



MSC 011: Policy – Volunteer Ice Fee Credit

Purpose:

The purpose of this policy is to recognize and encourage volunteer participation that supports the operations and sustainability of the Club, while ensuring compliance with the Ontario Not-for-Profit Corporations Act (ONCA), the Club's bylaws, and accepted governance best practices.

1. Guiding Principles:

This policy is based on the following principles:

- Volunteer recognition must be role-neutral and equally accessible to all members
- No director, officer, or related person may receive a preferential financial benefit by virtue of their position, but board members are eligible for the credit if they follow all the same requirements as club members as required
- Any benefit provided must be tied to objective, documented volunteer service, not governance authority or board duties
- Transparency, fairness, and accountability must be maintained at all times

2. Eligibility:

2.1 Eligible Participants:

The volunteer ice credit program is open to all Club members and member families, including but not limited to:

- Parents/guardians
- Directors and officers
- Non-board volunteers

2.2 Equal Treatment:

Directors, officers, and their families are eligible only on the same terms and conditions as all other volunteers. Board service does not qualify a participant for ice credits. Any volunteer hours earned by board members must be for volunteer positions that are available to all club members.

3. Volunteer Hour Requirement:

3.1 Threshold Requirement:

(a) To qualify for a 25% ice credit, a volunteer must complete a minimum of ten (10) verified volunteer hours, including the required regular season volunteer hours, within the applicable skating season, which runs from September 1 through August 31.

Approved On: June 2026

Revised On:

Approved by: MSC BOD



MSC 011: Policy – Volunteer Ice Fee Credit

(b) To qualify for a 50% ice credit, a volunteer must complete a minimum of twenty (20) verified volunteer hours, including the required regular season volunteer hours, within the applicable skating season, which runs from September 1 through August 31.

(c) It is the responsibility of the volunteer to ensure that the hours are tracked in the volunteer book and signed off on by a board member.

3.2 Eligible Volunteer Activities:

Eligible activities include, but are not limited to:

- Competition or test day support
- Ice monitoring or supervision
- Fundraising activities
- Event coordination
- Committee participation
- Administrative support
- Other activities approved in advance by the board of directors

3.3 Ineligible Activities:

The following do not count toward volunteer hours:

- Activities performed solely as part of a board member's duties
- Paid services
- Coaching or instructional services already compensated
- Activities benefiting only the volunteer's own skater
- Program Assistants duties (PAs)

4. Ice Credit Benefit:

4.1 Benefit Description:

Volunteers who complete the required verified volunteer hours shall be eligible to receive an ice fee credit of the Club's standard ice fees, for one skater for one session, subject to the limitations set out in this policy.

4.2 Application of Credit:

- The credit shall be applied only to ice fees for one session
- The credit shall be applied to one of the volunteer's registered skaters
- The credit has no cash value and is non-transferable
- The credit expires at the end of the skating season of the following year that the credit is earned

Approved On: June 2026

Revised On:

Approved by: MSC BOD



MSC 011: Policy – Volunteer Ice Fee Credit

- Credits may not be applied to prior seasons, however, if utilizing a payment plan, the credit can be used for future payments of the current session
- The credit must be requested utilizing the “Volunteer Ice Fee Credit Request Form” and submitted to the board for approval no later than one week after the end of the skating season during which the credit is earned. **There will be no exceptions to this requirement**

5. Verification and Documentation:

5.1 Tracking of Hours:

All volunteer hours must be:

- Logged using the Club’s designated tracking system (volunteer book)
- Verified by the Volunteer Coordinator or designated board member

5.2 False or Inflated Reporting:

Submission of inaccurate or inflated volunteer hours may result in:

- Loss of eligibility for the ice credit
- Disciplinary action under Club policies

6. Conflict of Interest Safeguards:

The purpose of this section is to acknowledge and address potential conflicts of interest that may arise when Directors, committee members, volunteers, or their family members are eligible to receive benefits under Club policies relating to volunteer credits, registration discounts, fee reductions, reimbursements, or other volunteer recognition programs.

This section establishes safeguards to ensure that such policies are adopted, administered, and reviewed in a manner that is fair, transparent, and in the best interests of Moore Skating Club ("MSC").

MSC recognizes that many Directors, committee members, and volunteers are also parents, guardians, skaters, coaches, or members who may be eligible to receive benefits available under Club policies.

The Board acknowledges that, as a result, Directors and committee members may indirectly or directly benefit from policies relating to volunteer credits, registration discounts, fee reductions, or other volunteer recognition programs. The Board further acknowledges that this circumstance may create an actual, potential, or perceived conflict of interest.



