



Whitby Synchronized Skating Teams
2019-2020 Skater Handbook
Beginner 1 Team

2019-2020 Skater Handbook

Congratulations, your skater has been offered a spot on the Ice Fyre Beginner 1 team for the 2019-2020 season. Please refer to the following document for information on the upcoming season.

If you have any specific question regarding your skater's placement on the team, please email the coach directly.

Skater Acceptance & Online Registration

- **The Skater Acceptance Day is:**
 - **Sunday April 28th between 5:00 – 7:10 PM in the McKinney Arena. The team is on ice from 5:30 – 6:30 that day. Parents can sign up for a timeslot to review the paperwork at <https://signup.com/go/npepAKh>**
- For all skaters under the age of 18 years, a parent must be present to hand in the signed skater acceptance form and acknowledgement.
- Members of the WSST Board will be on hand to process and review the paperwork with the parent.
- To complete the acceptance process, the skater must also be registered through the online system at <https://icefyre.uplifterinc.com/>. This step in the process can be completed prior to the Skater Acceptance day.
 - The system provider advises that some users may have difficulty accessing their online registration account on a phone. They recommend usage of a computer and using Google Chrome or Mozilla Firefox as the browser. The provider has notified Ice Fyre that Microsoft is no longer supporting Internet Explorer (out of date) and you may encounter difficulty using that browser with Uplifter.
 - If you are paying by Interac, please make sure your computer security allows pop-up boxes. To process the payment, you will be redirected to Interac's system.
- The **online registration process must be completed within 3 business days of the written acceptance being received**. A signed Skater Acceptance form will be considered NUL after that time period lapses.

Ice Fyre Skater Acceptance Form 2019-2020 Season

Print the acceptance form (2 pages) and return it on the Skater Acceptance Day.

Skater Name: _____ is accepting a position on the **Beginner 1 team**.

Skater's Date of Birth: _____ Skate Canada #: _____

Parent/Guardian Name(s): _____

Address: _____

Parent(s) e-mail: _____

Skater(s) e-mail: _____

Parent Phone #: _____ Skater Phone #: _____

As **parent/guardian** for the above skater, I acknowledge that I have reviewed the entire skater handbook and have had the opportunity to have any questions answered by the Board, and if applicable, coaches.

Initial below

_____ I have reviewed the skater acceptance and online registration instructions and understand that the online registration must be completed prior to the deadline or this agreement will be considered NUL and VOID.

_____ I have reviewed the fees as outlined in the agreement and understand that any account in arrears beyond 30 days (with prior arrangement) will result in my skater having their on-ice privileges automatically suspended.

_____ I have reviewed the skater / family commitments as outlined in the agreement and I commit to; **(initial beside the appropriate response for each commitment)**

1) _____ Volunteering for the required number of Bingo Shifts

OR

_____ Paying the buyout fee (please invoice now)

2) _____ Volunteering for the annual ice show / providing identified substitute

OR

_____ Paying the buyout Fee (please invoice now)

_____ In addition, I commit to receiving the five ice show tickets that are included in the team fees that may be sold (proceeds kept by the parent) and committing to sell 10 raffle tickets if the club chooses to conduct a club wide raffle.

_____ I acknowledge that should circumstances change and the commitments are not fulfilled the club can invoice me for the buyout fee (on/after the identified dates) and it will be immediately due to the club.

_____ I have reviewed the team practice schedule and I am aware of the time commitments including spring training and summer camp if applicable. I understand the importance of attendance to team practice and the impact that non-attendance may have, on not only my skater but the other skaters of the team as well. I will communicate any absences / lateness to the coach with as much notice as possible.

_____ I have read, understand and acknowledge acceptance of the WSST policies / practices in the handbook including:

- a) Skater Code of Conduct
- b) Skater Eligibility
- c) Single Skating Requirement (Youth Teams)
- d) Helmet Use Policy
- e) WSST Waiver and Release
- f) WSST Photography / Video Policy
- g) Skate Canada Concussion Policy
- h) Skater Placement, Practices and Competitions
- i) WSST Skater Accounts - Payments, Credits and Refunds
- j) Fundraising / Sponsorship Policy
- k) Bingo Policy

Signed and Acknowledged

Parent/Guardian Signature: _____ Date: _____

Whitby Synchronized Skating Intake Review

The paper form was reviewed:

Board Member Signature: _____ Date: _____

The Online Registration was completed on (date): _____

Team Fees

- The Beginner 1 Team fee for the 2019-2020 is \$995. Team fees can be paid in advance or per the payment schedule below.
- Team Fee Installment Payment Schedule.

