



## **Cloverdale Skating Club (CSC) Board Member Positions and Roles**

*Updated Jan 2023*

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Where not otherwise stated “Club” and “CSC” shall refer to the Cloverdale Skating Club.

## Required Elected Board Members

In accordance with the Cloverdale Skating Club Bylaws, the Board will be composed of a minimum of four (4) and a maximum of eleven (11) Directors as follows:

- (a) the President,
- (b) the immediate Past President, if any;
- (c) the Vice President, if any;
- (d) the Secretary;
- (e) the Treasurer;
- (f) the Coaches’ Representative; and
- (g) up to five (5) Directors-at-Large.

As an Operational Board, the term of a Director-at-Large will be reduced to one year if the Director does not hold an operational role.

## **General Board Member Roles and Responsibilities**

The role of the Cloverdale Skating Board is to provide:

- Direction: Oversight, mission, vision and strategy
- Protection: risk management
- Accountability: reporting to members and stakeholders

In accordance with the Club mission statement.

The legal obligations of all Board members include:

1. Honesty: Act with honesty, in good faith and in the best interests of the Club.
2. Loyalty: Work exclusively for the best interest of the Club and avoid conflicts of interest. While Board members may disagree, once any decision has been reached it is expected that Board members will display a positive, united attitude.
3. Care: Act diligently and prudently based on common sense.
4. Diligence: Remain informed so that you can enquire appropriately about the ordinary management of the Club’s affairs and assess risk.
5. Skill: Display prudence based on experience that a specific board member may possess; use special skills for the benefit of the Club.
6. Prudence: Carefully try to foresee a proposed action’s likely consequences.

All Board Members Shall:

1. Be a member in good standing and enforce all bylaws, constitutions and policies of the Cloverdale Skating Club; follow the Skate Canada Rules and regulations, policies, and guidelines to guide and administer the Cloverdale Skating Club needs in accordance with the Cloverdale Skating Club mission statement and strategic plan (if applicable)
2. Be aware of, understand, accept and uphold the following:
  - Club Code of Ethics
  - Coaches Code of Ethics
  - Skate Canada Rule Book
  - The Cloverdale Skating Club Mission statement
3. Work to create and maintain a positive learning environment for skaters.
4. Act honestly and in good faith, properly exercise powers and avoid conflicts of interest as per the Cloverdale Skating Club Board of Directors Conflict of Interest Policy. Failure to act in this way may result in removal from the Board of Directors through a majority vote of the Board.
5. Carry out duties as delegated in a responsible and timely manner.
6. Be aware of other Board Member's (Executive & Directors) and volunteer Chairperson's duties.
7. Be aware of the professional coach's contractual list of duties / responsibilities.
8. Understand and respect the authority of their position:
  - What decisions can be made without Board consent or knowledge?
  - What decisions require the Board's knowledge?
  - What decisions require Board approval before acting?
9. Board Meeting Responsibilities are as follows:
  - Attend CSC Board meetings regularly and advise the President or Secretary when you may be absent.
  - All Board and volunteer Chairpersons should prepare a written update for monthly Board meetings and for the Annual General Meeting. The written reports will be emailed to the Secretary in advance of the meetings.
  - Review minutes of each Board meeting and complete any assigned task items in a timely fashion.

## **President Responsibilities**

In addition to all General Board Member roles and responsibilities, the President shall:

1. Exercise general supervision of the Club in association with the policies of Skate Canada and the Club.
2. Ensure coaches are managed under the provisions of the Skate Canada Rules and Regulations by providing coaching contracts at the beginning of each season (or as otherwise applicable).
3. Manage the Club's business with assistance of the Board and shall execute and administer the applicable policies and by-laws.
4. Keep informed of all Club activities.
5. Serve as a spokesperson and advocate for Club issues.
7. Be a signatory.
8. Work closely with the Treasurer & Vice President to ensure finances and budgets of the club are kept in proper order.
9. Hold a seat on the Hiring Committee (including preparation of coach's contracts).
10. Along with the Vice-President, recruit new Board members when a full Board is not complete.
11. Act as, or delegate, liaison between the Club and Skate Canada including but not limited to:
  - Representing the Club at applicable meetings
  - Presenting resolutions and/or report to Skate Canada
  - Reporting to the Board notices from Skate Canada.
12. Ensure that Board of Directors are each provided with the following at the beginning of their term:
  - Skate Canada Rules and Regulations, including Skate Canada Club Code of Ethics
  - The Cloverdale Skating Club Constitution and By-laws
  - All pertinent Club policies
  - The Club mission statement and strategic plan (if applicable)
  - Roberts rules of order
13. Delegate tasks as necessary.
14. Act as chair of all Board and General Meetings. In his/her absence, the Vice-President will fill this duty.
15. Act as an ex-official member of all committees.
16. Ensure all board members are informed of upcoming CSC Board meeting dates.
17. Work with the Secretary to prepare an agenda prior to the monthly Board and Annual General Meetings and distribute in a timely manner.

18. Chair monthly Board meetings in a productive, orderly manner and in accordance with Roberts Rules of Order.
19. Cast the deciding vote on all motions that have reached a stalemate at Board and General meetings.
20. Along with the Vice-President, ensure the nominating committee is assembled in advance of the AGM Elections, available positions, procedure for nomination and selection criteria are announced to membership.
21. Prepare a written report summarizing the club's overall organizational performance and program results for the Annual General Meeting.

## **Vice-President Responsibilities**

In addition to all General Board Member roles and responsibilities, the Vice-President shall:

1. Assist the president with all aspects of running the club.
2. Keep informed of all club activities.
3. Be a signatory.
4. Assume all duties and have the same authority as the President in his/her absence.
5. Be the lead in reviewing the Club's constitution and by-laws, Board job descriptions and policies on an annual basis and make recommendations to the Board. Must be aware of timeline requirements for policy amendments. Make sure the updates to items are updated on the Club website. Make sure all needed updates are sent to BC/YK Section or Skate Canada as needed.
6. As required, maintain insurance policies on equipment and properties associated with the Club.
7. Annually review the Emergency Action Plan for any necessary revisions.
8. Annually review the BCYT Membership Manual for any required additions to Board or Club documentation.
9. Along with the President, recruit new Board members when a full Board is not complete.
10. Along with the President, ensure the nominating committee is assembled in advance of the AGM Elections, available positions, procedure for nomination and selection criteria are announced to membership.
11. Oversee/manage Club competitions, Carnivals, and/or Ice Shows; unless otherwise delegated.
12. Hold a seat on the hiring committee (including coaches' contracts).
13. Monitor to be sure the music policy is being followed by coaches or volunteers.
14. Chair meetings when the President is unable.

## **Treasurer Responsibilities**

In addition to all General Board Member roles and responsibilities, the Treasurer shall:

1. Familiarize themselves and be responsible for:
  - Budget preparations
  - Budget management
  - Book-keeping
2. Oversee financial operations of all committees that generate/disperse funds in the name of the Cloverdale Skating Club.
3. Communicate any financial concerns, including but not limited to potential financial ramifications of Board decisions to the Board.
4. Be responsible for the safe control of all club funds, including, but not limited to:
  - Pay all expenses in a timely manner upon receiving original receipt or invoice. (**Note:** any expense over \$200.00 requires prior board approval)
  - Deposit club funds in the bank in a time manner.
  - Billing current and overdue accounts.
  - Issue all skating club credits (if necessary).
  - Issue a receipt for all transactions.
5. Prepare monthly and annual financial statements.
6. Be a signatory.
7. Work directly with the Fundraising Chairperson to establish and maintain reporting from fundraising activities.
8. Be responsible for payroll, including but not limited to:
  - payment of contract amounts as per the contract details;
  - timely payment of coach invoices;
  - rate adjustments for extra work or contract addendums;
  - employer mandated payroll deductions and contributions
9. Work collaboratively and transparently with the Board on all financial matters.
10. Be responsible for all financial statements and applications involving BC Gaming funds.
11. Complete any required tax reports
12. Train replacement when vacating the position.

