



Whitby Synchronized Skating Teams  
Ice Fyre Skater Agreement  
2016-2017

## Contents

Skater Code of Conduct .....	5
Skater Eligibility.....	5
Single Skating Requirement (Youth Teams).....	6
Helmet Policy .....	6
Parent Supervision .....	6
Skater Liability Waiver and Release .....	6
Skater Placement on the Team.....	7
Skating Season .....	7
Practice .....	7
Skater Behaviour Issues .....	8
Skater Fines.....	8
Clothing and Equipment .....	8
Practice / Team Attire .....	9
Practice Schedule .....	9
Competitions.....	9
Ice Shows .....	9
Travel / Travel Conduct.....	9
Payments / Fees.....	10
Payment Methods.....	11
Skater Fee Refunds .....	11
Fundraising / Sponsorship Policy .....	11
Fundraising (All Teams).....	11
Time Range.....	11
Fundraising Hours .....	11
Fundraising Requirement.....	12
Ice Show / Competition Host / Club Fundraisers.....	12
Ice Show Tickets.....	12
Ice Show / Competition Host Volunteers .....	12
Fundraising Balance .....	12
General Fundraisers .....	12
Team Fundraisers.....	13
Allocation of Skater Fundraising .....	13

Communication of Fundraisers.....	13
Sponsorship (All Teams).....	13
Corporate Sponsorship Specific Purpose.....	13
Corporate Sponsorship General.....	13
Allocation of Sponsorship (Non-Monetary).....	13
Acknowledgement of Sponsorship.....	13
Application of Team Fundraising Dollars.....	13
WSST Bingo Policy.....	14
All Teams.....	14
Time Range.....	14
Bingo Hall Location.....	14
Skater Bingo Responsibilities.....	14
Bingo Shifts.....	14
Youth Teams.....	14
Team Bingo Benefit.....	14
Mandatory Bingos.....	14
Mandatory Bingo Requirement.....	14
Bingo Volunteers.....	14
Assignment of Bingo Shifts.....	14
Posting of Bingo Shifts.....	14
Initial Sign-up Period.....	15
Open Sign-up Period.....	15
Additional Bingo Skater Fee Credits.....	15
Applying Skater Credits.....	15
High School Volunteer Hours.....	15
Partial Buyouts.....	15
Bingo Shift Changes.....	15
Bingo Penalty.....	15
Limiting Number of Bingo Sessions – Signup.....	15
Adult Teams.....	16
Mandatory Bingos.....	16
Team Bingo Benefit.....	16
Initial Sign up Period.....	16

Open Sign up Period.....	16
Bingo Skater Fee Credits .....	16
Applying Skater Credits.....	16
Bingo Shift Changes .....	16
Bingo Penalty .....	16
Limiting Number of Bingo Sessions – Signup.....	16
Skate Canada Safe Sport .....	16
Contacting WSST Board of Directors .....	17
Practice Timetable: Off Ice 2016 – 2017 Season .....	18
Practice Timetable: On Ice 2016 – 2017 Season.....	18

# Whitby Synchronized Skating Teams

## Ice Fyre Skater Agreement

### 2016-2017

#### 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.
- 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.
- The cost of a Skate Canada membership should be included when registering for singles skating programs with your home skating club.
- Skaters who need to and are eligible to skate with WSST under a Skate Canada associate membership may purchase the membership directly from the Whitby Figure Skating Club through their online system.
  - The cost for the membership is not included in the skater fees.
  - WSST will communicate additional sign up details once known.
  - The skater will need to provide proof of membership in order to remain eligible to skate.
- Although there are no test prerequisites to participate on any level of Synchro, it is recommended by Skate Canada that all skaters be in CanSkate 5 or higher.

## Single Skating Requirement (Youth Teams)

- WSST recommends that all members of the youth teams be actively registered with a Skate Canada sanctioned club as a singles skater (not an associate member) to continue to improve their skating skills for the benefit of the skater and the team.
- Skaters who have reached the age of 15 years **OR** have documented proof of completing their Skate Canada Senior Silver 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.
- Skaters who are under the age of 15 years **AND** who have not fully completed their Skate Canada Senior Silver Dance requirement **MUST** be registered with a Skate Canada sanctioned club as a singles skater (not an associate member) and actively working on improving their individual skating skills.

