



Constitution, By Laws & Policies

Table of Contents

MSC 001: Constitution and By Laws.....	1
MSC 002: Code of Conduct	22
MSC 003: Conflict of Interest.....	28
MSC 004: Dispute Resolution	33
MSC 005: Criminal Record & Vulnerable Sector Check	35
MSC 006: Withdrawal & Refund.....	37
MSC 007: Annual Awards	41
MSC 008: Bingo Volunteer Procedure	45
MSC 009: Provision of Gifts	46
MSC 010: Invest Policy Statement	48
MSC 011: Volunteer Ice Fee Credit	52

Section 1 – General

1.1 Purpose These bylaws relate to the general conduct of affairs of Moore Figure Skating Club (aka “Moore Skating Club”), a not-for-profit club – managed by a volunteer board of directors.

1.2 Definitions In this bylaw and all other bylaws of the Corporation, unless the context otherwise requires:

- a. "Act" means the Ontario Not-for-Profit Corporations Act (ONCA) 2021 and, where the context requires, includes the regulations made under it, as amended or re-enacted from time to time;
- b. “Adjournment” in meetings means to end the proceedings and move any remaining agenda items to be discussed at a future meeting;
- c. “Appointment” of a Director shall mean the period of time such Director holds their office by way of a resolution by the Board pending a vote of approval from the Membership at a prescribed Membership Meeting;
- d. “Articles” means the required set of formal documents (“instrument”) filed with the government to legally document the creation of a corporation as well as any modifications to the initial documents (includes any instrument that incorporates a corporation or modifies its incorporating instrument, including articles of incorporation,
- e. "Board" means the board of directors of the Corporation;
- f. "Bylaws" means this bylaw (including the schedules to this bylaw) and all other bylaws of the Corporation as amended and which are, from time to time, in force and effect;
- g. “Candidate” shall be those Persons who have been nominated for election via the process outlined in Sub-article 2.4(a);
- h. "Chair" means the President of the Corporation;
- i. Corporation" means the Moore Skating Club (the corporation that has passed these bylaws under the Act or that is deemed to have passed these bylaws under the Act);
- j. "Director" means an individual occupying the position of director of the Corporation by whatever name he or she is called;
- k. “Employee” means any Person who has entered into a contract of employment with the Corporation;
- l. "Ex Officio" means membership "by virtue of office" and includes all rights and responsibilities, unless otherwise specified;

- m. "Extra Ordinary Resolution" means a resolution passed by the Directors or Members by at least eighty percent (80%) of the vote cast at a meeting of the Board or Members duly called for that purpose;
- n. "Holiday" means any Saturday, Sunday or statutory or declared holiday observed in Ontario and any other day which the Corporation is not open to the public;
- o. "Member" means a member of the Corporation;
- p. "Members" means the collective membership of the Corporation;
- q. "Officer" means an officer of the Corporation.
- r. "Ordinary resolution" means a resolution that is submitted to a meeting of the member of a corporation and passed at the meeting, with or without amendment, by at least a majority of the votes cast.
- s. "Person" means an individual.
- t. "Skate Canada Coach" means a coach who meets the requirements to be in good standing under the Skate Canada Coach Membership Procedure
- u. "Special resolution" means a resolution that is submitted to a special meeting of the members of a corporation duly called for the purpose of considering the resolution and passed at the meeting, with or without amendment, by at least two-thirds of the votes cast; ,
- v. "Vice-chair" means the Vice-President of the Corporation.

1.3 Interpretation

- a. In this bylaw and in all other bylaws of the Corporation, unless the context requires, words importing the singular number shall include the plural number and vice versa and references to persons shall include firms and corporations, and words importing one gender shall include all others.
- b. Other than as specifically defined in this bylaw, all terms contained in this bylaw that are defined in the Act shall have the meanings given to such terms in the Act.
- c. The division of this bylaw into articles and the insertion of headings are for convenience of reference only and shall not affect the interpretation of this Agreement

1.4 Severability and Precedence

- a. The invalidity or unenforceability of any provision of this bylaw shall not affect the validity or enforceability of the remaining provisions of this bylaw. If any of the provisions contained in the bylaws are inconsistent with those contained in the articles or the Act, the provisions contained in the articles or the Act, as the case may be, shall prevail.

Section 2: Directors

2.1 Composition of the Board

The Board shall consist of no less than six (6) and no more than ten (10) directors, who satisfy the criteria set out in article 2.3, and who are elected by the Members in accordance with article 2.4 or appointed in accordance with article 2.6. The size of the Board shall be fixed by a Special Resolution of the Members at the annual general meeting.

2.2 Duties and Responsibilities

The Board may exercise all such powers and do all such acts and things as may be exercised or done by the Corporation and are not prohibited by the Act, bylaw or any Special Resolution of the Corporation or by statute expressly directed or required to be done by the Corporation at a Special Meeting

2.3 Qualifications of Directors

No person shall be qualified for election or Appointment as a Director referred to in article 2.1 if they:

- a. are not an individual;
- b. are less than eighteen (18) years of age.
- c. are a person who has been found under the Substitute Decisions Act, 1992 or under the Mental Health Act to be incapable of managing property;
- d. are a person who has been found to be incapable by any court in Canada or elsewhere;
- e. has the status of a bankrupt;
- f. are not willing to execute a document in a form as prescribed by the Board from time to time indicating their willingness to become a Member if the candidate is not a Member at the time of their election, or is a Member;
- g. are an “ineligible individual” as defined in section 149.1(1) of the Income Tax Act;
- h. are an employee of the Corporation; with the exception of one certified professional coach or registered skating coach who will fulfill the requirement as per 4.1 (b) of these bylaws;
- i. are not a resident of Ontario; or,
- j. have not agreed to or have not executed a statement in the prescribed form as determined from time to time by the Board, providing that such Director is in agreeance with, and shall abide by the Articles, bylaw and policies of the Corporation in all matters when such Director is publicly acting in their capacity as a Director; The decision of the Board as to whether or not a candidate is qualified to stand for election shall be final.