## **Secretary Responsibilities**

In addition to all General Board Member roles and responsibilities, the Secretary shall:

1. Oversee record keeping and organization of minutes, including submitted reports.
2. In collaboration with President, ensure distribution of meeting agenda and all pertinent information to Board members prior to Board meetings.
3. Issue all notices for Board of Directors and General Meetings.
4. Ensure distribution of meeting minutes to Board members in a timely fashion proceeding meetings.
5. Submit to Skate Canada, BC/YK Section and Registrar of Companies all reports as required.
6. Make sure Zoom links are made available to those who cannot attend meetings in person
7. Unless otherwise delegated to a Communications Chair, handle all correspondence received or sent by the Club or its Committees and handle all communications within the Club.



## **Coach Representative Responsibilities**

In addition to all General Board Member roles and responsibilities, the Coach Representative shall:

1. Be responsible for all coaching staff and CSC Board relations.
2. Handle all coach concerns, questions and/or conflicts relating to coaching duties, interpersonal relationships and for policy issues.
3. Regularly meet with coaching team to seek input on Club programs and operations.
4. Maintain thorough and accurate records/documentation of all coach incidences / complaints on anything that the coach liaison deems necessary.
5. Take seriously any items raised by a coach as a potential issue.
6. Work to encourage club coaches to handle relationships and situations in a harmonious manner.
7. At all times, treat coach matters as confidential, but must report to the Board when meetings have occurred.
8. Report to the Board that he/she is not able to handle alone, need Board intervention and resolution or feel the Board should have knowledge of a matter.
9. Be available and approachable to the best of their abilities.
10. Maintain personnel file including but not limited to the following:
  - Contract
  - Evaluation
  - Letters of discipline
  - Letters of accommodation
  - Letters of complaint
  - Documentation re: N.C.C.P. Coaching documentation, First Aid Certification, Criminal Records Check
11. Hold a seat on the Hiring Committee (including preparation of coach's contracts).
12. Work cooperatively and communicate regularly on staff/coach updates.

## **Director at Large Responsibilities**

In addition to all General Board Member roles and responsibilities, any elected Director at Large shall:

1. Make best efforts to remain informed of Club programs and operations.
2. Assist in additional duties and/or projects, as feasible, to maintain the operations of the Club.
3. Make best efforts to seek input to direct their vote in the best interest of the Club with any Board decisions and/or voting.
4. Familiarize themselves with all aspects of the Membership Manual available for all Clubs on the BCYT website.

## Additional Elected Board Members

The total number of voting board members can not exceed 11 at any time. As an operational board, priority will be given to nominations for Director at Large who will also hold an operational position.

### **Registrar Responsibilities**

In addition to all General Board Member roles and responsibilities, the Registrar shall:

1. Coordinate Club registrations in accordance with Club and Skate Canada policies and by-laws.
2. Complete Skate Canada registrations according to Skate Canada regulations and deadlines, including, but not limited to:
  - Club skaters and Board members
  - Register officials (judges etc.) who have requested registration with the Club.
  - Competitive skaters **prior** to early registration date.
3. Be the main point of contact with the City of Surrey including:
  - Be responsible for the booking and/or cancellation of all Club ice rentals including regular season ice, off-season ice, holiday ice and/or special event ice, as determined by the Ice Allocation Committee.
  - Advocate for CSC with the City to gain additional ice where needed.
  - Book off-ice rooms as required for off-ice, meetings and/or special events.
  - Sign ice contracts, as advised by the Ice Allocation Committee, sending a copy of the contracts to the President, Treasurer and Director of Programs.
  - Attend all affiliated association's Ice Allocation Meetings on behalf of the Club.
4. Prepare and maintain reports of Club ice requirements.
5. Submit registration numbers to the City of Surrey at the requested times (October and February).
6. Ensure the accuracy of all invoices of all ice rentals and a timely submission of invoices.
7. Arrange and confirm date, time for registrations to begin with the Director of Programs and notify communications chair for advertising purposes when necessary.
8. Input all registration of programs into Uplifter. Proofread registration information before registration goes live.
9. Maintain Uplifter: Programs, Seasons, Categories, Category Levels, Facilities/Location, Custom Fields.
10. Be aware of maximum/minimum registrants allowed for each program and have the authority to regulate with the permission from the Director of Programs.
11. Ensure all skater waiver forms, code of conduct and fees are collected prior to the start of a season. Have **all** parents and skaters sign the CSC Code of Conduct.
12. Complete any requested and approved withdrawals and/or program transfers, communicating any payment changes to the Treasurer