Due Date	Amount
Commitment Fee – May 1st (date online registration is due)	\$155
June 1 st	\$120
July 1 st	\$120
August 1 st	\$120
September 1 st	\$120
October 1 st	\$120
November 1 st	\$120
December 1 st	\$120

- **It is the skater's / parent's responsibility to ensure all team fees are paid on time. Any accounts in arrears beyond 30 days (without prior arrangement made) will result in the automatic suspension of the skater's on-ice privileges. Once the account is brought current, on-ice privileges will be reinstated.**
- Team Fees can be paid online with credit card direct debit (Interac) or skater credit.
 - Please note for direct debit, the system cannot post-date/schedule debit payments. Skaters who wish to pay by direct debit will need to log in to the system each time a payment needs to be made.

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| <ul style="list-style-type: none"> • Since both credit card and direct debit payments will be available for the upcoming season, WSST will not be accepting post-dated cheques or cash payments for Team Fees. |
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Other Skater / Family Commitments

Team	Bingo Shifts Volunteer	Ice Show Tickets	Ice Show Volunteer	Raffle Tickets
Beginner 1	1 shift	Yes	Yes	Yes

For further details refer to the sections below.

Bingo Shifts (per skater)

- If applicable, the required number of bingo shifts must be completed between May 1, 2019 and April 30, 2020 and be committed to by January 1, 2020
- Bingo shifts taking place between January 2020 - April 2020 must be committed to prior to January 1, 2020 or the buyout fee will automatically apply and is immediately due.
- Bingo volunteers must be 15 years of age or older.
- Skaters / parents may buyout of the requirement for \$50 per shift (max \$100).
- Bingo shifts will be posted online (link will be emailed) and made available for view-only access prior to the sign-up period commencing. Skaters / parents who need to complete the required number of shifts have access to sign-up first. Once the **open sign up period** starts (usually 1 week later), there is no restrictions on who can sign-up or for how many shifts.
- Skaters / parents who volunteer for more than the required number of shifts earn a \$50 credit to their account for each shift.
- Bingo shifts can be changed up to 7 days before the bingo date without penalty. Late cancellation notice will result in a \$75 charge to cover your shift.
- The no-show penalty for a bingo shift is \$150.

Ice Show Tickets (per skater)

- If applicable, 5 adult priced ice show tickets have been included in the team fees.
- They will be distributed in the fall of 2019.
- Skaters / parents are welcome to sell these tickets and keep the proceeds
- Unless applicable to satisfy the ice show volunteer hour requirement, no credit will be provided for additional tickets sold.

Ice Show Volunteer (per family)

- Each family is required to volunteer for the ice show, tentatively scheduled for Sunday November 17, 2019. The volunteer shift would run from approximately 11:45 AM to 3:45 PM (includes set up and tear down time) OR;
- Skaters / parents may pay a buyout fee of the requirement for \$100 OR;
- Skaters / parents may provide / recruit monetary Ice Show sponsorship (advertising in the program) or silent auction items with a retail value of a minimum of \$100 OR
- Sell an additional 10 Adult price tickets for the ice show during the advance ticket sale period (day of door sales do not count).

Raffle Tickets (per family)

- If applicable, skaters / parents are required to sell 10 raffle tickets, value TBD (up to a max of \$20 per ticket).

On-Ice Practice Attire and Off-Ice Team Wear

On-ice practice attire and off-ice team wear is required but is **not included in the team fees**.

Hoodies and non-standard attire are not permitted on the ice during practice or while representing the team off ice.

Unless advised by the coaches, hair is to be pulled neatly back in a bun for all on-ice practices, unless a skater wears a CSA approved helmet.

