be available to Board Members to purchase at a cost of \$100. [Feb 08](#)

ii EOS Team Leaders

- 1) The EOS stadium style jackets and pants will be provided for team leaders as well as having their meals and accommodation paid. [Jul 01](#)
- 2) For Ontario Winter Games and Trillium Cup, the Section will provide the Red Style (Kobe) jackets to Team Leaders.
- 3) Team Managers going to competitions where skaters wear the team track suits will be given the team jacket. [Feb 08](#)

iii Coaches

- 1) The stadium style and bomber style jackets will be offered (on a cost recovery basis) to the coaches whose skaters have qualified to compete at the Eastern Challenge, Junior Nationals, or Canadian Championships. *Jul 00*
- 2) For Ontario Winter Games and Trillium Cup, the Section will provide the Red Style (Kobe) jackets to Team Coaches.
- 3) Coaches who have skaters who qualify for the (new) team track suit will have the opportunity to purchase the track suit at a cost of \$100 for the jacket, \$70 for the men's track pants and \$55 for the women's track pants. *Feb 08*

3. TEAM SUPPORT

- a) A competitive skater who wishes to represent the EO Section after he/she has represented another Skate Canada Section will need to meet the following requirements: *Feb 08*
 - The skater must live in the Eastern Ontario Section or, if they continue to reside in another Section that Section must release the skater to represent EO;
 - The EO Club that the skater wishes to join as Home Club must be in agreement; in addition, the new Club must ascertain if the skater is a member in good standing with the Club he/she is leaving;
 - The EO Section will ascertain if the skater is a member in good standing with the Section he/she is leaving;
 - If the skater is a new partner (Pair or Dance) of a skater who has been representing the Eastern Ontario Section, then he/she will derive the same benefits as his/her partner.
 - Moreover, if the skater has not previously had a relationship with the Eastern Ontario Section, he/she will not be eligible for Skater Development funding during the first year he/she represents Eastern Ontario. He/she will, however, received Eastern Ontario team wear in their first year of representation.
- b) **Grants**
 - i EOS Team Members
Skaters qualifying for the National Championships (Novice, Junior and Senior categories) will be given a \$300 grant from the Section. The Section will no longer pay accommodation costs for any skater advancing to the Challenge or the National Championships. *Jan 09*
 - ii When there is an uneven distribution of male and female skaters at the Canadian Championships, and it is not possible to assign a room-mate to everyone who requests one, and it is therefore necessary for the skater to be in a single room, the Section will cover the costs of half of the room up to a maximum of two half rooms (one male and one female) for the Event. This subsidy will not impact on the amount of the Section grant ordinarily given to all competitors following the Canadian Championships. *Feb 08*
- c) **Entry Fees**
 - i The Section will pay the full entry fee for all Skaters advancing out of Sectionals. *Jan 07*
 - ii The Section will pay the entry fee for skaters advancing to the Ontario Trillium Cup.
 - iii The Section will pay the full entry fee for skaters advancing to Ontario Winter Games. *Feb 08*
 - iv The Section will pay the entry fee for Trillium STARSkate competitors qualifying through EOSIC.
 - v The Section will pay the full team and skaters entry fees for Synchronized Skating Teams qualifying to compete at the Canadian (including the Adult) Championships.
 - vi The Section will pay the full team and skaters entry fees for Synchronized Skating Teams qualifying to compete at Ontario Winter Games. *Feb 08*
 - vii If a skater does not wish to abide by the expectations outlined in the EOS Team Agreement for a specific event, the skater will be responsible for paying their own entry fee for that event. *Nov 10*
- d) **Team Room** *Jan 06*
The Section will provide breakfast foods and snacks only in the Team Room. Skaters and parents will be reminded that the skater should bring sufficient funds to purchase meals.
- e) **Coaches**
Effective immediately Coaches who are assigned to Ontario Winter Games will be paid an Honorarium of \$100 per day plus expenses and will be given a team jacket. *Feb 08*

4. NON-COMPLIANCE OF CHALLENGE AND NATIONAL TEAM MEMBERS *Jul 04*

- a) If a skater does not meet the requirements of his/her Team Agreement with regards to competing at specified competitions the Section may withhold part or all funding for the coming season.
- b) The decision regarding specific cases and the applications of this policy will be made by a committee consisting of: Section Chair, Section Vice Chair, Skater Development Chair, Officials Chair, and the Coaches Representative.
- c) Exceptions for competing at specified competitions will be clearly written and include: *Oct 06*
 - A family emergency
 - A medical withdrawal, accompanied by a physician's note
 - The event occurs within 10 days of an International assignment.