13. Submit registration lists to the Director of Programs for each program.
14. Complete and submit membership insurance by required dates:
  - Print off the insurance form from the Skate Canada website (for arena insurance), complete the form, fax/email a copy to the noted party.
  - When the noted party returns the confirmation of insurance: fax/email/hand deliver a copy to the City of Surrey. Keep a copy for your files and give a copy to the President.
15. Upon request of a transfer to another club, produce a letter acknowledging a skater is in good standing with the Club and/or obtain a letter of acknowledgement of a skater's standing if a skater transfers to CSC.
16. Attend Can Skate sessions in the first 2 weeks of each set. (If unable to attend find a replacement to go)
17. Liaise with the Board on any concerns and recommendations regarding registration issues.
18. Respond to registration inquiries and follow up with Director of Programs with any new registrations.
19. Ensure registration information is given to the Communications Chair to post on the CSC Website.
20. As directed by the Director of Programs and/or CanSkate Coordinator, communicate to all program registrants any information needed regarding the start of their program

## **Communications Chair Responsibilities**

The Communications Chairperson shall:

1. Create/update any CSC Information pamphlets. Make multiple copies for the Registrar prior to each registration date. Make a copy for the club bulletin board and multiple copies for the City of Surrey
2. Ensure that all Club news and promotions are communicated to the public and members using the following medians:
  - CSC Website,
  - CSC Arena Lobby Bulletin Board,
  - Social Media Outlets
  - Local newspaper etc.
3. Maintain regular contact with news media to ensure maximum publicity for the club. Keep a current list of all media contacts and update as necessary.
4. Be responsible for reviewing/editing all Club articles being submitted to media outlets.
5. Provide submissions for “Thin Ice” publication on behalf of the Club.
6. Update the CSC website with applicable information such as registration dates, schedules, competitions, Board contacts, Coach info, etc.
7. Create & publish ads for a new Professional Coach, if required.
8. Sponsorship:
  - Recruit, solicit, and maintain sponsors for the Club.
  - Maintain the sponsor board(s) at all Club-rented facilities.
  - Ensure proper and timely placement of sponsorship on website and communication board
9. Prepare a written report for the Annual General Meeting detailing any communication / marketing efforts, successes and/or challenges and email to the Secretary prior to the meeting.

## **Coach/Skater Liaison Responsibilities**

The Coach Liaison shall:

1. Oversee relationship between CSC Board and coaching staff.
2. Report to Coach Representative any coach incidences / complaints on anything that requires documentation.
3. Take seriously any items raised by a coach as a potential issue.
4. Work to encourage Club Coaches to handle relationships and situations in a harmonious manner.
5. At all times, treat coach matters as confidential, but must report to the Board when meetings have occurred.
6. Report to the Board that he/she is not able to handle alone, need Board intervention and resolution or feel the Board should have knowledge of a matter.
7. Be available and approachable to the best of their abilities.
8. Work cooperatively and communicate regularly on staff/coach updates.

## **Special Events Chair Responsibilities**

The Special Events Chairperson shall:

1. Organize all aspects of special events, including:
  - Rental of space, if applicable
  - Supplies
  - Food/Snacks etc.
  - Volunteers, if required
  - Decorations etc.
2. Effectively communicate with the Director of Programs, CSC members/Board to determine participation, scheduling, music, food, etc. for the special event.
3. Plan and organize beverages/meals/snacks for all CSC hosted events requiring hospitality for guests, officials and member (events such as: test days, competitions, seminars etc.).
4. Be at the event (or find an alternate) all day.
5. Keep inventory of related supplies (paper plates, cups, cutlery etc.) and maintain an inventory list.
6. Organize, set up and clean up.
7. Recruit members for assistance, as needed.
8. Book hotels for judges, dance partners, seminar moderators etc., as needed.
9. Arrange transportation or judges, dance partners, moderators, as needed.
10. Prepare a report for the monthly Board meetings as needed.
11. Prepare a written report for the Annual General Meeting and email to the Secretary in advance of the meeting

