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**Policy:** Clubs/Skating Schools in Good Standing  
**Effective Date:** September 1, 2018  
**Reviewed and Approved:** September 17, 2022

Clubs/Skating Schools in the Skate Canada: Alberta-NWT/Nunavut Section are to comply and partake in certain Section activities each season to be deemed a “Club/Skating School in Good Standing” with Skate Canada: Alberta-NWT/Nunavut. A season is defined as September 1-August 31.

Clubs/skating schools are considered in good standing with the Section when in compliance with the two mandatory requirements.

**Mandatory Activity Requirements:**

1. Respect in Sport Activity Leader Training: on-line training to be completed by each member on the Club Board of Directors or Skating School Owners and Directors. Details on how to complete the training is posted on the Skate Canada Info Center and Section website. There is no charge for this Board development training.
2. Participation in annual Club/Skating School Survey (distributed to clubs/skating schools annually by November 15)

Mandatory activity requirements must be completed by December 15 each season.

**How to Submit Your Activity Reporting to the Section Office**

**Respect in Sport Activity Leader Training Reporting:**

- Each Section Club President and Skating School Owner is responsible to email the Section Office the following information for each member of their Club Board or Skating School Directors:
  - Name and their position with the club/skating school
  - Skate Canada registrant number
  - Respect in Sport Activity Leader training certificate number

It is the responsibility of the Club President/Skating School Owner on an annual basis, to ensure that the Section office receives the above required information as confirmation of the Respect in Sport Leadership Training requirement by December 15 each season. Once an individual has completed the training, the certificate is valid for 3 years.



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### **Compliance**

All clubs/skating schools that are compliant with the mandatory activity requirement will have their club/skating school identified on the Section website as clubs/skating schools invested in Safe Sport Practices ensuring all coaches, Club Board of Directors or Skating School Owners and Directors have completed the Nationally Recognized Respect in Sport Activity Leader Training. Clubs/skating schools that have not met the mandatory activity requirement will not be listed.

Failure to comply with this policy may result in Section sanctions (ex. Competition, carnival/ice show sanctions) being denied until the club/skating school becomes compliant.

### **Clubs and Skating Schools are encouraged to participate in the following activities:**

1. Each club to have current and signed club bylaws and each Skating School to have their policies on file with the Skate Canada: Alberta-NWT/Nunavut office (must be reviewed/updated every five (5) years) \*\*Starting September 1, 2023, the requirement to have a copy of the club bylaws or skating school policies on file with the AB/NT/NU office will be implemented as a mandatory requirement to be in good standing with the Section.
2. Club or Skating School representation at a minimum of one Local Region Committee Meeting during the season.
3. Delegate Representation at the Skate Canada: Alberta-NWT/Nunavut Annual General Meeting
4. Submit a minimum of one award nomination each season through the Section Awards Program.

The Section Office tracks the following activities: responses from the Club/Skating School Survey, status of club bylaws and skating school policies, representation at the Section AGM and submission of award nominations.

Region Reps are required to provide the Section Office with the sign in sheet and/or the meeting minutes of each Local Region Committee Meeting to allow the Section Office to track the representation at these meetings.