5. PERMISSION FOR USE OF PHOTOS *Jul 04*

Permission must be granted by the subject (or if subject is under the age of 18 years of age by the parent legal guardian) for use of a photo on the EOS website, and the use in other promotional matter including the Annual Report Book.

6. SKATER'S GRANTS

a) Conditions Applying to Skater's Grants

If a grant is given to a skater in order to help support his/her skating, the skater receiving the grant shall be expected to represent the Eastern Ontario Section for the remainder of the skating year, unless otherwise stipulated by the EOS Board, or a refund of an amount equivalent to the awarded grant shall be requested from the skater. *Nov 97*

b) Performance Grants

- i Performance Grants will be paid after the event with the exception of Junior Nationals and Canadian Championships. Performance Grants for these two Championship competitions will be paid the following September contingent upon the skater representing EOS for the upcoming year. *Oct 04*
- ii Participation Grants will be paid in advance of the competition and are in addition to Performance Grants. *Oct 04*

NAMES OF EVENTS	AMOUNT OF GRANT
Novice International Assignment <i>Oct 04</i>	\$500 Top 3rd \$300 Middle 3rd \$200 Bottom 3rd
Junior International Assignment <i>Oct 04</i> (Including Jr. Grand Prix events & final)	\$500 Top 3rd \$300 Middle 3rd \$200 Bottom 3rd
Senior International Assignment (Including Sr. Grand Prix events & final & Four Continents)	\$500 Top 3rd \$300 Middle 3rd \$200 Bottom 3rd
Junior Grand Prix Finals (Participating) <i>Oct 04</i>	\$1000
Junior World Championships (Participating) <i>Oct 04</i>	\$1500
World Championships (Participating) <i>Oct 04</i>	\$2500
Olympics (Participating) <i>Oct 04</i>	\$4000
Eastern Challenge <i>Jan 07</i>	\$500 1st \$300 2nd \$300 3rd \$200 4th \$200 5th

NAMES OF EVENTS	AMOUNT OF GRANT
National Championships - Novice <i>Jan 07</i>	\$1000 1st \$750 2nd \$500 3rd \$400 4th \$300 5th \$200 Top ½
National Championships - Junior <i>Jan 07</i>	\$2000 1st \$1500 2nd \$1000 3rd \$500 4th \$500 5th \$200 Top ½
National Championships - Senior <i>Jan 07</i>	\$3000 1st \$2500 2nd \$2000 3rd \$1000 4th \$1000 5th \$300 Top ½
Canada Winter Games <i>Apr 07</i>	\$500 Any Medal

7. SYNCHRONIZED SKATING TEAM – INTERNATIONAL GRANTS *Feb 00*

A grant scale for Synchronized Teams earning a medal at an assigned international event is in addition to their international assignment grant of \$1,000.00 and will be paid after the event.

GOLD	\$1,500
SILVER	\$1,250
BRONZE	\$1,000

8. SYNCHRONIZED NATIONAL GRANTS *Feb 01*

Any Eastern Ontario Synchronized Skating Teams earning a medal at the National Festival and Canadian Synchronized Championships will be awarded the following grants after the event:

GOLD	\$1,000
SILVER	\$ 750
BRONZE	\$ 500

SECTION 8

SYNCHRONIZED SKATING

- 1. SYNCHRONIZED SKATING TEAMS ATTENDING INTERNATIONAL COMPETITIONS** *Nov 96*
A grant of \$1 000.00 will be provided to Synchronized Skating Teams assigned an international competition outside of North America.
- 2. SYNCHRONIZED SKATING TEAMS AS SKATE CANADA CLUBS** *Nov 96*
It is the position of the Board of the Eastern Ontario Section that clubs should provide for the needs of all the skaters in their area, and that Synchronized Skating Teams should function under the umbrella of a Skate Canada member club.
- 3. ENTRY FEES** *Apr 00*
The support offered by EOS to Synchronized Skating Teams is detailed under the Skater Development Section of this Policy Book.
- 4. PERFORMANCE GRANTS** *Apr 03*
Performance grants will be awarded immediately following the National Championships.