## Helmet Policy

- All skaters must comply with the Skate Canada Helmet Use Policy.
  - <https://info.skatecanada.ca/hc/en-ca/articles/201219410-Helmet-Use-Policy>
- **Any skater who has yet to complete CanSkate 5 must wear a CSA approved hockey helmet while on the ice.** This includes all practices and competitions.
- Any Ice Fyre Skater who has completed CanSkate 5 can choose to wear a CSA approved helmet or other protective head gear while on the ice.

## Parent Supervision

- It is strongly encouraged that all youth skaters (especially those 12 years old or younger) have a parent (or other responsible adult) in the facility whenever the team is practicing on ice.
- The Coach is responsible for the entire team, and for the safety of the rest of the team, the parent must assume responsibility if the skater is unable to remain on the ice.

## Skater Liability Waiver and Release

- It is understood and agreed, as a condition of participation in skating programs offered by the Whitby Figure Skating Club / Whitby Synchronized Skating Teams (Ice Fyre) and Skate Canada, that neither the Club/Team nor Skate Canada shall be liable for any injury, loss or damage **suffered by the skater/member** while travelling to or from or while participating in skating practices, competitions or other team related activities, however caused.
- It is further agreed that neither the Club/Team nor Skate Canada is responsible for any injury, loss or damage **caused by the skater/member** while travelling to or from or while participating in the said practices, competitions or other activities.
- The member, or his/her parent/legal guardian who has signed the Skater's Agreement, shall indemnify the Club and Skate Canada and hold them harmless from any claims, demands or actions arising from or in respect of such injury, loss or damage.

## Skater Placement on the Team

- The coach(s) 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 on the team “line” at any given time. Any skater can become an “Alternate” at any time. No one owns a spot on the line.
- 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 would pay reduced fees to account for the variable costs that would not be incurred on their behalf.
- A “Double Teamer” is a team member who skates on multiple teams. The ability to skate on multiple teams is by invitation of the coach. It is done in order to provide additional strength / skills in the “line”. 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.

## Skating Season

- Team practices (limited hours) will commence mid-August for some Youth teams
- The full practice schedule comes into effect after Labour Day weekend for all teams.
- The season is expected to conclude by mid-March 2017 (pending release of competition schedules).

## Practice

- **Skaters must notify the coach(s) / team manager in advance if they are unable to attend any practice**
- All team members should make every attempt to be present and on time to all practices. Late fees can 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.
- 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.
- 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.
- 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 whole 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 and the team manager.
- 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 post-dated cheques) 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 (\$1 for every minute late to practice) 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
- Any skater fines collected will be used for team expenditures.

## Clothing and Equipment

- If the Team budget includes the purchase of competition dresses, 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 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 team manager.
- Every Skater will be loaned an Official Ice Fyre winter coat prior to the first competition of the season. This coat is property of the club and must be returned at the end of the skating season. If the coat is damaged beyond general wear and tear or lost it is the skater's responsibility to pay for its replacement.
  - **The coat should be cleaned (and pockets emptied) before it is returned to the club.**



- The Ice Fyre warm up jacket is required for all practices, competitions and shows. This jacket is included in the 2016-2017 skater fees and it is the skater's to keep. The teams will be sized for jackets in the Fall.

## Practice / Team Attire

- Unless specified by the coach the practice attire will consist of solid black leggings or skating pants and the Ice Fyre warm-up jacket.
- Hair is to be pulled back in a style specified by the coach
- The coach may also specify a colour of shirt to be worn. It is recommended that a tight neck shirt not be worn at competitions as hair/makeup is done prior to changing.

## Practice Schedule

- Refer to the separate Practice Timetable
- Additional team practices may be booked on occasion. 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. <https://ice-fyre.com/>

## 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 2 weeks prior as the competition schedule is released by Skate Canada.
- Some Competitions will 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.
- For the 2016/2017 Season, all teams (except Beginner II and Elementary) are expected to have up to 4 competitions (including 2 overnight). Beginner II is expected to have up to 2 competitions (with the possibility of 1 overnight) and Elementary is expected to have 3 competitions (including 2 overnight). This is subject to changed based on the 2016/2017 competition schedule.

## Ice Shows

- Dates of Ice Show(s) will be added to the calendar and communicated once known.

## 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.
- 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.

- Travel and/or hotel arrangements for the skaters are organized by the Board of Directors / Team Manager in conjunction with the Coaches
- If the team is travelling together by 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.