Practice Attire (on-ice)

- Female Skaters
 - Solid black short sleeve body suit
 - Black wrap around skirt (short)
 - Solid black leggings (opaque, not see through)
 - Yoga jacket
 - TBD, it may be a solid black jacket or the red/black jackets.
- Male Skaters will wear solid black to practice
 - Black Yoga jacket
 - TBD
- Bodysuits and wrap skirts can be bought from many dance stores. **Sequins Plus in Oshawa** does carry the required clothing, if you let them know you are with Ice Fyre they can look up any specific coach identified requests for your team.
- WSST will arrange for a single vendor order for the yoga jackets and winter coats in the Fall of 2019.

Off-Ice Team Wear

- All Skaters
 - Yoga jacket,
 - Note this is the same jacket as on-ice practice.
 - Solid black T-Shirt or tank top
 - Solid black leggings (opaque, not see through)
 - Winter Coat
 - Youth Sizes - TBD
 - Adult Sizes - Black Roots Winter Coat (2018 price \$170).
- WSST will arrange for a single vendor order for the yoga jackets and winter coats in the Fall of 2019.

Off-Ice Conditioning Clothing

- Appropriate gym clothing of the skater's choice is permitted at off-ice conditioning
- Running Shoes

Skating Season

Unless specified by the coach, all training is run out of the McKinney Arena.

Spring Training (April 28th, May 5th, 12th, 26th and June 2nd)

- On Ice 5:30- 6:20 PM
- Beginner 1 and Beginner 2 will be sharing ice.

Summer Training Camp

- Saturday August 24th from approx. 9AM – 4PM
- Beginner 1 and Beginner 2 camp is the same day, although teams will have separate ice times.

Fall / Winter Training

- **Note practice times are considered draft, and may change based on the total number of Ice Fyre Teams for the 2019-2020 season**
- The coach may also add additional practice times throughout the season as needed.
- Practice starts the first Sunday after Labour Day.

Sunday

Off Ice 4:15 PM – 4:45 PM

On Ice 5:00 PM – 5:50 PM, note from 5:30 PM to 5:50 PM the team will be sharing ice with the Beginner 2 team.

Competitions

- Travel to all competitions (within the Province) is the responsibility of the skaters / parents.
- Hotel costs associated with competitions are not included in the team fees.

Description	Estimated Dates (based on last year's schedule)	Assumed Location (subject to change)	Beginner
Synchrofest	Jan 24-26	Oakville	Yes
New Competition	Feb ??	TBD	If Eligible
Kanata	Feb 28-29	Kanata	Yes

WSST Policies

Skater Code of Conduct

Skater Code of Conduct - Every Ice Fyre Skater MUST at all times:

- Skate for their own enjoyment (i.e. not just to please coaches or parents).
- Be encouraging and supportive of all team-mates, including other Ice Fyre teams (i.e. through positive and constructive encouragement and communication).
- Be willing to accept constructive criticism from the coaches.
- Push themselves to improve by practising hard with 100% commitment (i.e. by training with 100% intensity, focus and effort).
- Push themselves to improve by competing with 100% commitment (i.e. by competing with 100% intensity, focus and effort).
- Skate for the team's benefit (i.e. unselfishly and not for individual benefit).
- Skate fairly with composure and self-discipline and not wilfully break the rules.
- Use respectful language at all times in all communication.
- As a representative skater, accept that your spot in the line is earned through a combination of demonstrating the right attitude (coachability), tenacity, ability (to execute skills, and team role), teamwork and composure.
- Respect judges and officials by accepting scoring graciously.
- Show good sportsmanship by interacting with everybody in a professional and good-humoured manner while representing your team.
- Respect the use of the facilities by not damaging the venues or equipment and leaving the area clean and free of debris.
- Abide by the Skate Canada Code of Ethics, Skate Canada Code of Contact and the Town of Whitby Public Code of Conduct.

Skater Eligibility

- All team members must be eligible and registered with an active Skate Canada membership.
- Youth team skaters: the cost of a Skate Canada membership is included when registering for singles skating programs with your home skating club.
- If your home club is not the Whitby Figure Skating Club, proof of registration may be required.