SECTION 9 EOS ATHLETE FUND

(The fund formerly referred to as 'Skating Trust' or 'Skater Trust' will be known as 'Athlete Fund' – Jan 05)

1. **PURPOSE OF EOS ATHLETE FUND** *Feb 96*
To financially help all levels of EOS competitive skaters above Sectional level including Synchronized skaters.
2. **SUGGESTED MANNER OF ASSISTANCE**
Refer to Section 7 – Skater Development Skating Programs for details on how funds in the Athlete Fund are to be used.
3. **ALLOCATION TO SKATE CANADA - EASTERN ONTARIO SKATING TRUST FUND** *Jul 02*
 - a) Interest earned on the Skate Canada – Eastern Ontario Athlete Fund surplus,
 - b) **Event Profit Sharing as follows:**
 - i Autumn Skate – in addition to the 15% of profits, 50% of the Skate Canada - Eastern Ontario share of the remainder of those profits.
 - ii All other Section sponsored (Sectionals and EOSIC) and or Section hosted (Eastern Challenge, Synchro Canadians) Events, 50% of the Section share of profit from these Events.
 - c) Other amounts allocated to the Skate Canada – Eastern Ontario Athlete Fund by the Skate Canada – Eastern Ontario Board of Directors and,
 - d) Other donations and or amounts received from other sources and accepted by the Skate Canada – Eastern Ontario Athlete Fund Trustees.
4. **ATHLETE FUND FOR SKATE CANADA – EASTERN ONTARIO SPECIAL OLYMPICS** *Feb 03*
 - a) **Special Olympics Trust Fund**
The Section will create a trust fund to administer Special Olympic funds for the benefit of EOS Special Olympic skaters.
 - b) **Trustees**
The Section will appoint the Eastern Ontario Section Chair, the Eastern Ontario Section Special Olympics Liaison and one other person to act as trustees for the fund.

SECTION 10 COACHING & NCCP

1. APPOINTMENT OF EOS REGION COACHING REPRESENTATIVES *Sep 02*

The EOS Coaching Representative and the Section Chair will choose and appoint the six Region Coaching Representatives and the Synchronized Skating Coaching Representative.

2. RECOGNITION OF COACHES *Oct 94*

The following is a guideline for determining the recognition of coaches on special occasions:

- a) Must have taught Senior Canadian National Team medal contenders for several years.
- b) Must have taught in EOS for at least 10 years.
- c) Preferably would have done volunteer work for the benefit of EOS skaters.

3. PAYMENT OF COURSE FEES FOR COACHES *Feb 04*

The Section will no longer reimburse Master Clinic Conductors who are going to training, the fee up to \$300.00

4. PHOTO ID

a) **Competitions** *Apr 03*

All EOS Coaches must have a current photo ID and must wear it at all times to all competitions. Coaches not presenting proper identification will be charged a \$20.00 fee for a temporary badge in order to gain access to the boards.

b) **Fee** *Apr 06*

The Photo ID fee is \$22.00

5. NCCP COURSE CONDUCTORS *Jul 02*

- a) Course Conductors who live within 30 km one-way from the course site will be reimbursed up to a maximum of \$10.00 (with receipts) for lunch but not mileage.
- b) Course Conductors who live over 100 km one-way from the course site will be reimbursed for accommodations plus all meals (with receipts) in accordance with Section policy.

6. FOREIGN COACH ACCREDITATION – SECTIONALS *Nov 05*

The Section must be notified in advance of Sectionals that the foreign (non-Skate Canada) coach will be attending, and with which skater(s). This will give the Section an opportunity to question qualifications if necessary, as well as prepare the required accreditation

The EOS Section Coaching Committee will prepare the accreditation which will identify the coach as a “Foreign Coach” and include his/her name. There will be an expiry date - May 1st the year following Sectionals. There will be a \$10 fee (Similar to Skate Canada).