## **Fundraising Chair Responsibilities**

The Fundraising Chairperson shall:

1. Organize all aspects of fundraising events.
2. Find a Co-Chair or volunteers to assist, as necessary.
3. Choose fundraising items to sell or activities to participate in, prepare a plan and present to the Board for approval.
4. Order and distribute fundraising sale items as needed.
5. Prepare all fundraiser-related memos.
6. Collect funds from skaters and prepare deposits for the Treasurer.
7. Keep track of funds raised.
8. Be responsible for either returning parent's cheques or depositing them at the end of each set. This depends on whether fundraising goals are met or not.
9. Organize all aspects of club sponsorship and donations.
10. Organize fundraising for all special events (local competitions or our ice show).
11. Submit BC Gaming license application for any fundraising that requires it (ex: 50/50 draw).
12. Prepare a report for the monthly Executive meetings as needed.
13. Prepare a written report for the Annual General Meeting and email to the Secretary in advance of the meeting.



## **Regional Rep. Responsibilities**

The Regional Representative shall:

1. Attend all section meetings and report back to the Board. When unable to attend a section meeting ensure a replacement has been found to attend on behalf of CSC.
2. Be the liaison with the Region (BC Coast) and Section (BCYK) as needed for any communications.

## Additional Committees and Non-Voting Roles

### **Ice Allocation Committee**

The Ice Allocation Committee consists of no less than three Board members and must include the Director of Programs and Coach Representative (or a designate).

The Ice Allocation Committee shall:

1. Remain attentive to the needs and requests of Club members (skaters and families), as well as the Coaching team, bringing those forward to the committee for consideration with respect to ice allocation.
2. Work closely with the Director of Programs in preseason planning to submit ice allocation requests to the Registrar.
3. Upon receipt of Ice Contract, collaborate with Director of Programs to evaluate the proposed schedule.
4. Collaborate with Treasurer to determine pricing of the approved schedule.
5. Collaborate with the Registrar regarding the approved schedule and pricing to determine options for any applicable discounts and/or package options.

## **Hiring Committee**

The Hiring Committee consists of no less than three Board members. The President, Vice President and Director of Programs will make up the hiring committee. On the occasion some of these positions cannot be a part of the hiring committee due to conflict of interest, another elected board member shall step in.

The Hiring Committee shall:

1. Develop job descriptions and job postings for any new Club positions.
2. Post and update any job openings for the Club on relevant websites.
3. Screen applications for Club positions.
4. Develop interview questions and participate in the interview process.
5. Work collaboratively to evaluate any applicants with respect to the needs and mission of the Club.
6. Prepare job offers and contracts.
7. Annually review each coaching contract and update as needed.
8. Update the Board with any progress or changes with respect to Club positions.
9. Maintain personnel file including but not limited to the following:
  - Contract
  - Evaluation
  - Letters of discipline
  - Letters of accommodation
  - Letters of complaint
  - Documentation re: N.C.C.P. Coaching documentation, First Aid Certification, Criminal Records Check
10. Post all coaches list of duties/responsibilities in the Club so all Board members and coaches are clear of expectations.

## **Nomination Committee**

The Nomination Committee consists of no less than three members. At minimum, the President, Vice President and Director of Programs will make up the nomination committee (or representative thereof). When possible, it is encouraged to have a committee member who is not part of the current board.