## Payments / Fees

- Refer to the Separate Team Payment Schedule for due dates.
- It is the 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 skater to contact the Treasurer in advance of the payment being due.
- 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 suspended unless prior arrangements have been made.**
- The Skater acknowledges that each team operates in a break even position. The skater fees in the offer are an estimate based on the projected number of skaters per team. If the actual members of full time skaters differ from the projection, the total skater fees may change. The Board of Directors commits to providing a budget estimate to the teams twice during the season (i.e. October and January).
  - In case of a budget shortfall the team has the opportunity to fundraise for the difference or pay a skater fee top up fee (due February 1, 2017)
  - In the case of a team budget surplus the skater will receive a credit /refund at the end of the season once all team expenditures are finalized.
  - The Team budgets are a point in time projection and may change during the year as circumstances change or at the request of the coaches (i.e. additional ice time)
  - All budget changes must first be approved by the Board of Directors, who will consider the team's budget projection balance.
- The WSST Skater Fees **do include**
  - Ice rental and off ice practice costs (including coaching)
  - Competition registration and coaching costs
  - Team Wear including an Ice Fyre warm up jacket and if sufficient budget remains Ice Fyre skating pants/leggings (Youth Teams)
  - Team Wear - Ice Fyre warm up jacket (Adult Teams)
  - Competition Attire including dress, tights etc. (Youth Teams)
  - 5 tickets to the WSST Ice Show (see Fundraising section)
  - Skater club fee to cover in year club costs
  - Other team costs
- The WSST Skater Fees **do not include**
  - Skate Canada Associate Membership with WFSC (if needed)

- Competition Dress (Adult Teams)
- Practice Attire –skating pants, skates, helmet etc.
- Individual Makeup (if required by coach) i.e. mascara, eyeliner
- Hair Accessories (Bun Donut, Hairspray, Hair pins etc.)
- Secret Buddy Gifts
- Cost of Meals / Some Team Social Activities
- Admission for Parents at Competitions / Ice Shows
- Cost of Overnight Stays i.e. Hotel
- Team Gifts for Coaches
- Ice Fyre Pins for Trading
- Spirit wear for Skaters, Friends and Family

## Payment Methods

- Cheques / Postdated cheques can be made payable to WSST
- Payments can also be made by credit card through PlastiQ. The skater assumes the responsibility of any PlastiQ processing fees which are currently 2.5%. PlastiQ does offer the ability to schedule post-dated payments
  - <https://WSST.plastiq.com>

## 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 agreement to withdraw from the agreement. **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.
- For any skater withdrawing after the cooling off period but prior to August 1, 2016, Ice Fyre will refund all payments except the team commitment fee as identified in the payment schedule. Notice of withdrawal must be made to the Board of Directors in writing and received prior to August 1, 2016. Ice Fyre will refund any payments made (less the commitment fee) within 30 days of notice being received.
- No refunds will be granted to any skater who quits any Ice Fyre Team after August 1<sup>st</sup>. Any outstanding skating fees will be due at that time.
- A medical exception pro-rated refund may be granted after August 1<sup>st</sup> at the discretion of the Board of Directors. A Physician's note must be provided.

## Fundraising / Sponsorship Policy

### Fundraising (All Teams)

**Time Range** - The Season is defined as May 1<sup>st</sup> through to April 30<sup>th</sup>

**Fundraising Hours** - EACH skater is required to **complete one of the following** A) Volunteer 4 hours at a Club Fundraiser / Event, B) Provide in-kind donations / assistance to the club (time/skills) equivalent to the fundraising requirement (must be approved in advance by the Board) or C) pay a fundraising buyout fee equal to \$25 for each uncompleted hour. For every

hour volunteered \$25 will be credited towards the Fundraising Balance. Although additional volunteer hours are greatly appreciated, credits cannot be earned for additional volunteer hours worked beyond the requirement.

**Fundraising Requirement** - The Board reserves the right to increase / decrease the number of required fundraising hours per skater based on the number Club events scheduled for that year (i.e. Ice Show and Competition Host). The Board must notify the membership of the change prior to September 1<sup>st</sup>. Positions on the WSST Board or as Team Manager do not count as in-kind assistance and will not applied to the fundraising requirement.