Single Skating Requirement (Youth Teams)

- WSST requires that all members of the youth teams, unless they have completed their Skate Canada Gold Level Skills AND Dances, be registered with a Skate Canada sanctioned club as a singles skater and actively working on improving their individual skating skills for the benefit of the skater and the team.
- Skaters who have documented proof of completing their Skate Canada Gold Level Skills and Dances may register as a Skate Canada associate member and continue to skate with WSST. They may choose not to register as a singles skater.
 - If applicable it is the responsibility of the skater to obtain a membership through Whitby Figure Skating Club or your home club. Annual memberships expire on September 1st each year.
- Even if skaters have completed their Gold Level Skills and Dances, the WSST coaching staff strongly encourages skaters to remain in singles skating to work towards their Diamond level tests. Strong competitive teams are comprised of strong individual skaters.

- Synchronized skating with WSST is in addition to any single skater registration requirements with WFSC (Whitby Figure Skating Club), or your home club. Skaters may be registered, and skate with, any singles skating club.

Helmet Use Policy

- All skaters must comply with the Skate Canada Helmet Use Policy. <https://info.skatecanada.ca/index.php/en-ca/policies/58-helmet-use-policy.html>
- Any skater who has yet to complete CanSkate level 5 must wear a CSA approved hockey helmet while on the ice with WSST. This includes all practices and competitions.
- Any skater who has completed CanSkate 5 can choose to wear a CSA approved helmet or other protective head gear while on the ice.

WSST Waiver and Release

- I agree that the program chosen is appropriate for my child / or myself (if skater is over the age of 18 years).
- I hereby declare that the information provided is correct.
- I agree to abide by the by-laws and rules of Whitby Figure Skating Teams (WSST) and to absolve it, the Whitby Figure Skating Club (WFSC), the WSST Board of Directors and the WFSC Board of Directors of any responsibility for personal loss or injury.
- The applicant agrees that the Whitby Synchronized Skating Teams, the Whitby Figure Skating Club the WSST Board of Directors and / or the WFSC Board of Directors will not be held responsible for any loss or accident, however caused.
- The applicant also agrees to release WSST, WFSC, and / or both Board of Directors from all claims or damages which may result of reasons such as accident or loss.
- All skaters / parents / guardians agree to abide by the WSST and Skate Canada Codes of Conduct.
- All skaters agree to use the ice only under the supervision of a WSST / WFSC coach and participates at his / her own risk.

WSST Photography / Video Policy

From time to time Whitby Synchronized Skating Teams (Ice Fyre) will take pictures / videos of our skaters to be used for publicity, training purposes or to congratulate them on a job well done. Examples of publication may include, but is not limited to: Ice Show Programs, Competition Programs, Club Social Media Sites, Newspapers, and the Club Website.

WSST Privacy Policy

The information requested by the Whitby Synchronized Skating Teams at the time of registration is used for its sole and exclusive use to ensure the delivery of the services purchased by members from the club. All information received will be kept in the strictest confidence.

Skate Canada Concussion Policy

All WSST skaters and coaches must follow the Skate Ontario Concussion Policy

<http://skateontario.org/concussion-policy/>

Skater Placement, Practices and Competitions

Skater Placement on the Team

- The coach will decide all team placements. Overall skating ability, stamina, strength, ability to learn quickly and adapt to last minute changes are all factors taken into consideration in selecting team members.
- An “Alternate” is a team member who does not have an assigned place in the “line” (does not perform the program in the line). Any skater can become an “Alternate” at any time and may or may not compete with the team from competition to competition. Alternates may change throughout the season and per competition / skate (if team level competes twice). No one owns a spot in the line. Alternates are an important part of the team and are to attend all practices and competitions with the team. If you have any questions about what it means for a skater to be an alternate, please speak to the coaches.
- The Coach may switch a skater to alternate status for the following reasons
 - Injury
 - Illness
 - Decrease in Skill Level
 - Attendance (especially right before a competition / show)
 - Behaviour Problems (including lack of respect for teammates, coaches and managers)
 - Prolonged Absence from Skating
- A “Skater in Training” is a team member who does not have an assigned place on the team. This skater trains with the team but they will not skate in the “line” during competitions or shows. This position is for training purposes only to further develop the skater’s synchronized skating skills. A Skater in Training pays reduced fees to account for the variable costs incurred on their behalf. Should the skater in training qualify to be included in the “line” during the season, the fee would be increased on a pro-rated basis. Skaters in Training, although not registered for competitions, are encouraged to attend and be with the team in unaccredited areas.
- A “Double Teamer” is a team member who skates on multiple teams. The ability to skate on multiple teams is a privilege that is by invitation of the coach. It is done in order to provide additional strength / skills in the “line” and simulate the competitiveness of multiple programs (ex. Short and Long program). This position would skate with the team for all competitions and shows unless they have been moved to “Alternate” status. A Double Teamer would pay reduced fees for the additional team to cover the increased variable costs that would be incurred on their behalf.
- The Coach’s decisions with respect to skater placements in line are for the betterment of the team and must be respected at all times.
- **Parents are encouraged to contact coaches regarding their skater’s progress throughout the season and status of their position on the team. If a skater / parent has questions about their place in the line, or their progress, please contact the coach directly.**