- k. At least one Director shall be a Skate Canada Coach with the full rights to speak and vote at meetings of the board.

2.4 Election and Term

- a. **Nominations:** The Board will circulate among the Members and Skate Canada Coaches (who have a current contract with the Corporation) a request for nominations for Candidates to hold the office of Directors at least twenty-one (21) days prior to the Annual Meeting. Any nomination of an individual as a Candidate shall:
 - i. Include the name of the Candidate and the nominator, and include written consent of the Candidate by email, written letter, or signed or electronic signature; and,
 - ii. Be submitted to the Board no later than fourteen (14) days prior to the Annual Meeting

There will be no nominations from the floor of the meeting.

- b. **Election of Directors:** The Candidates shall be elected by the Members at each annual meeting to hold their respective office as Directors. Elections for each Director position will be decided by an Ordinary Resolution of the Members in attendance at the Members' Meeting in accordance with the following:
 - i. One valid nomination for each vacant position: The Director(s) shall be declared elected by Ordinary Resolution.
 - ii. Multiple Valid Nominations: A voting procedure approved by the Board so that the elected Directors are elected by a majority vote of the Members.

Term of Office:

- a. **Length and Structure of Terms**

Directors shall be elected for terms not exceeding two (2) years. The Board shall consist of:

- i. one-half (1/2) of the Director positions serving two (2) year terms; and
- ii. one-half (1/2) of the Director positions serving one (1) year terms.

If the total number of Directors is an odd number, the number of two (2) year term positions shall be one less than the number of one (1) year term positions.

b. Designation of Positions

Each Director position shall be designated as either a one-year term position or a two-year term position. Such designation shall not change when the position becomes vacant or is filled.

c. Staggering of Two-Year Terms

The two (2) year term positions shall be equally divided into two fixed classes:

- i. **Class A** positions shall be elected in even-numbered calendar years; and
- ii. **Class B** positions shall be elected in odd-numbered calendar years.

The number of Class A and Class B positions shall be equal, or if not possible, shall differ by no more than one (1).

d. Election Cycle

- i. One-year term positions shall be filled at each annual meeting.
- ii. Class A two-year term positions shall be filled at annual meetings held in even-numbered years.
- iii. Class B two-year term positions shall be filled at annual meetings held in odd-numbered years.

e. Initial Implementation

Upon adoption of this bylaw:

- i. all one-year term positions shall be filled for one (1) year terms;
- ii. Class A two-year term positions shall be filled for two (2) year terms at the next annual meeting held in an even-numbered year; and
- iii. Class B two-year term positions shall be filled for two (2) year terms at the next annual meeting held in an odd-numbered year.

Where necessary to implement this structure, any two-year term position may be assigned an initial one (1) year term solely for the purpose of establishing the alternating cycle, after which it shall revert to a two (2) year term.

f. Term Expiry

A Director's term shall commence at the close of the meeting at which they are elected and shall continue until the close of the annual meeting at which their term expires, or until their successor is elected or appointed.

2.5 Vacancies

The office of a Director shall be vacated immediately:

- a. if the Director resigns office by written notice to the Corporation, which resignation shall be effective at the time it is received by the Corporation or at the time specified in the notice, whichever is later;
- b. if the Director dies or becomes bankrupt;
- c. if the Director is found to be incapable by a court or incapable of managing property under Ontario law; or

- d. if, at a meeting of the Members, the Members by ordinary resolution removes the Director before the expiration of the Director's term of office.

2.6 Filling Vacancies

Director appointed or elected to fill the vacancy holds office for the remainder of the unexpired term of the Director's predecessor. A vacancy on the Board shall be filled as follows:

- a. if the vacancy occurs as a result of the Members removing a Director, the Members may fill the vacancy by an ordinary resolution at the same meeting in which the Director is removed;
- b. if there is not a quorum of Directors or there has been a failure to elect the number or minimum number of Directors set out in the Articles, the Directors in office shall, without delay, call a special meeting of Members to fill the vacancy and, if they fail to call such a meeting or if there are no Directors in office, the meeting may be called by any Member; or
- c. a quorum of Directors may appoint a Director to fill a vacancy on the Board.

2.7 Remuneration of Directors

The Directors shall serve without remuneration and no Director shall directly or indirectly receive any profit from occupying the position of Director; subject to the following:

- a. Directors may be reimbursed for reasonable expenses they incur in the performance of their Directors' duties;
- b. Directors may be paid remuneration and reimbursed for expenses incurred in connection with services they provide to the Corporation in their capacity other than as Directors, provided that the amount of any such remuneration or reimbursement is:
 - i. considered reasonable by the Board;
 - ii. approved by the Board for payment by resolution passed before such payment is made; and,
 - iii. in compliance with the conflict-of-interest provisions of the Act.

2.8 Standard of Care

Every Director shall:

- a. Act honestly and in good faith with a view to the best interests of the Corporation and the Membership; and,
- b. Exercise the care, diligence and skill that a reasonable person would exercise in comparable circumstances.

2.9 Powers of the Board

The Board is empowered to do the following, without limit:

- a. Make policies and procedures or manage the affairs of the Corporation in accordance with the Act and these bylaws;
- b. Make policies and procedures relating to the management of disputes within the
- c. Corporation and deal with disputes in accordance with such policies and procedures;
- d. Employ or engage under contract such persons as it deems necessary to carry out the work of the Corporation;
- e. Follow registration procedures, and other registration requirements as determined by Skate Canada;
- f. Enable the Corporation to receive donations and benefits for the purpose of furthering the objects and purposes of the Corporation;
- g. Make expenditures for the purpose of furthering the objects and purposes of the Corporation;
- h. Borrow money upon the credit of the Corporation as it deems necessary in accordance with these bylaws; and,
- i. Perform any other acts from time to time as may be in the best interests of the corporation.