MSC 011: Policy – Volunteer Ice Fee Credit

Notwithstanding this potential conflict, the Board may approve and administer such policies where it determines that the policy:

- a) is in the best interests of MSC;
- b) supports the recruitment, retention, and recognition of volunteers and Board members;
- c) encourages member participation and volunteer engagement;
- d) promotes the long-term sustainability and effective operation of MSC;
- e) is applied fairly, consistently, and transparently to all eligible participants; and
- f) provides benefits that are reasonable and proportionate to the volunteer services performed.

The Board recognizes that volunteer participation is essential to the successful operation of MSC and that volunteer recognition programs provide a valuable means of encouraging and supporting member involvement.

Benefits provided under such policies are intended solely to recognize volunteer contributions and offset a portion of the costs associated with participation in Club programs and activities. Such benefits are not intended to constitute compensation, wages, remuneration, personal profit, or financial enrichment.

7. Disclosure:

Any director or officer whose family may qualify for an ice credit under this policy shall disclose this indirect interest in accordance with the Club's Conflict of Interest Policy and ONCA requirements.

8. No Entitlement:

Participation in the volunteer ice credit program does not create an entitlement or contractual right. The Club reserves the right to modify, suspend, or terminate the program at any time, subject to applicable law and bylaw requirements.

9. Compliance:

This policy is intended to comply with:

- The Ontario Not-for-Profit Corporations Act (ONCA)
- The Club's bylaws
- Applicable Skate Ontario / Skate Canada governance standards

In the event of a conflict between this policy and applicable legislation or bylaws, the legislation or bylaws shall prevail.



MSC 011: Policy – Volunteer Ice Fee Credit

Review of Policy:

This Policy shall be reviewed by the Board of Directors at least every three (3) years, or sooner if required due to changes in legislation, financial conditions, or organizational circumstances.

Policy Approval:

Approved by the Board of Directors of the Moore Figure Skating Club on:

Date: June 15, 2026

A handwritten signature in blue ink, consisting of a series of loops and a final flourish.

President: _____

A handwritten signature in black ink, appearing to read 'Mottley'.

Secretary: _____



MSC 011: Policy – Volunteer Ice Fee Credit

Schedule A – Volunteer Hour Eligibility

Activities That Are Excluded From Volunteer Hours

(Do NOT count toward volunteer hour totals)

The following activities are excluded because they are performed solely as part of a director's or officer's fiduciary, governance, or oversight duties, or because they are not genuine volunteer service to the Club.

1. Governance & Fiduciary Duties (Always Excluded)

- Attendance at Board of Directors meetings
- Preparation for board meetings (reviewing agendas, reports, minutes)
- Voting on motions or resolutions
- Strategic planning or policy development
- Governance oversight or compliance activities
- Reviewing or approving budgets, financial statements, audits
- Signing contracts, cheques, or legal documents
- Conflict-of-interest disclosures or discussions
- Acting in an officer role (President, Vice-President, Treasurer, Secretary)

2. Board-Only or Officer-Only Committees

- Executive Committee
- Finance or Audit Committee (if board-only)
- Governance or Nominating Committee (if board-only)
- Any committee participation **required by virtue of holding office**

3. Personal or Family Benefit Activities

- Coaching or assisting one's own skater
- Chaperoning only one's own skater
- Activities performed solely for personal convenience or benefit
- Unverified or self-assigned tasks

4. Paid or Compensated Activities

- Any activity for which the individual receives payment, honorarium, or fee reduction
- Coaching, instruction, or professional services already compensated by the Club

Activities That Are Included as Volunteer Hours



MSC 011: Policy – Volunteer Ice Fee Credit

(Count toward volunteer hour totals when properly logged and verified)

The following activities qualify as volunteer service because they are operational, open to all volunteers, and not tied to governance authority.

1. Event & Competition Support

- Competition or test day registration desk
- Ice monitoring or supervision shifts
- Music desk support
- Event setup and teardown
- Hospitality or runner duties
- Volunteer coordination support (non-governance)

2. Fundraising & Club Activities

- Fundraising events (raffles, bottle drives, ticket sales)
- Sponsorship solicitation (non-board specific)
- Special events or exhibitions
- Club-hosted community events

3. Administrative & Operational Support

- Office or administrative assistance
- Data entry or clerical support
- Volunteer scheduling (non-board role)
- Communications support (newsletters, notices, social media assistance)

4. Committee Participation (When Open to Non-Directors)

Volunteer hours may be credited for committee work only when:

- The committee includes non-directors, and
- Participation is voluntary, and
- The work is operational rather than governance-related

Examples:

- Competition planning committee
- Fundraising committee
- Event planning committee

Approved On: June 2026

Revised On:

Approved by: MSC BOD



MSC 011: Policy – Volunteer Ice Fee Credit

Directors and Officers – Special Clarification

Directors and officers may earn volunteer hours only when performing activities listed above and only when those activities are:

- Not required by their board or officer role, and
- Performed on the same basis as any other volunteer

Board service alone does not qualify for volunteer hour credit.