The Nomination Committee shall:

1. Assess terms of current board positions prior to the AGM announcement to clarify which positions are available.
2. Provide information for the AGM announcement to clarify nomination process and deadlines.
3. Provide nomination form for any club members that wish to nominate an individual for an upcoming board position.
4. Follow up with all nominees to gather required documentation to complete their nomination file including:
  - resume detailing any board experience
  - references
  - endorsement from a current or prior CSC board member
5. Evaluate completed nomination files, including contacting applicable club boards for review on their experience with the club member in a board role.
6. Provide the board with a report regarding their recommendations for approval or rejection of any nominations at the board meeting prior to the AGM.
7. Should the number of nominees be equal or less than the number of available positions, the Nomination Committee will recommend the board slate for acclamation at the AGM.
8. Should the number of nominees exceed the number of available positions, the Nomination Committee will provide information regarding the voting process for the AGM to all club members at least 2 weeks prior to the AGM.

## **Test Chair Responsibilities**

The Test Chairperson shall:

1. Keep current with all Skate Canada test policies as well as CNCR Test Chair manual at skatecncr.com.
2. Collaborate with the Director of Programs to ensure that skaters that are ready for testing have the opportunity to test in a reasonably timely manner.
3. Communicate with the Treasurer with respect to any upcoming tests and testing fees.
4. Prepare required Skate Canada test papers for any testing skaters and provide to the Director of Programs for distribution to the testing Coaches.
5. Upon completion of any test, update the Skate Canada portal with test results. Track and record all CSC skaters' test records as per Skate Canada and club policies and procedures. Print a copy for the CSC office bulletin board.
6. Prepare and email the Communication Chair a list of tests passed so the Club website can be updated.
7. Deal with Discrepancy Reports from Skate Canada and resolve the discrepancy.

*High Test Responsibilities (when hosted by another club):*

8. Be CSC contact for Test Day questions or concerns.
9. Print & distribute test forms (for CSC skaters only) for the coaches.
10. Distribute test fee charges to CSC members and collect fees. Make sure the hosting Club is paid by the CSC Treasurer.
11. Produce a letter acknowledging that a skater is in good standing with our club for any out of province or out of town test days, as requested.

*High Test Responsibilities (when hosted by CSC):*

12. Email information to all needed clubs following the timeline in the CNCR Test Chair Manual.
13. Request ice time & room bookings with the Registrar.
14. Arranging judges according to test day needs and levels (including booking flights).
15. Arrange dance partners, as required (including booking flights).
16. Request from Hospitably Chairperson:
  - Food for judges, CSC test chair & all coaches attending.
  - Arrange hotels for judges and dance partners as needed.
17. Find music players.
18. Request for helpers to run paperwork back to office on large test days.
19. Print and distribute test form applications (for CSC skaters only) for the coaches.
20. Distribute test fee charges to CSC members as well as other participating clubs.
21. Submit correct documents to Skate Canada as needed and in a timely manner. Confirm that

all current forms are being used as this could affect the skaters' passing status. The incorrect skills could be evaluated if incorrect forms are in use.

22. Check with CNCR Test Chair for any updates or changes to the procedures for test days.
23. Arrange dance partner schedule (follow the suggested times in the CNCR Test Chair manual).
24. Be our club liaison for any other clubs (with test day questions) and keep communications open with all coaches that have skaters involved in test days.
25. Collect all applicable test fees and test day expenses and prepare a deposit for the Treasurer.
26. Report all fees to be paid to Skate Canada and the CNCR Judges Bureau to the Treasurer, along with the appropriate paperwork.
27. Give the Treasurer a report of unpaid test fees and expenses relating to the test day.

*Communication:*

28. Prepare a report for the monthly Board meetings as needed.
29. Prepare a written report for the Annual General Meeting and email in advance to the Secretary.

## **Skater Representative Responsibilities**

(as of 2023, this position has never been fully developed or utilized)

The Skater Representative shall:

1. Engage with the Club skaters and dialogue with Board regarding any concerns and/or suggestions.
2. Suggest opportunities for skater engagement to the Board.