Section 3 - Board Meetings

3.1 Calling of Meetings

Meeting of the Board of Directors may be convened at any time by:

- a. the Chair;
- b. the Vice-Chair;
- c. any two (2) Directors; or,
- d. the Secretary, at the direction of any two (2) Directors.

3.2 Regular Meetings

- a. The Board may fix the place and time of regular Board meetings and send a copy of the resolution fixing the place and time of such meetings to each Director, and no other notice shall be required for any such meetings.
- b. Notice of the time and place for the holding of a meeting of the Board shall be given in the manner provided in Section 11 of this bylaw to every Director of the Corporation not less than ten days before the date that the meeting is to be held. Notice of an adjourned meeting of the Board is not required if the time and place of the adjourned meeting is announced at the original meeting.
- c. Notice of a meeting is not necessary if all of the Directors are present, and none objects to the holding of the meeting, or if those absent have waived notice or have otherwise signified their consent to the holding of such meeting. If a quorum of Directors is present, each newly elected or appointed Board may, without notice, hold its first meeting immediately following the annual meeting of the Corporation.

3.3 Chair of the Meeting

- a. The Chair shall preside at Board meetings. The Chair will be the chair of all Board meetings. In the absence of the Chair, the Directors present shall choose one of their number to act as the chair.

3.4 Voting

- a. Each Director has one vote at a meeting of the Board. Questions and resolutions arising at any Board meeting shall be decided by a majority of votes (of those present). Voting will be by a show of hands, through proxy, written, or orally unless a majority of Directors present request a secret ballot. An abstention from voting is not counted in determining a majority. In case of an equality of votes the Chair shall not have a second or casting vote, and the motion will be deemed defeated. A declaration by the Chair that a resolution has been carried and an entry to that

effect in the meeting minutes is conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour the contrary.

3.5 Quorum

- a. Three (3) Directors shall constitute a quorum.

3.6 Participation by Telephonic or Electronic Means

- a. If all of the Directors of the Corporation consent, a Director may participate in a meeting of the Board or of a committee of Directors by telephonic or electronic means that permits all participants to communicate adequately with each other during the meeting. A Director participating by such means is deemed to be present at that meeting.

3.7 Telephonic or Electronic Voting Procedures

- a. Matters that require approval of the Board may be voted on by telephonic or electronic means if such a vote is called for by the Chair. Any Director who fails to vote by any method provided for by the Chair will be deemed to have forfeited his or her right to vote on the issue. The Chair will advise the Directors of the results of any telephonic or electronic vote.
- b. If one (1) of the Directors indicates to the Chair that they wish an in-person vote to be called to discuss a motion and/or vote on a motion before the close of voting that was otherwise to be voted on electronically or by telephonic means, the Chair shall call a Board meeting and the electronic vote shall not be counted.

3.8 Written Resolution in Lieu of Meeting

- a. Unless otherwise restricted by the Act or bylaws, any resolution required or permitted to be passed at any meeting of the Board or of any committee thereof may be taken without a meeting if all Directors or members of such committee, as the case may be, consent thereto in writing or email, and the writings are filed with the minutes of proceedings of the Board or committee in accordance with the Act.

3.9 Persons Entitled to be Present

- a. Members in good standing and guests may attend meetings of the Board with the unanimous consent of the present Directors. Notwithstanding the above, only Directors shall be permitted to attend in-camera sessions of the Board where confidential or personnel issues are to be discussed. The Board may adopt a policy from time to time with respect of the attendance of the public at meetings of the Board.

3.10 Adjournment of Meeting

- a. If within one-half (1/2) hour after the time appointed for a meeting of the Board a quorum is not present, the meeting shall stand adjourned until a day within fourteen (14) days to be determined by the chair of the meeting.
- b. Within twenty-four (24) hours of a determination that a meeting will be adjourned, each Director will be provided with notice of such adjournment.

Section 4 - Organization and Financial

4.1 Execution of Documents

- a. Deeds, transfers, assignments, contracts, agreements, mortgages, conveyances, obligations, certificates or any other instruments or documents requiring the signature of the Corporation, shall be signed by any one of the Chair or Vice-Chair together with the Secretary or any other Director, and all instruments or documents so signed shall be binding upon the Corporation without any further authorization or formality. Contracts executed in the ordinary course of the Corporations operations as determined by the Board may be entered into on behalf of the Corporation by any Person authorized by the Board to do so.

4.2 Other Signing Officers

- a. In addition to the provisions of article 4.1, the Board may from time to time, by resolution, direct the manner in which, and the person or persons by whom, any particular instrument or class of instruments or document may or shall be signed.

4.3 Banking Arrangements

- a. The banking business of the Corporation or any part thereof shall be transacted with such banks, trust companies or other financial institutions as the Board may, by resolution, from time to time determine.

4.4 Financial Year

- a. Unless otherwise determined by the Members, the fiscal year end of the Corporation shall be the 15th day of May each year.

4.5 Appointment of Auditor

- a. The Members entitled to vote shall, at each annual meeting, appoint an auditor to audit the accounts of the Corporation and to report to the Members at the next annual meeting. The auditor shall hold office until the next annual meeting, provided that the Directors shall immediately fill a vacancy in the office of auditor in

accordance with the Act. The remuneration of the auditor shall be fixed by the Board at the annual meeting of the Members.

- b. b) If the Corporation receives a revenue of more than one-hundred-thousand dollars (\$100,000.00) but less than five-hundred-thousand dollars (\$500,000.00), the Members can waive the requirement to have an audit of the Corporations accounts by passing an Extraordinary Resolution.