Practice

- **Skaters must notify the coach(s) / team manager in advance if they will be late or unable to attend any practice.**
- All team members should make every attempt to be present and on time to all practices. Late fees will be enforced at the discretion of the coaches. Lack of attendance hurts the team because just one person missing can cause the unit to not function properly.
- Derogatory statements about another team member, the routine or the coach(s) are prohibited and may result in expulsion from the team.
- Skaters are expected to give the coaches their full attention, listen to instruction, move quickly into position and do their best every time.
- Skaters are expected to be in proper practice attire with hair tied back as per the coach's instruction. Wardrobe fees will be enforced if a skater is not in proper attire with their hair done. Skater's attire affects performance and their safety on the ice.
- Additional practices may be called throughout the year at the discretion of the coach.
- Any skater who missed the last practice before a competition/show WILL have their status changed to Alternate and should not be expecting to be in line for that event. All decisions regarding the competition line are made at the discretion of the coach for the betterment of the team.
- Any skater who misses a practice may be taken out of line by the coach until they are caught up on any changes. This is done for the safety of the team.
- Any injured skater is expected to be at practice to observe.

Skater Behaviour Issues

- The coach will address issues with the skater first, if the issue is not resolved the coach will have a meeting with the parents.
- If there is a serious issue, the skater will first be given a verbal warning; the second time a written warning will be provided and the third time the skater will be asked to leave the team.
- No refunds of any type will be granted for any skater asked to leave the team for behaviour issues and any outstanding balance (including any remaining installment payments) will be immediately due.

Skater Fines

- Although not a normal occurrence the coach does have the ability to impose a skater fine for any behaviour issues that impacts the ability of the team to have an effective practice.
- In practice these fines are generally not applied to a first offense but are instead applied after a verbal warning or repeated verbal warnings have been given.
- Typically, fines are on a sliding scale up to a capped amount of \$10.
- Fines can be charges for behaviour issues, including but not limited to:
 - Not providing advance notice for missing a practice.
 - Not providing advance notice for being late to a practice.
 - Not being ready to take the ice at the start of practice.
 - Talking or other disruptive behaviour.
 - Not being in proper attire.
 - Not having hair in a bun (if applicable).
- Any skater fines collected will be used for team expenditures.

Competition Clothing and Equipment

- The team budget includes the purchase of competition outfits / dresses, and they are to remain property of Ice Fyre and will be kept in the possession of the Team Manager / Coach until the end of the skating season; at which point skaters will be given their outfit / dress to keep.
- Skaters will be given one pair of competition tights to be kept with their dress for the entirety of the season. If the tights are damaged or lost, it is the skater's responsibility to purchase another pair from the coach.

Practice Schedule

- Additional team practices may be booked on occasion and days / times will be communicated in advance.
- Team Calendar's will be posted on the website in the fall and updated frequently with any schedule changes. <http://www.ice-fyre.ca/>

Competitions

- Dates of competitions will be announced once they are published by Skate Canada.
- Usually the Club does not have the exact day / time for the team skate times until two weeks prior as the competition schedule is released by Skate Canada.
- The coach will send a full team competition itinerary once the dressing room times have been released by Skate Canada. Skaters are required to follow all details of the itinerary, and the team stays together for the day unless otherwise specified. Team activities outside of the rink are mandatory – they are an important part of team bonding and memorable experiences for skaters.
- Some Competitions may require overnight accommodations based on distance to travel and time of the skate. Accommodation (group booking) will be arranged by the Coach or member of the Board, it is the responsibility of the skater or skater's family to make reservations prior to the group booking deadline.

