



**2025 Call for Applications: Region Coaching Representatives**  
**Skate AB | NT | NU**  
**Edmonton, South, Northwest, and NWT Regions**

**AB | NT | NU**

**To:** Skate AB | NT | NU Skate Canada Coaches  
**Date:** February 12, 2025  
**From:** Monique Moore, Skate AB | NT | NU Nominating Sub Committee Chair

---

The Nominating Sub-Committee is seeking prospective candidates for the positions of **Region Coaching Representatives** for Skate AB | NT | NU (the “Section”). One Region Coaching Representative will be elected per eligible Region and the successful candidates will be members of the Section Coaching Committee and their respective Local Region Committee.

Region Coaching Representatives are Skate Canada Coaches who are registered as a resident within the Section and who have been elected by the Registered Coaches in good standing within the Section. Elected Region Coaching Representatives may only serve three (3) consecutive 2-year terms.

**Available Region Coaching Representative Positions for 2025-2027 Term:**

- Edmonton Region Coaching Representative (2-year term)
- South Region Coaching Representative (2-year term)
- Northwest Region Coaching Representative (2-year term)
- NWT Region Coaching Representative (2-year term)

**Eligibility of Region Coaching Representatives:**

To be eligible to be elected to serve as a Region Coaching Representative, a candidate must:

- a) be a registered Skate Canada Coach at the time of nomination (and for the duration of the term);
- b) be in good standing of Skate Canada and the Section;
- c) not have served three consecutive terms as Region Coaching Representative within the designated Region and;
- d) reside within the Region they wish to represent.
- e) not be currently serving on the Skate AB | NT | NU Board of Directors  
*If a Region Coaching Representative is elected or appointed to the Section Board of Directors at any time during their term, the Region Coaching Representative must immediately resign their position as Region Coaching Representative.*

All members of the Local Regions Committee and Coaching Committee shall serve without remuneration.



**AB | NT | NU**

## **Composition of the Skate AB | NT | NU Local Region Committees and Coaching Committee**

Region Coaching Representatives represent the coaches of their respective Regions and represent the Region in which they reside.

There are nine (9) Regions within the Section, and each Region is represented by a Local Region Committee (currently excluding Nunavut). These Committees are comprised of a minimum of five (5) Committee Members, to a maximum of nine (9) Committee Members: Region Representative, Assistant Region Representative, Secretary/Treasurer, Assessment Coordinator, Coaching Representative and Members at Large.

The Region Coaching Representative for each Region is also a member of the Section's Coaching Committee.

### **Application Process**

Interested applicants are required to submit their application using the online nomination form, which is available on the Skate AB | NT | NU website.

**Region Coaching Representative Applications will be accepted until March 31, 2025, at 12:00 pm (noon) MT.**

When submitting your application, please have the following available to complete your submission:

- Head shot photo
- Skate Canada number
- The name and email of a Skate Canada registrant or Skate Canada Coach who would endorse your application.

### **Election Process**

The election rotation for the Region Coaching Representatives is as follows:

**Odd Years:** Edmonton, South, NWT, Northwest and Nunavut (if applicable)

**Even Years:** Northeast, Central, Calgary and Peace

This **Call for Applications** for **Region Coaching Representatives** will be distributed to all Section Skate Canada Coaches who are listed as a Coach for the current season with the Section and reside within the Section at the time of distribution.

Elections for the Region Coaching Representatives will take place electronically, by and amongst the Section Skate Canada Coaches residing in the applicable Region, by electronic ballot as determined by the Chair of the Section's Nominating Sub-Committee.



**AB | NT | NU**

To ensure that all Committee Members are elected by a simple majority, a voting procedure as approved by the Skate AB | NT | NU Board of Directors shall be conducted.

The results of the Region Coaching Representative elections will be announced at the Skate AB | NT | NU Annual General Meeting.

## **Election Procedures**

- The Call for Applications for Region Coaching Representatives is distributed from the Section Office to all registered Coaches of the Section via their last known email address on file.
- Applications to fill a vacancy of Region Coaching Representative may be submitted by the nominee and accompanied by an endorsement. All submissions must be submitted electronically, pursuant to the Section policies by March 31, 2025, at 12:00 PM (noon) MT, to the Chair of the Nominating Sub-Committee or designate. Late applications are not accepted.
- Applications are accepted only through the Section's online application form.
- Electronic ballots, along with detailed candidate descriptions, will be available for a period of ten (10) days and will run in April. Information will be emailed to each eligible voter.
- Each registered Coaching member in good standing shall be entitled to one vote for a Region Coaching Representative for their Region. There is no proxy voting.
- The successfully elected Region Coaching Representative will be advised of the results within five (5) days of the close of the applicable election.
- The elected Region Coaching Representatives will be announced at the Skate AB | NT | NU Annual General Meeting.
- Region Coaching Representative Election Tie Breaker Policy: In the event of a tie, a second ballot will be cast electronically. If a tie remains after the second vote, the current Section Coaching Committee Lead shall cast the deciding vote. If the Section's Coaching Committee Lead is in a conflict of interest, then the Section Chair would cast the deciding vote.
- In the event any changes are required to the voting process, once it has commenced, communication will be provided to all Registered Coaches both electronically and via the election platform if applicable.

## **Questions**

Questions regarding the elections and nomination process may be directed to the Section Nominating Sub-Committee Chair, Monique Moore, at [mickmoore12@gmail.com](mailto:mickmoore12@gmail.com)