The Foreign Coach may register on site at the event and obtain the accreditation at that time. It must be made clear to the coach that this is valid only for Section level events, and that accreditation must be obtained from Skate Canada if he/she intends to accompany the skater(s) to the Challenge, Canadians or Junior Nationals. (Skate Canada also requires a photo)

SECTION 11 OFFICIALS

1. REIMBURSEMENT OF TRAINING EXPENSES FOR EVALUATORS AND JUDGES *Jul 98*

When in the opinion of the Section Judges Chair, it is deemed necessary that an official must travel long distances for retraining, the official would be paid:

- a) \$25.00 for gas (if the official needs to travel 100 km or more than one hour).
- b) \$50.00 for gas (if the official needs to travel 300 km or more than 3.5 hours).
- c) \$50.00 per night for accommodation if it is necessary for the official to stay overnight.
- d) Persons attending the Intermediate and Senior Evaluator clinics will be reimbursed for their expenses at the above rate as soon as possible after attending clinic.
- e) This reimbursement Policy also applies to Synchronized Skating Officials.
- f) In exceptional circumstances, additional financial assistance may be given.

2. JUVENILE EVALUATORS IN TRAINING *Nov 01*

Juvenile Evaluators in training will be charged \$10.00 upon registration for a clinic.

3. TRIAL JUDGING *Apr 07*

The Eastern Ontario Judges Committee is committed to providing practical opportunities for all competitive judges for promotion. In order to facilitate this direction, training opportunities will be applied in the following manner:

- a) For up to and including Juvenile level judges, opportunities within Eastern Ontario for practical experience (i.e. Referee and Trial Judge Reports) are available at a number of Section sanctioned competitions. These events will be identified annually in July.
- b) For Novice and higher, opportunities within Eastern Ontario for practical experience (i.e. Referee and Trial Judge Reports) may be available at:
 - i Autumn Skate
 - ii Minto Skate
 - iii EOS Sectionals

Notwithstanding the above, circumstances may warrant deviation from the policy at the discretion of the Section Judges Chair.

4. NATIONAL TRIAL JUDGING PROGRAM *Jan 09*

Participants in the National Trial Judging Program who are sponsored by the Eastern Ontario Section will received a per diem meal allowance of \$40.00 for the time they are assigned to attend the program as well as travelling to and from the competition. Meals otherwise provided will be deducted from the per diem (at the rate of \$10 for breakfast, \$10 for lunch and \$20 for dinner).

5. HONORARIA FOR JUDGE EVALUATOR CLINIC LEADERS *Oct 03*

Program Component	Duration	Honoraria Amount
Full Day Clinic – any level	One day	\$200.00
Primary Juvenile Clinic	2.5 days	\$450.00
Novice and Senior Clinics	One day each discipline	\$200.00
Interpretive and Diamond Dance	Half day each	\$100.00
Synchronized Judging Clinics – all levels	One day	\$200.00
<i>Marking of Workbooks (Set by Skate Canada)</i>		\$25.00 per workbook

6. HONORARIA FOR DATA SPECIALIST CLINIC LEADERS *Nov 01*

- a) Honoraria for Data Specialist Clinic Leaders is set at:
- b) Half day clinic \$100.00
- c) Full day clinic \$200.00

7. AUTHORIZING PAYMENT OF HONORARIA *Nov 05*

Any assignment by a Committee Chair that results in the payment of an honorarium must be approved in advance by the Section Chair.

8. CLINIC CONDUCTORS *Jul 03*

Clinic Conductors for the Provisional Judges Clinic shall be paid the fee of \$50.00.

9. ASSIGNMENT OF TECHNICAL REPRESENTATIVES *Jul 03*

The assignment of the Tech. Rep. for Section sanctioned competitions other than CanSkate competitions will be made by the Judges Evaluators Sub Committee.

10. DATA SPECIALISTS *Sep 09*

Data Specialists in EOS must work a complete competition at least once in every two-year period in order to maintain their qualifications.

11. EOS FAMILY CARE POLICY *Oct 07*

The Eastern Ontario Section will reimburse care expenses that officials incur due to officiating at Section sponsored or Section hosted competitions subject to the following limitations:

- a) The care for which reimbursement is being claimed is not normally provided by a family member.
- b) Officials shall not be entitled to claim care expenses unless they have indicated, in writing, at the time of their accepting the invitation, their intention to claim care expenses and the expected amount of those expenses and such claims shall be approved by the Eastern Ontario Section.
- c) Officials shall not be entitled to claim care expenses greater than the actual care expenses incurred as a result of their officiating at the competition, or greater than \$40.00 per day, whichever is less.
- d) An invoice or receipt will be required.
- e) This policy is extended to include Section Board members.

12. TRAVEL EXPENSES & MEAL EXPENSES

Please refer to General Policies.