Travel / Travel Conduct

- All members of the team (including alternates) are required to be at competitions and performances.
- If travelling separately, skaters are to arrive and leave the rink at the assigned time by the coaches. Please do not be late, competitions run on an extremely tight schedule.
- Skaters are usually requested to be at the rink a couple of hours prior to the skate time to adequately prepare and warm up with the team.
- For any teams competing in Nationals, travel and / or hotel arrangements for the skaters are organized by the Board of Directors / Team Manager in conjunction with the Coaches. The team must travel together and remain together as a team. The team will be sharing hotel rooms (4 to a room).
- If the team is travelling together by airplane or bus, skaters may not travel separately.
- Each member of the team is a representative of Ice Fyre and must conduct themselves properly when travelling with the team.
- In the event of an overnight competition, a curfew is set to ensure all skaters are well rested and in good physical shape for competition. All skaters will observe the curfew as stated in their travel schedule.

- If the hotel has a pool, unless approved in advance by the coach, skaters are prohibited from swimming the night before the competition.
- Skaters are required to be available for the entire day of competition, regardless of the team's skate time. Please block the complete day off to dedicate your time to the competition, and the events surrounding the competition (ex. cheering on other teams, team lunch, team activities). All activities on competition itineraries are mandatory unless otherwise noted.
- The competition schedule is set by Skate Ontario, the team(s) may skate twice in one day or may skate twice over two days (once a day) depending on the level of team. For the 2019 / 2020 season, only Novice, Intermediate, Open, Junior, and Senior categories will skate twice – all other levels will skate once.

WSST Skater Accounts - Payments, Credits and Refunds

Payments / Fees

- It is the parent's / skater's responsibility to ensure that their skater fees are paid on time to not jeopardize their skating privileges.
 - In emergency circumstances consideration can be given by the Board of Directors for a late payment, however it is the responsibility of the parent / skater to contact the Treasurer in advance of the payment being due.
- **All team fee payments are to be paid online via Credit Card or Direct Debit.**
- A \$40.00 charge will be added to monies owing for any NSF cheque.
- Any skater that is in arrears for any fees past 30 days will have their skater privileges automatically suspended unless prior arrangements have been made.
- The Skater acknowledges that the Team Fees in the offer are an estimate based on the projected number of skaters per team. If the actual numbers of full-time skaters differ from the projection, the total team fees may change.

Family Discount

- All families with more than one skater will receive a \$100 credit off the fees of the 2nd skater, and any additional skaters registered in the family (i.e. 3rd skater)
- This credit cannot be used towards the commitment fee and will be applied to the skater's account to use towards in-year team fees.

Skater Fee Refunds

- Should a skater accept a position on an Ice Fyre team, the skater has a cooling off period of 14 days from the date on the signed acceptance to withdraw. Notice must be provided to the Board of Director's in writing and received within the cooling off period. Ice Fyre will refund any payments made within 30 days of notice being received.
- No refunds will be granted to any skater who quits any Ice Fyre Team after the cooling off period. The entire balance for the team fees will be due at that time.
- A medical exception pro-rated refund may be granted at the discretion of the Board of Directors. A physician's note must be provided.

Skater Fee Credits

- **Applying Skater Credits** - All skating credits earned through fundraising, bingo etc. will be recorded on the skater's account as a gift certificate. Parents / skaters can log on to the system to apply the gift certificates to any outstanding invoices.
- **Non-returning Skaters** - If a skater chooses not to return in the following season, email or written notification to the Board must be received. The skater will be reimbursed for any credits owing within 60 days of tryouts for the following year being completed. Any credit balance will be forfeited if notification is not received prior to September 1, 2019.