**Ice Show / Competition Host / Club Fundraisers** - The annual ice show is the Club's most profitable fundraiser and helps raise our profile in the community. All proceeds from this fundraiser will be allocated to the Club. The Board may choose to also allocate a portion of the proceeds to the team budgets. WSST has the ability to also identify another event or fundraiser to be a Club Event (i.e. Skate Canada competition host).

**Ice Show Tickets** - Each skater is committed to sell 5 advance ice show tickets (\$10 x 5). The cost for these tickets are included in the full time skater fees and if resold the skater will keep the proceeds. Tickets will be distributed to the skaters in the Fall once they are printed. Additional advance tickets sold can be applied to the Fundraising Balance (see below).

**Ice Show / Competition Host Volunteers - Hours worked count towards the Fundraising requirement.** Time can be given in advance (prep work) or on the day of the event. The ice show (or other large scale club event) is a very labour intensive and requires the participation of many people to make it successful. **The board reserves the right to allow in-kind donations (i.e. design of the program, photography, video, ticket printing, silent auction item, website design etc.) as a substitute. In-kind donations must be approved in advance.** Other club fundraisers can also be seen as an "in-kind" donation as long as the fundraiser is held prior to the Ice Show.

**Fundraising Balance** - Any fundraising requirement balance uncompleted by January 1<sup>st</sup> of each season is due to the Club. The Skater has the following options (as a whole or a combination of); A) Fundraising buyout equal to \$25 x remaining hours to be worked; B) Sell additional advance Ice Show Tickets (credit for each **advance** ticket sold) over and above the five mandatory tickets; C) Apply the 50% individual Skater profit earned in a General Fundraiser.

**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 Fundraising requirement unless permission has been granted by the club.** 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 a team fundraiser 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 / camp etc.), 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 50% Team and 50% Individual Skater Fees.

**Allocation of Skater Fundraising** - The 50% earned by the individual skater for general fundraisers will be applied to the furthest out payment due (i.e. Feb 1st / Jan 1st) and work backwards.

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

### Sponsorship (All Teams)

**Corporate Sponsorship Specific Purpose** – 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).

**Corporate Sponsorship General** - 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. 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 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 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.

### Application of Team Fundraising Dollars

Any fundraising / sponsorship proceeds will be utilized in the following fashion

- 1) Coverage of any team shortfall due to lower than anticipated Skater enrollment
- 2) Coverage of any coach proposed and board approved in year team expenditures not included in the budget, i.e. team social activities, additional ice time, summer training camps, additional competitions etc.

## WSST Bingo Policy

### All Teams

**Time Range** - The Season is defined as May 1<sup>st</sup> through to April 30<sup>th</sup>

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

**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.

### Youth Teams

**Team Bingo Benefit** - WSST will distribute the net profit earned from Bingo proportionally to all teams participating. The Club continues to earn a net profit of around \$15 thousand annually (2015-2016 budget). i.e. 2 Teams = \$7,500 each, 3 Teams = \$5,000, 4 Teams = \$3,750

**Mandatory Bingos** - Each Skater is responsible for one of the following A) completing 2 Bingo Sessions for WSST, or B) paying a Bingo Buyout Fee of \$100

**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<sup>st</sup>. Any change in the number of mandatory bingos will proportionally adjust the buyout fees.

**Bingo Volunteers** - It is recommended that Bingo Volunteers are at least 16 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 are permitted to serve as volunteers.

**Assignment of Bingo Shifts** - Skaters will be able to sign up for their bingo shifts. Any member who has **NOT completed or signed up** for all of their mandatory shifts **by January 10th**, will be subject to a Bingo Buyout Fee equal to \$50 for each incomplete bingo shift. Skaters assume the risk of not enough bingo spots if they delay committing to their Bingo shifts until after December 2016.

**Posting of Bingo Shifts** - The Club will communicate the bingo shifts to all Skaters at least 7 days in advance of the sign up period commencing. That will allow everybody the opportunity to review the list.

**Initial Sign-up Period** - The sign up method for the upcoming season will be online utilizing the website Volunteerspot. A direct sign up link will be emailed to all skaters. 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 2 weeks.

**Open Sign-up Period** - Once the initial sign up period has finished. Members are permitted to sign up for additional bingo shifts.

**Additional Bingo Skater Fee Credits** - For every additional bingo shift worked a \$50 credit will be earned. This credit will be applied to the current year's skating fees (May 1<sup>st</sup> – January 31<sup>st</sup>), or to the next year's skating fees (February 1<sup>st</sup> – April 30<sup>th</sup>).