4.6 Borrowing Power

- a. Without limiting the borrowing powers of the Corporation as set forth in the Act, but subject to the Articles, the Board may from time to time, on behalf of the Corporation, without authorization of the Members:
 - i. borrow money on the credit of the Corporation;
 - ii. issue, sell or pledge securities (including bonds, debentures, notes or other similar obligations, secured or unsecured) of the Corporation;
 - iii. to the extent permitted by the Act, give directly or indirectly financial assistance to any Person by means of a loan, a guarantee on behalf of the Corporation to secure performance of any present or future indebtedness, liability or obligation of any Person or otherwise; and
 - iv. mortgage, hypothecate, pledge or otherwise create a security interest in all currently owned or subsequently acquired real or personal, movable or immovable, property of the Corporation including book debts, rights, powers, franchises and undertakings, to secure any such bonds, debentures, notes or other evidences of indebtedness or guarantee or any other present or future indebtedness, liability or obligation of the Corporation. Nothing in this article limits or restricts the borrowing of money by the Corporation on bills of exchange or promissory notes made, drawn, accepted or endorsed by or on behalf of the Corporation.

4.7 Investments

- a. Subject to the Articles or any limitations accompanying a gift, the Board is authorized to make or receive any investments which the Board in its discretion considers advisable.

Notwithstanding the foregoing, the Board shall be required to obtain the approval of the Membership as prescribed in this bylaw and the Act with respect to:

- i. the acquisition and sale of real property which shall require a Special Resolution of the Members;
- ii. The acquisition or conveyance of public access rights over the Corporation's lands which shall require a Special Resolution of the Members;

- iii. The acquisition or conveyance of easements, rights of way or other similar real property interests to or from any third party which shall require a Special Resolution of the Members; and,
- iv. Granting mortgages or other security against the real or personal property of the Corporation which shall require a Special Resolution of the Members.

Section 5 – Officers

5.1 Officers

- a. The Board shall appoint a Chair from among the Directors and may such any other to be an Officer or agent as the Board deems necessary, and who shall have the authority and shall perform such duties as the Board may prescribe from time to time. The same person may hold two or more offices of the Corporation.

5.2 Office Held at Board's Discretion

- a. Any Officer shall cease to hold office upon a special resolution of the Board. Unless so removed, an Officer shall hold office until the earlier of:
 - i. the Officer's successor being appointed,
 - ii. the Officer's resignation, or
 - iii. such Officer's death.

5.3 Duties

- a. Officers shall be responsible for the duties assigned to them and they may delegate to others the performance of any or all of such duties.

5.4 Duties of the Chair

- a. The Chair shall perform the duties described in sections 3. 4 and 9.5 and such other duties as may be required by law or as the Board may determine from time

Section 6 - Protection of Directors and Others

6.1 Directors Liability

- a. Any Director or Officer or committee member of the Corporation shall not be liable for any act, receipt, neglect or default of any other Director, Officer, committee member or for any loss, damage or expense happening to the Corporation through any insufficiency or deficiency of title to any property acquired by the Corporation or for any insufficiency or deficiency of any security upon which any moneys of the Corporation shall be invested or for any loss or damage arising from bankruptcy,

insolvency or tortious act of any person including any person with whom any moneys, securities or effects shall be deposited or for any loss, conversion, or misappropriation of or any damage resulting from any dealings with any moneys, securities or other assets belonging to the Corporation or for any other loss, damage or misfortune which may happen in the execution of the duties of such Director's or Officer's or committee member's respective office unless such occurrence is as a result of such Director's or Officer's own willful neglect or default.

6.2 Indemnities to Directors and Others

- a. Every Director or Officer or former Director or Officer of the Corporation or an individual who acts or acted at the request of the Corporation as a Director or Officer, or in a similar capacity of another entity, shall be indemnified and saved harmless out of the funds of the Corporation from and against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment, reasonably incurred by the individual in respect of any civil, criminal or administrative, investigative or other action or proceeding in which the individual is involved because of that association with the Corporation or other entity.
- b. The Corporation shall not indemnify an individual under sub-article 6.2(a) unless:
 - i. the individual acted honestly and in good faith with a view to the best interests of the Corporation or other entity, as the case may be; and
 - ii. if the matter is a criminal or administrative proceeding that is enforceable by a monetary penalty, the individual had reasonable grounds for believing that his or her conduct was lawful

6.3 Liability Insurance

- a. The Corporation may purchase and maintain such insurance for the benefit of any former or present Directors or Officers or an individual who acts or acted at the request of the Corporation as a Director or Officer, or in a similar capacity of another entity as the Board may from time to time determine. The Corporation shall maintain annual liability insurance coverage as required and designated by Skate Canada.

Section 7 - Conflict of Interest

7.1 Declaration of Conflict

- a. Any Director or Officer who:
 - i. is a party to a material contract or transaction, or proposed material contract or transaction with the Corporation; or

- ii. is a director or officer of, or has a material interest in, any person or corporation who is a party to a material contract or transaction or proposed material contract or transaction with the Corporation; shall disclose to the Corporation the nature and extent of his or her interest at the time and in the manner provided by the Act.
- b. Except as permitted by the Act, a Director referred to in sub-article 7.1(a) shall not attend any part of a meeting of the Directors during which the contract or transaction is discussed and shall not vote on any resolution to approve the contract or transaction.
- c. For the purposes of sub-article 7.1(a), a general notice to the Directors by a Director declaring that the person is a Director or Officer of, or has a material interest in, a person or corporation, and is to be regarded as interested in any contract or transaction entered into with that person or corporation is sufficient declaration of interest in relation to any contract or transaction so made.
- d. The provisions of this article are in addition to any conflict-of-interest policy adopted by the Board from time to time.