Fundraising /Sponsorship Policy

Time Range

- The Season is defined as May 1, 2019 through to April 30, 2020

Club Fundraisers

- Include the annual ice show, hosting a Skate Ontario Regional Competition, and may include a club raffle or other fundraiser identified by the club.
- Profits are to be used by the club for the development of the club / teams or to cover any club operating costs, or in a manner approved by the Board.

Fundraising Volunteer Hours

- The skater agreement is to specify the skater / parent commitment including an optional buy out fee.
- Additional hours worked over and beyond the set-out requirement are not eligible for a skater credit, however high school volunteer hours can be awarded.

Other Volunteer Positions

- Positions on the WSST Board or as Team Manager (if requested by coach) do not count towards the required fundraising hours.

General Fundraisers

- The Board may approve fundraising throughout the season to benefit the Club / Skaters.
- Participation is **optional** and hours worked do not count towards the club fundraising requirements.
- Unless advised, any net fundraising profit earned by the individual skater will be allocated 50% Individual Skater Fees, 50% Club.
- Should the fundraising event be a pooled fundraising opportunity (i.e. Walmart front door), total profits will first be divided up per skater based on the percentage of hours worked (number of hours worked / total hours worked by all skaters) before applying the 50/50 split.
- The individual Skater benefit cannot exceed the total skater fees. Should the skater fees be paid 100% by fundraising, the remaining profit will be allocated 50% club and 50% team.

Team Fundraisers

- The Board may approve team fundraisers throughout the season to allow the team to raise additional funds for item(s) that were not included in their original budget (i.e. additional skating hours, Nationals competition (including travel), or to overcome a team deficit due to lower than anticipated skater numbers.
- Hours worked do not count towards the fundraising requirement.
- Allocation of any funds raised from a Team Fundraiser will be:
 - 100% towards the fees for the specific event / item the Team is fundraising for.
 - Should the fundraising proceeds exceed the amount required for the specific event / team item, then the remaining profit will be allocated 50% Team budget and 50% Individual Team Skating Fees (to be divided equally between all skaters participating).

Allocation of Skater Fundraising

- Any credits earned by the individual skater from fundraisers will be applied to the skater's account as a gift certificate.
- It is up to the skater / parent to log into the system to apply the gift certificates to upcoming payments.

Communication of Fundraisers

- Unless specifically identified in the policy, the fundraiser type will be communicated to the membership in advance of the fundraiser.

Corporate Sponsorship Specific Purpose Corporate

- Any corporate sponsorship given for a specific purpose will be applied and utilized as intended (i.e. individual skater fee sponsorship, team training camp sponsorship).
- Direct communication must come from the sponsor outlining how the funding is to be applied, if communication is not received it is expected to be a general corporate sponsorship.

General Corporate Sponsorship

- In order to keep things equal and acknowledging that some Corporate Sponsorship programs prevent individual skaters from benefiting directly, all non-specific (general club) Sponsorship donations will be allocated 50% Club and 50% Skater's Team.
- This includes all sponsorship related to the support of the ice show through advertising in the program.
- In the case where a sponsorship is given on behalf of one or more skaters the 50% team share will be distributed proportionally.

Allocation of Sponsorship (Non-Monetary) (all teams)

- All non-monetary donations will directly benefit the intended purpose, i.e. silent auction prizes for the Ice Show or spirit wear for a specific team.

Acknowledgement of Sponsorship (all teams)

- All general club sponsorship or team specific sponsorship received prior to the ice show program deadline will be acknowledged in the ice show program.
- The Board may also choose to acknowledge sponsorship in additional ways (website, bulletin board).
- The Sponsor has the ability to remain anonymous if they wish.

Bingo Policy

WSST Bingo Policy General Information Time Range

- The Season is defined as May 1, 2019 through to April 30, 2020

Bingo Hall Location

- Red Barn Bingo Hall, 172 Wayne Court Oshawa, ON L1G 3R2

Mandatory Bingo Shifts

- The skater agreement is to specify the skater / parent commitment including an optional buy out fee.

Mandatory Bingo Requirement

- The Board reserves the right to increase / decrease the number of required bingos per skater based on the number of youth teams/skaters participating.
- The Board must notify the membership of the change prior to September 1, 2019
- Any change in the number of mandatory bingos will proportionally adjust the buyout fees.