**Applying Skater Credits** - All current year skating credits will be applied to the furthest out payment due (i.e. Feb 1st / Jan 1st) and work backwards. All next year skating credits accumulated in the prior year can be applied to the initial payment (excluding the skater commitment fee) for the next season.

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. Credits will be forfeited if notification is not received prior to September 1<sup>st</sup>.

**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 \$100.** 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).

## Adult Teams

**Mandatory Bingos** - There are no mandatory bingo shifts. **Adult Skaters do have the opportunity to volunteer for bingo shifts for individual credit.**

**Team Bingo Benefit** - The Adult teams will **NOT** receive a share of the bingo profit.

**Initial Sign up Period** - Adult Skaters are not permitted to sign up for bingo shifts during this period.

**Open Sign up Period** - Adult Skaters may choose to sign up for bingo shifts online during the Open Sign up Period. For every bingo shift worked, the Skater will earn Bingo Skater Fee Credits.

**Bingo Skater Fee Credits** - For every additional bingo shift worked a \$50 credit will be earned. This credit will be applied to the current year's skating fees (May 1<sup>st</sup> – January 31<sup>st</sup>), or to the next year's skating fees (February 1<sup>st</sup> – April 30<sup>th</sup>).

**Applying Skater Credits** - All current year skating credits will be applied to the furthest out payment due (i.e. Feb 1st / Jan 1st) and work backwards. All next year skating credits accumulated in the prior year can be applied to the initial payment (excluding the skater commitment fee) for the next season.

If a Skater chooses not to return in the following season, e-mail 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. Credits will be forfeited if notification is not received prior to September 1<sup>st</sup>.

**Bingo Shift Changes** - At the discretion of the Bingo Captain, it is possible for a member to change or cancel 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 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 fee of \$100.** 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).

## Skate Canada Safe Sport

- Employees, administrators, volunteers, coaches in clubs, skating schools and sections have the responsibility, as stated in provincial child welfare laws, to identify and report suspected child abuse and neglect.



- You do not need to be sure that a child is or may be in need of protection to make a report. “Reasonable grounds” are what an average person, given his or her training, background and experience, exercising normal and honest judgement, would suspect.
- If you suspect a child is being abused, neglected, or if you are a child who is being maltreated, contact your local Child Protection Agencies. If the child is in immediate danger, dial **911** or call your local police emergency number.

## Contacting WSST Board of Directors

- The Board of Director’s can be reached via email at [icefyresecretary@outlook.com](mailto:icefyresecretary@outlook.com)
  - President – Tina Henry
  - Vice President – Anna Blanchet
  - Treasurer – Jennifer Hess
  - Secretary – Donna Guppy
  - Fundraising Chair – Amanda Westerman
  - Bingo Chair – Carolyn Spearin
  - Publicity Chair – Meghann McPhee.
- Please note that as a volunteer board we attempt to answer all inquiries in a timely fashion to the best of our ability.
- Our mailing address is: PO Box 374 STN Main, Whitby ON, L1N 5S4
- Our website is: <https://ice-fyre.com/>

**The Skater does not need to return the entire Whitby Synchronized Skating Teams Ice Fyre Skater Agreement document. It is to be kept for reference purposes throughout the skating season.**

## Practice Timetable: Off Ice 2016 – 2017 Season

<b>Time</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Saturday</b>	<b>Sunday</b>
4:00 PM				Elementary
5:00 PM				Beginner 2
6:00 PM				Pre Novice
7:00 PM				
8:00 PM	Adult 3 (8:30)	Adult 1		
9:00 PM				

## Practice Timetable: On Ice 2016 – 2017 Season

<b>Time</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Saturday</b>	<b>Sunday</b>
5:00 PM			<b>Extra Practice Ice</b>	Elementary
6:00 PM			<b>Extra Practice Ice (to 6:30 pm)</b>	Beginner 2
7:00 PM		Elementary		Pre Novice
8:00 PM		Pre Novice		Pre Novice
9:00 PM	Adult 3 (9:30)	Adult 1		
10:00 PM	Adult 3 (9:30)	Adult 1		

With back to back practices ice times end on the 0:50 to accommodate a flood for the next team.

There is a possibility that WSST may also have extra practice ice on Saturday's from 7 am to 8:30 am if needed.