7.2 Avoidance Standards

- a. A contract or transaction for which disclosure is required by article 7.1 or the Act is not void or voidable, and the Director and Officer is not accountable to the Corporation or its Members for any profit or gain realized from the contract or transaction if:
 - i. the disclosure of the interest was made in accordance with this bylaw and the Act;
 - ii. the Directors approved the contract or transaction; and,
 - iii. the contract or transaction was reasonable and fair to the Corporation when it was approved.
- b. A Director or Officer acting honestly and in good faith is not accountable to the Corporation or its Members for any profit or gain realized from any such contract or transaction by reason only of their holding the office of Director or Officer and the contract or transaction, if it was reasonable and fair to the Corporation at the time it was approved, is not by reason only of the Director's or Officer's interests herein void or voidable where the contract or transaction is:
 - i. Confirmed or approved by Special Resolution at a meeting of the Members duly called for that purpose; and,
 - ii. The nature and extent of the Director's or Officer's interest in the contract or transaction is disclosed in reasonable detail in the notice calling the meeting.

Section 8 - Members

8.1 Members

- a. A Member shall be any person who is at least eighteen (18) years old and who:
 - i. Notifies an Officer in writing of their desire to become a Member in a form prescribed by the Board from time to time;
 - ii. Has agreed to and executed a statement in the prescribed form as determined from time to time by the Board, providing that such Member is in agreeance with, and shall abide by the Corporation's policies including but not limited to the applicable Terms and Conditions and Code of Conduct, and bylaw #1 of the Corporation, in all matters when such Member is publicly acting in their capacity as a Member;
 - iii. Has, in the sole discretion of the Board acting reasonably, a genuine interest in the objectives of the Corporation, including the Corporation's policies and bylaws #1 of the Corporation;
 - iv. Has paid all applicable Membership and registration fees during the current membership year; and,
 - v. is: A skater or program assistant who is registered with Skate Canada through the Corporation for the duration of the current membership year; or,
 - vi. A Parent or Legal Guardian for a child or children under the age of 18 registered as a skater(s) with Skate Canada through the Corporation for the duration of the current membership year; or,
 - I. A Skate Canada Official who has named Moore Skating Club as their Home Club
 - II. Those named to Life Memberships

8.2 Membership Period

- a. The membership year will be September 1st to August 31st unless otherwise determined by the Board.

8.3 Transferability of Membership

- a. Membership in the Corporation is not transferable and automatically terminates if the Member resigns or such membership is otherwise terminated in accordance with the Act.

8.4 Rights of Membership

- b. A Member as of section 8. 1 has the following rights and privileges
 - i. To receive notice of, and to attend, the annual general meeting;

- ii. To make or second motions at an annual general meeting and to speak and debate on motions under consideration in accordance with such rules of order as may be adopted by the Board;
- iii. To exercise a vote on matters for determination at annual general meeting;
- iv. Serve on Committees of the Corporation, as invited;
- v. Nominate individuals for election to the Board, in accordance with these bylaws;
- vi. Be nominated, if eligible, to stand for election as a Director of the Corporation, in accordance with these bylaws;
- vii. To propose amendments; and,
- viii. To receive access to minutes of Members' meetings

8.5 Dues

- a. Membership dues are payable annually. All applicable Membership dues shall be quantified in the sole discretion of the Board.

8.6 Term of Membership

- a. The Membership term for each Member will begin on the date of receipt of payment of all applicable Membership dues and shall expire on the 31st of August following such payment.

Section 9 ANNUAL general Meeting

9.1 Annual General Meeting

- a. The annual general meeting shall be held on a day and at a place within Ontario fixed by the Board. The annual general meeting may be held by telephonic or electronic means. Any Member, upon request, shall be provided, not less than 10 business days or other number of days that may be further prescribed in regulations before the annual general meeting, with a copy of the approved financial statements, auditor's report or review engagement report and other financial information required by the bylaws or articles.
 - i. The business transacted at the annual general meeting shall include:
 - ii. receipt of the agenda;
 - iii. receipt of the minutes of the previous annual general meeting and subsequent special meetings;
 - iv. consideration of the financial statements;
 - v. consideration of the audit or review engagement, if any;

- vi. an extraordinary resolution to have a review engagement instead of an audit or to not have an audit or a review engagement;
 - vii. election of Directors;
 - viii. reappointment of the incumbent auditor or person appointed to conduct a review engagement; and,
 - ix. such other or special business as may be set out in the notice of meeting.
- b. No other item of business shall be included on the agenda for annual general meeting unless a Member has given notice in writing, no later than March 15th, to the Corporation of any matter that the Member proposes to raise at the meeting in accordance with the Act, so that such item of new business can be included in the notice of annual general meeting.

9.2 Special Meeting

- a. The Directors may call a special meeting of the Members. The Board shall call a special meeting on written requisition of the Members who hold at least 10 per cent of votes that may be cast at the meeting sought to be held within 21 days after receiving the requisition unless the Act provides otherwise.

9.3 Notice

- a. Subject to the Act, not less than 10 and not more than 50 days written notice of any annual or special Members' meeting shall be given in the manner specified in the Act to each Member, each Director and to the auditor or person appointed to conduct a review engagement. Notice of any meeting where special business will be transacted must contain sufficient information to permit the Members to form a reasoned judgment on the decision to be taken and state the text of any special resolution to be submitted to the meeting.

9.4 Quorum

- a. A quorum for the transaction of business at a Members' meeting is 5% of the Members entitled to vote at the meeting of the Members inclusive of those Members present and the proxies presented. If a quorum is present at the opening of a meeting of the Members, the Members present may proceed with the business of the meeting, even if a quorum is not present throughout the meeting.

9.5 Chair of the Meeting

- a. The Chair shall be the chair of the Members' annual meeting; in the Chair's absence, the Members present may choose another Director as chair and if no Director is present or if all of the Directors present decline to act as chair, the Members present shall choose one of their number to chair the meeting. In the case of a special meeting called as per Sub-article 9.2, the Members present may choose any Director or Member to chair the meeting.