MSC 011: Policy – Volunteer Ice Fee Credit

MOORE SKATING CLUB VOLUNTEER ICE FEE CREDIT REQUEST FORM (Volunteers complete Sections 1-3/4)

Skating Season: September 1, 20__ to August 31, 20__

IMPORTANT: This form must be submitted to the Board of Directors no later than one week after the end of the skating season in which the volunteer hours were earned.

- 25% Ice Fee Credit — minimum 10 verified volunteer hours
- 50% Ice Fee Credit — minimum 20 verified volunteer hours

PART 1 - VOLUNTEER INFORMATION

Volunteer Name: _____

Address: _____

Email: _____

Telephone: _____

Registered Skater for Whom the Credit Is Requested: _____

Relationship to Registered Skater: _____

PART 2 - VOLUNTEER HOURS

The volunteer must ensure that all hours are recorded in the Club's designated volunteer book and signed off by a Board member.

Please list all volunteer activities for which credit is being requested.

Date	Volunteer Activity	Hours	In Volunteer book?

Additional pages attached: Y / N

Approved On: June 2026

Revised On:

Approved by: MSC BOD



MSC 011: Policy – Volunteer Ice Fee Credit

TOTAL HOURS CLAIMED: _____ hours

PART 3 - ELIGIBILITY CERTIFICATION

I certify that the volunteer hours submitted on this form:

- Were actually performed by me during the applicable skating season.
- Have been recorded in the Club's volunteer book.
- Have been signed off by a Board member.
- Were performed in an eligible volunteer position or activity.
- Were not performed solely as part of my duties as a Director or Officer.
- Were not paid or compensated services.
- Were not activities benefiting only my own skater.
- Were not Program Assistant (PA) duties.
- Were not self-assigned or unverified activities.

I understand that inaccurate or inflated reporting of volunteer hours may result in loss of eligibility for the ice credit and may result in disciplinary action under Club policies.

By submitting this request, I acknowledge and agree that:

- The credit applies only to ice fees for one session.
- The credit may be applied to one of my registered skaters.
- The credit has no cash value.
- The credit is non-transferable.
- The credit expires at the end of the skating season of the following year in which the credit was earned.
- The credit cannot be applied to a prior skating season.
- If I am utilizing a payment plan, the credit may be used for future payments of the current session.
- This request must be submitted no later than one week after the end of the skating season in which the hours were earned.
- Submission of this form does not guarantee approval of the requested credit.
- Only volunteer hours that satisfy the Volunteer Ice Fee Credit Policy will be credited.

Volunteer Signature: _____ Date: _____



MSC 011: Policy – Volunteer Ice Fee Credit

PART 4 - DIRECTOR CONFLICT OF INTEREST DECLARATION

****Complete only if the volunteer is a Director of the Moore Skating Club.**

I acknowledge that I, or a member of my family, may receive a benefit under the Volunteer Ice Fee Credit Policy.

I confirm that:

- I have disclosed my position as a Director.
- The volunteer hours submitted were earned through volunteer positions or activities available to all Club members.
- The hours claimed do not include Board meetings, Board duties, officer duties, governance responsibilities, or other activities performed solely by virtue of holding office.
- I have not participated in the verification of my own volunteer hours.
- I understand that my eligibility and credit will be determined using the same requirements applicable to all other volunteers.
- I have disclosed any applicable indirect interest in accordance with the Club's Conflict of Interest Policy and applicable requirements.

The Club's policy expressly recognizes that Directors may indirectly benefit from volunteer recognition programs and requires disclosure where a Director's family may qualify for an ice credit.

Director/Officer Signature: _____ Date: _____



MSC 011: Policy – Volunteer Ice Fee Credit

PART 5 - VOLUNTEER COORDINATOR / BOARD VERIFICATION **FOR CLUB USE ONLY**

I have reviewed the volunteer hours submitted with this request and have verified the hours against the Club's volunteer records.

Hours claimed: _____

Hours verified: _____

Verification Result

- 10–19 verified hours — eligible for 25% credit
- 20 or more verified hours — eligible for 50% credit
- Fewer than 10 verified hours — not eligible for credit
- Additional information required

Verified by: _____

Position: _____

Signature: _____

Date: _____