## **Equipment Chair Responsibilities**

The Equipment Chairperson shall:

1. Be responsible for all skating equipment and apparel owned by the Club.
2. Maintain an accurate record of all equipment owned by the Club.
3. Be responsible for the buying and repairing of all equipment with the approval of the Board, including purchasing supplies necessary in the use of the club equipment (batteries, cords etc.).
4. Ensure that all equipment borrowed from the Club is signed out and properly recorded.
5. Ensure that equipment not returned, and which has an impact on the status of a “member in good standing”, is brought to the attention of the Registrar and the Board.
6. Ensure surplus equipment is disposed of with the approval of the Board.
7. Be responsible to authorize any Club apparel purchased for/by club skaters as per the direction of the Board.
8. Oversee the use of the Club and Skate Canada logo as per the direction of the Board.
9. Handle repairs, sign-out, maintenance and all aspects of the following club equipment:
  - On Ice Harness / Off Ice Harness
  - Podium
  - iPod
  - Stereo System
  - Video Camera
  - Headsets and/or radios
  - Microphones
  - Board Laptop
  - Printer/copier
  - Costumes / hats
  - Ice Show lighting
  - Hospitality items
10. Create an updated list (yearly) for insurance purposes and give the Club President.
11. Handle requests to borrow CSC equipment. Get Board approval and a written contract between the borrower and the Club.
12. Schedule video players for competitions, test days or special events as requested by the coaches.

*Communications:*

13. Prepare a report for the monthly Board meetings as needed.
14. Prepare a written report for the Annual General Meeting and email to the Secretary



## **Ice Show Chair Responsibilities**

The Ice Show Chairperson shall:

1. Develop various Ice-Show themes with coaches.
2. Form Ice-Show committee.
3. Set budget (overall and within committee designations).
4. Collaborate with the Treasurer to manage all monies in/out.
5. Organize coach contracts re: Ice Show duties.
6. Book all outside venues/contractors (i.e. arena, lighting, photographer, printer, special guest etc.)
7. Ensure all CSC members are informed on various dates, requirements, etc.
8. Ensure all ice show forms are returned and fees paid.
9. Apply for a city grant for ice fee coverage.
10. Attend/hold ice show meetings.

## **Competition Chair Responsibilities**

This position is only required if/when the Club hosts a Skate Canada competition.  
The Competition Chairperson shall:

1. Work with the Registrar to make sure ice is booked for competition dates.
2. Contact the CNCR for any needed information about the competitions.
3. Liaise with the Board on any concerns and recommendations regarding competition issues.
4. Email Coaches and attending Clubs to let them know the competition announcement and registration is posted on the CNCR and BC/YK Skate Canada websites.
5. Send out registration forms when needed and collect applicable fees and registration forms, proofread for errors and omissions, and prepare a deposit for the treasurer. Submit forms and payment.
6. Schedule the following:
  - Competition dates and time slots (with assistance from chief judge and CNCR).
  - Judging scheduling.
  - Transportation of judges and officials.
7. Be responsible for medal ordering.
8. Prepare a volunteer schedule and find ice captains, registration table help, music players, runners, fundraising table help, food room help etc.
9. Speak to arena concession about choices of food for the competition dates.
10. Liaise and effectively communicate with the Special Events Chairperson regarding the following:
  - Judges and officials hotels.
  - Blocking rooms for competitors.
  - Preparing TSC families to bring food for judges / officials and a food room for coaches.
  - Finding helpers for the Hospitality Chair to run the food rooms.
11. Liaise and effectively communicate with President regarding the presentation of medals and awards.
12. Liaise and effectively communicate with Registrar regarding the following:
  - Making sure all ice that is needed has been requested and the contract thoroughly checked.
  - Prepare registration for the competition or jamboree.
  - Setting up a registration / check in table at competition (and collecting music).
13. Liaise and effectively communicate with Registrar regarding the following:
  - Acquire prizes for basket draws, lottery license for 50/50, lottery licence for raffle tickets, other ideas.
  - Acquire items for skaters goodie bags.
  - Acquire sponsorship for the event.
14. Liaise and effectively communicate with Communications Chair regarding the following:

- Update the local newspaper and TV shows of the event information.
  - Update information on the TSC website and bulletin board.
15. Liaise and effectively communicated with Skater Representative regarding the following:
- Create decorations for the competition / jamboree.
16. Prepare a report for the monthly Executive meetings as needed.
17. Prepare a written report for the Annual General Meeting and email it in advance.