9.6 Voting of Members

- a. At the beginning of each meeting, the Chair may appoint one or more scrutineers who will be responsible for ensuring that votes are properly cast and counted. Business arising at any Members' meeting shall be decided by a majority of votes unless otherwise required by the Act or the bylaw provided that:
- i. each Member (or their appointed Proxy) shall be entitled to one vote at any meeting;
 - ii. votes shall be taken by a show of hands among all Members present and the chair of the meeting, if a Member, shall have a vote;
 - iii. an abstention shall not be considered a vote cast;
 - iv. before or after a show of hands has been taken on any question, the chair of the meeting may require, or any Member may demand, a written ballot. A written ballot so required or demanded shall be taken in such manner as the chair of the meeting shall direct;
 - vi. if there is a tie vote, the chair of the meeting shall require a written ballot and shall not have a second or casting vote. If there is a tie vote upon written ballot, the motion is lost; and whenever a vote by show of hands is taken on a question, unless a written ballot is required or demanded, a declaration by the chair of the meeting that a resolution has been carried or lost and an entry to that effect in the minutes shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.

9.7 Proxy Voting

- a. In this part, "Proxy" means an authorization by means of which a Member has appointed a proxy holder to attend and act on the Member's behalf at a meeting of the Members. The proxy holder must be a Member of the Corporation.
- b. Every Member entitled to vote at a meeting of Members may vote by means of a proxy by appointing in writing (inclusive of electronic notice) a proxy holder, to attend and act at the meeting in the manner and to the extent authorized by the proxy and with the authority conferred by it subject to the following:
- i. A proxy must be signed by the Member or the Member's attorney;
 - ii. A proxy must comply with the format stipulated by the Corporation and be submitted to the Corporation in accordance with the notice of the Member's meeting;
 - iii. A proxy is valid only at the meeting in respect of which it is given or at a continuation of the meeting after an adjournment;
 - iv. A Member may revoke a proxy by depositing an instrument in writing executed by the Member in accordance with the Act;
 - v. A proxyholder may carry a maximum of five (5) proxies at the respective Meeting of Members;
 - vi. A person who is appointed a proxyholder shall attend the Meeting of Members in person or by telephonic or electronic means in respect of which the proxy is given and shall comply with the directions of the Member who appointed the person;
 - vii. A proxy holder has the same rights as the Member by whom they were appointed, including the right to speak at a Meeting of Members in respect of any matter, to vote by way of ballot at the meeting and, except where a proxyholder has conflicting instructions from more than one Member, to vote at the meeting by way of a show of hands;
 - viii. Votes by proxy shall be collected, counted and reported in such manner as the Chair of the meeting directs;

- ix. The Board may fix a time not exceeding forty-eight (48) hours (excluding Saturdays and holidays), preceding any meeting or adjourned meeting of Members before which time proxies to be used at the meeting must be deposited with the Corporation, and any period of time so fixed shall be specified in the notice calling the meeting. A proxy shall be acted upon only if, prior to the time so specified, it shall have been deposited with the Corporation or an agent thereof specified in such notice or if, no such time having been specified in such notice, it has been received by the Secretary of the Corporation or by the Chair of the meeting or any adjournment thereof prior to the time of voting;

9.8 Adjournments

- a. If within one-half (1/2) hour after the time appointed for a meeting of the Members of the Corporation, the meeting has not commenced because a quorum is not present, or the chair of the meeting in their sole discretion elects to adjourn the meeting, the meeting shall stand adjourned until a day to be determined by the Board.

9.9 Notice of Adjourned Meetings

- a. If a meeting of Members is adjourned for less than thirty (30) days, no notice of the meeting that continues the adjourned meeting is required other than by announcement at the meeting that is adjourned, together with the date and time of the next meeting. If a meeting of Members is adjourned by one or more adjournments for an aggregate of more than thirty (30) days, notice of the meeting that continues the adjourned meeting shall be given in accordance with article.

9.10 Validity of a Written Resolution in Lieu of Meeting

- a. Except as provided in the Act and this bylaw, a written resolution signed by all of the Members entitled to vote on that resolution pursuant to article 3.9 is valid as if it had been passed at a meeting of Members.

9.11 Persons Entitled to be Present

- a. The only persons entitled to attend a Members' meeting are the Members, the Directors, the auditor or the person who has been appointed to conduct a review engagement of the Corporation, if any, and others who are entitled or required under any provision of the Act or the articles or the bylaws of the Corporation to be present at the meeting. Any other person may be admitted only if invited by the Chair of the meeting or with the majority
- b. consent of the Members present at the meeting.

Section 10 – Committees

10.1 Committees

- a. The Board may establish committees from time to time. The Board shall determine the duties of such committees.

10.2 Functions, Duties, Responsibilities and Powers of Committees

- a. The functions, duties, responsibilities and powers of committees shall be provided in the resolution of the Board by which such committee is established or such further resolutions as adopted by the Board.

10.3 Committee Members

- a. Unless otherwise provided by bylaw or by Board resolution, the Board shall appoint the members of committees, the chair of each committee and, if desirable, the vice-chair thereof. The members and the chair and vice-chair of a committee will hold their office for a term of one year, or at the pleasure of the Board. Unless otherwise provided, the Chair shall be an Ex Officio member of all committees. The Board may appoint members to any committee who are not Members.

10.4 Procedures at Committee Meetings

- a. Procedures at, and quorum for, committee meetings shall be determined by the chair of each committee, unless established by the Board by resolution or by way of general committee regulations or policy from time to time.

Section 11 - Notice

11.1 Service

- a. Any notice required to be sent to any Member or Director or to the auditor or person who has been appointed to conduct a review engagement of the Corporation shall be delivered personally, or sent by prepaid mail, facsimile, email or other electronic means to any such Member at the Member's latest address or email address as shown in the records of the Corporation; and to such Director at his or her latest address or email address as shown in the records of the Corporation or in the most recent notice or return filed under the Corporations Information Act, whichever is the more current; and to the auditor or the person who has been appointed to conduct a review engagement at its business address; provided always that notice may be waived or the time for giving the notice may be abridged at any time with the consent in writing of the person entitled thereto.