13. RETIRING OFFICIALS *Jan 06*

- a) Every retiring Official receives a letter of thanks and appreciation from the respective Committee Chair.
- b) Those who have been "active" for at least five years, receive a gift from the Section valued at approximately \$25.
- c) Those who have been "active" for a longer period of time, or who have contributed in other ways (such as serving on a Committee) are invited to the Annual Awards luncheon, and presented with a gift valued at approximately \$50.

SECTION 12

EOS AGM

1. LUNCHEON TICKETS *Jan 05*

The List of Section Guests for the EOS Achievement Awards Luncheon will include the following:

- Current Board Members
- Incoming Board Members
- Candidates running for Election to the Board
- Award Winners and Guests – Athlete Award Winners will be allowed two (2) guests. Award winners, those receiving 25 year and 50 year Volunteer Pins and retiring Officials will be allowed one (1) guest. *Apr 11*
- Sponsors
- Invited Guests
- Resource People
- Office Staff

2. CONNECTIONS - WORKSHOPS *Feb 04*

Candidates running for election to the Board will pay full price for the workshops. Committee members will be charged a reduced rate for the workshops.

3. 25 YEAR PINS *Apr 01*

The Section will provide the 25-year pins to volunteers only, not professional coaches. The 25-year coaches pins (not the volunteer pins) are awarded to coaches by clubs.

4. ELECTION POLICY *Jan 05*

- a) Clubs are encouraged to send a delegate to the AGM. All Delegate forms must be duly signed by the club's President and one other Executive member; and, the signatures must bear the most recent date of election.
- b) Clubs may directly designate their proxy to a specific delegate. All undesignated proxies whether collected by the Region Representatives or sent to the Section office, are to be turned over to the Chair of the Nominating Committee for distribution to Board members. Any instructions from the clubs with regards to voting preferences must be adhered to. Clubs are encouraged to send their proxy forms to the Section office at least 72 hours prior to the Annual General Meeting.
- c) All information regarding election procedures and candidates is to be funnelled through the Section office. All forms and communications for all candidates as well as information regarding the election process are to be standardized. Standardization of information and the delivery of consistent messages are key components of this policy.
- d) Clubs are to be given the opportunity to indicate their preferences in candidates or other business items in the appropriate place on the Proxy forms as required. Clubs are also entitled to a secret ballot proxy for elections, and may do so by forwarding the Proxy forms to the Section office, or Chair of the Nominating Committee in a sealed envelope.
- e) Biographies for candidates are to be sent to the membership and may include a photograph supplied by the candidate. The biographies, which should be no longer than two pages, are to be created using a standard template, which will be supplied, and which will be printed by the office. All biographies and election information will be distributed by the Section office in the AGM package, which is to be mailed twenty-one days prior to the AGM. The Section will assume the cost of the printing and mailing.
- f) All Candidates Meetings may be held in each region or grouping of regions as appropriate. Candidates must assume their own costs, and the Region Representatives expenses will be covered by the Section. If a Region Representative is seeking election, his/her expenses will not be covered by the Section.
- g) A candidate may only seek election for the specific position for which he/she was originally nominated. If a candidate is not successful in their election, he/she may not "drop down" and seek election for another position whether vacant or made vacant by a resignation.



Board Policy & Procedures

- h) Board members must carry their own vote as a Board delegate and may carry a maximum of 5 proxies.

SECTION 13

SKATE CANADA ACGM

- 1. PAYMENT OF EXPENSES FOR CANDIDATES SEEKING ELECTION TO THE SKATE CANADA BOARD** *Oct 98*
An Eastern Ontario Section supported candidate should be a Candidate nominated by the Eastern Ontario Section Chair on behalf of the Section Executive. The EOS Executive will decide on an individual and year – to – year basis whether or not the Eastern Ontario Section should pay the candidate’s expenses to the Skate Canada ACGM. The Eastern Ontario Section will not pay the expenses of any candidates who are not nominated by the Section.
- 2. EOS BOARD OF DIRECTOR’S EXPENSES** *Sep 02*
The level of reimbursement of the expenses of the Board of Directors to attend the ACGM will be determined annually. The level of expenses of the Office Administrator will be the same as the Board of Directors.

Expenditures for attendance at the Skate Canada Annual General Meeting will be a maximum of \$10,000 each year and the actual attendees will be determined as a result of group discussion once the conference program has been determined. *Mar 10*