Competitive Youth Teams Team Bingo Benefit (if applicable)

- WSST will distribute the net profit earned from Bingo proportionally to all teams participating.
- The Bingo Benefit is applied in the budget to lower the calculated skater team fee.

Additional Bingo Skater Fee Credits

- For every additional bingo shift worked over and beyond the mandatory number of shifts, a \$50 credit will be earned. This credit will be applied to the skater's account.
- Skaters who wish to work a bingo shift for credit can only sign up during the **open signup period**, they are prohibited from signing up during the initial signup period.

Skater Bingo Responsibilities

- It is the responsibility of the skater/volunteer to confirm with the Bingo Captain they will be there, arrive on time for their shift and stay to the end of the Bingo Session.
- Bingo shifts are typically 4 hours long but may be shorter / longer depending on the session.
- Bingo Hall duties vary depending on the Bingo session and will be assigned by the Bingo Captain.

Bingo Shifts

- Club Bingos are randomly assigned by Red Barn Bingo Association.
- The Club cannot choose which shifts it participates in.
- The Club must FULLY staff each bingo with 1 Bingo Captain and 3 Volunteers or jeopardise its standing and future bingo revenue income.
- Shifts can occur 7 days a week (early morning to late night).
- The Club receives its Bingo shift allocation periodically throughout the year and will provide the dates when known.

Bingo Volunteers

- It is recommended that Bingo Volunteers are at least 15 years or older.
- The Bingo Hall will allow younger volunteers of High School age as long as they exhibit mature behaviour while on duty.
- Parents or family members of the skater are permitted to serve as volunteers.

Assignment of Bingo Shifts

- Skaters will be able to sign up for their bingo shifts online.
- Any member who has **NOT signed up** for all of their mandatory shifts by January 1, 2020, will be subject to a Bingo Buyout Fee equal to \$50 for each incomplete bingo shift (bingo shifts in January to April 2020 that are signed up for, prior to the January 1, 2020 due date, will be counted)
- Payment for any outstanding bingo buyout fee as of January 1st will be immediately due.
- Skaters assume the risk of not enough bingo spots if they delay committing to their Bingo shifts until after December 2020.

Posting of Bingo Shifts

- The Club will communicate the bingo shifts to all Skaters in advance of the sign-up period commencing.
- This will allow everybody the opportunity to review the list prior to sign up opening.

Initial Sign-up Period (mandatory bingo shift signup only)

- The sign-up method for the upcoming season will be online utilizing the website Signup.
- A direct sign up link for bingo will be emailed to all members.
- Once the sign-up date has commenced, Skaters will have the choice to sign up for bingo shifts as long as the number of bingos **does not exceed the number of remaining mandatory bingos they need to complete**.
- The board reserves the right to remove a member from a bingo shift if they have exceeded their allowed signups during this period.
- Sign up will be based on first come first served.
- This sign up period will last 7 days unless identified by the Board.

Open Sign-up Period

- Once the initial sign up period has finished, all members are permitted to sign up for additional bingo shifts.

High School Volunteer Hours

- Students requiring high school volunteer hours may complete an additional bingo(s) and in lieu of a skater credit(s) have their hours count as volunteer hours towards that requirement.
- This does not apply to mandatory bingos, unless they have bought out of that requirement.

Partial Buyouts

- Are permitted based on the number of bingos the Skater wishes to buyout from. For example, to buyout out of 1 Bingo Session is \$50 ($\$100 / 2$)

Bingo Shift Changes

- At the discretion of the Bingo Captain, it is possible for a member to change their bingo shift up to 7 business days before the bingo date without penalty.

Bingo Penalty

- The Club is responsible for making sure each bingo is fully staffed. Insufficient notice may result in the club incurring additional costs in order to meet its obligations.
- Failure to change your bingo shift without sufficient notice (less than 7 business days) will result in a penalty fee of \$75.
- Failure to show up to your bingo shift without any notice or to provide less than 24 hours' notice will result in a penalty fee of \$150.
- These fees only apply to that single bingo shift.

Limiting Number of Bingo Sessions – Signup

- The Board reserves the right to limit the number of bingo sign up dates that are released to the membership for signup (i.e. 3 months at a time instead of 6).