11.2 Error or Omission in Giving Notice

- a. The accidental omission to give any notice to any Member, Director, Officer, member of a committee of the Board or auditor or person conducting a review engagement, if any, or the non-receipt of any notice by any such person where the Corporation has provided notice in accordance with the bylaws or any error in any notice not affecting its substance shall not invalidate any action taken at any meeting to which the notice pertained or otherwise founded on such notice.

Section 12 - Adoption and Amendment of Bylaws

12.1 Amendments to Bylaws

- a. The Board may from time to time in accordance with the Act amend or repeal and replace this bylaw. Any such bylaw, amendment or repeal shall be effective from the date of the resolution of the Board until the next meeting of Members where it may be confirmed, rejected or confirmed as amended by the Members by ordinary resolution. If the bylaw, amendment or repeal is confirmed or confirmed as amended by the Members, it remains effective in the form in which it was confirmed. The bylaw, amendment or repeal ceases to have effect if it is not submitted to the Members at the next meeting of Members or if it is rejected by the Members at the meeting.

12.2 Repeal of Previous Bylaws

- a. The previous Constitution and bylaws of the Corporation is hereby repealed as of the coming into force of these bylaws. Such repeal shall not affect the previous operation of any bylaws so repealed or affect the validity of any act done or right, privilege, obligation or liability acquired or incurred under, or the validity of any contractor agreement made pursuant to, or the validity of the predecessor charter documents of the Corporation. All Officers and persons acting under any bylaw so repealed shall continue to act as if appointed under the provisions of these bylaws and all resolutions of the Members or the Board with continuing effect passed under any repealed bylaw shall continue to be good and valid except to the extent inconsistent with these bylaws and until amended or repealed

12.3 Policies

- a. The Board may, from time to time, adopt, amend, or repeal policies as it may deem necessary or desirable in connection with the management of the activities and affairs of the Board and the conduct of the Directors, Officers, and Board committee, if any, provided that any such policy shall be consistent with the provisions of this bylaw.

Effective Date

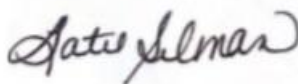
These bylaws shall come into force without further formality upon its enactment in accordance with the Act.

AMENDED

April 19, 2026



Stephanie Willis
President of the Board



Katie Selman
Secretary of the Board

MSC 002: Policy - Code of Conduct

Purpose:

The purpose of this Code of Conduct is to establish clear expectations for respectful, safe, and ethical behaviour within the Club. It is intended to promote a positive and inclusive environment for all participants, including skaters, coaches, volunteers, officials, board members, and families, both on and off the ice. This Code supports the Club's commitment to integrity, sportsmanship, and the well-being of its members by outlining standards of conduct and accountability, and by providing a framework for addressing concerns in a fair and consistent manner.

Scope:

This Code applies to all individuals involved with the Club, including:

- Skaters
- Coaches and program assistants
- Parents/guardians and family members
- Board members and volunteers
- Officials and contractors

It applies to conduct:

- At all Club activities (on-ice and off-ice)
- At competitions, events, and travel
- In communications (email, text, social media) related to the Club

Guiding Principles:

All participants are expected to uphold:

- **Respect** – Treat all individuals with dignity and courtesy
- **Integrity** – Act honestly and ethically
- **Sportsmanship** – Demonstrate fairness, encouragement, and professionalism
- **Safety** – Prioritize physical and emotional well-being
- **Inclusivity** – Foster an environment free from discrimination, harassment, or bullying

All individuals to whom this Policy applies have a responsibility to:

1. Conduct themselves in a manner that is of the highest standards, follows Skate Canada's mission, vision, core values and policies and behave accordingly by:
 - a. Treating all people with respect, dignity, and fairness;
 - b. Promoting and demonstrating a spirit of fair play, sport leadership and ethical conduct;
 - c. Acting on the belief that an individual as a person is more important than their success or my success
 - d. Acting professionally during all interactions in and surrounding Skate Canada activities;
 - e. Using positive discipline that includes setting fair rules, listening, problem-solving, encouraging, and being a good example. Never using harmful methods such as but not limited to hitting, name-calling, yelling, or using insults, intimidation, or rejection;
 - f. Always acting in a kind, courteous and judicious manner and never engaging in any exploitative, abusive or corrupt behaviour;
 - g. Using electronic communications, e.g., social media and messaging platforms responsibly, modelling appropriate behaviour that is expected of all individuals of Skate Canada. Examples include, but are not limited to:
 - i. Ensure comments may not be interpreted as slurs, demeaning or inflammatory, etc.;
 - ii. Refrain from uploading, posting, emailing, or otherwise transmitting any content that is offensive, obscene, unlawful, threatening, abusive, harassing, discriminatory, embarrassing, intimidating, sexually explicit, bullying, defamatory, hateful, racist, sexist, invasive of another's privacy or otherwise objectionable / inappropriate;
 - iii. Athletes are not to post any photos of coaches or athletes without the consent of the athlete or coach
 - iv. No social media accounts are to be created under the Moore Skating Club name unless by the club itself;
 - h. Supporting an equitable, diverse and inclusive sport for all, regardless of race, ancestry, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender;
 - i. Agreeing to advocate, respect and practice the principles of the Skate Canada National Safe Sport Program, including return to skate protocols in the case of injury or concussion;



Skaters/Athletes:

In addition to the commitment as outlined above for an individual, skaters/athletes will have additional responsibilities to:

1. Remember at all times that they represent Skate Canada, Skate Ontario, and Moore Skating Club;
2. All athletes in the program (Power Skaters and Figure Skaters), regardless of level or experience are expected to demonstrate a positive and respectful attitude towards coaches, athletes, and anyone in the facility;
3. Report any medical or fitness problems in a timely fashion;
4. Act in accordance with Skate Canada's policies and procedures, in particular, this Code, as well as the Privacy Code, Anti-Doping Policy, and National Safe Sport Program and policies thereunder;
5. All skaters will respect all Moore Sports Complex policies;
6. Foul language will not be permitted on any session or at any Moore Skating Club event;
7. All athletes are part of the Moore Skating Club team and are expected to encourage all other athletes and support one another and shall have no negative chants, mocking of other athletes or speaking rudely of other clubs;

Parents/Guardians:

Parents/Guardians are valuable members of the skater/coach team. In addition to the commitment as outlined above for an individual, Parents/Guardians of skaters will:

1. Encourage athletes to play by the rules and to resolve conflicts without resorting to hostility or violence;
2. Never ridicule a participant for making a mistake during a performance or practice;
3. Provide positive comments that motivate and encourage participants continued effort;
4. Respect the decisions and judgments of officials, and encourage skaters/athletes to do the same;
5. Respect and show appreciation to all competitors, and to the coaches, officials and other volunteers who give their time to the sport;
6. All Parents will respect all Moore Sports Complex policies;

Reporting Concerns:

Any individual who experiences or witnesses behaviour that may violate this Code is encouraged to report it.

Concerns may be reported to:

- The Club President or other board member
- A coach (if appropriate)



Reports should include:

- A description of the incident
- Date, time, and location
- Individuals involved
- Any witnesses (if applicable)

Reports should be made as soon as reasonably possible.

Complaint Review and Resolution Process:

The Club is committed to addressing concerns in a fair, timely, and impartial manner, acknowledging that each case is unique and will require the boards discretion on how best to handle the complaint. These guidelines should be treated as exactly that, guidelines, and the board has wide discretion on how to handle each unique situation throughout the process.

The MSC Conflict of Interest Policy applies to any complaint and investigation.

1. Acknowledgement

The Club will acknowledge receipt of the concern within a reasonable timeframe, indicating they have received the complaint and will follow the procedures outlined in this policy.

2. Preliminary Review

The Board or designated individual will review the concern to determine:

- Whether it falls under this Code
- The appropriate process for handling it

3. Information Gathering

Relevant information may be collected, including:

- Statements from involved parties
- Witness accounts
- Supporting documentation

4. Assessment

The matter will be assessed objectively, considering:

- The nature and severity of the conduct
- Any prior incidents
- Applicable policies

5. Outcome and Decision

A decision will be made and communicated to relevant parties.

Approved On: June 2023

Revised On: June 2026

Approved by: MSC BOD



Possible Outcomes:

Depending on the nature and severity of the conduct, outcomes may include:

- a. Verbal or written warning
- b. Required education or training
- c. Mediation between parties
- d. Temporary suspension from Club activities
- e. Removal from a role (e.g., volunteer or board position)
- f. Termination of membership (in serious cases)

The decision of the Board of Directors is final.

6. Confidentiality

- a. All concerns will be handled with discretion.
- b. Information will only be shared as necessary to resolve the issue.
- c. **Please note, the complainant may not be notified of the final actions taken by the board due to confidentiality, especially as it relates to minors.**

7. Non-retaliation clause

- a. Moore Skating Club (MSC) is committed to maintaining a safe, respectful, and transparent environment in which individuals may raise concerns without fear of negative consequences.
- b. No individual who, in good faith, raises a concern, files a complaint, participates in an investigation, or provides information in connection with a Code of Conduct matter shall be subject to retaliation, reprisal, intimidation, harassment, or adverse treatment of any kind by any member, coach, volunteer, official, employee, contractor, or representative of MSC.
- c. Retaliation includes, but is not limited to:
 - unfair treatment or exclusion from programs or activities
 - intimidation, harassment, or bullying
 - verbal or written abuse
 - threats, direct or indirect
 - denial of services or opportunities otherwise available
 - any action intended to discourage or punish participation in the complaint process

- d. Any allegation of retaliation will be treated as a separate and serious breach of MSC policy and may result in disciplinary action under the MSC Dispute Resolution Policy, up to and including removal from involvement with the Club.
- e. This protection applies regardless of the outcome of the original complaint, provided the complaint or participation was made in good faith. Complaints found to be malicious, knowingly false, or made in bad faith may be addressed under MSC disciplinary procedures.

Related Documents & Policies:

Skate Canada Code of Ethics: <https://skatecanada.ca/wp-content/uploads/2024/11/Code-of-Ethics.pdf>

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



President: _____



Secretary: _____



MSC 003: Policy – Conflict of Interest

Purpose:

This Policy has been developed to address the need for Moore Skating Club (MSC) to avoid conflicts of interest at all levels of operation, including in the actions of the organization, in decisions of committees and the Board, and in the work of professional staff.

Scope:

This Policy applies to:

- every member of the MSC Board of Directors
- every member of any committee
- all individuals acting on behalf of MSC in any capacity

This Policy applies regardless of whether the individual is an employee, contractor, official, coach, athlete, volunteer, or vendor.

Obligations of Directors and Committee Members:

Understanding conflict of interest requires an understanding of the general duties of directors and committee members.

Directors are fiduciaries and owe a duty of good faith, skill, and care. Generally, directors must at all times:

- i. act honestly and in good faith in the best interests of the organization;
- ii. exercise their powers properly and their discretion reasonably;
- iii. exercise their powers and discretion for the purpose for which they are conferred;
- iv. avoid conflicts of interest.

While committee members are not always fiduciaries, MSC requires that committee members also, at all times:

- i. act honestly and in good faith in the best interests of the organization;
- ii. exercise their powers properly and their discretion reasonably;
- iii. exercise their powers and discretion for the purpose for which they are conferred;
- iv. avoid conflicts of interest.

Conflicts of interest arise naturally in organizational settings. The existence of a conflict is not, in itself, improper or indicative of wrongdoing. However, conflicts must always be properly disclosed and managed.



Types of Conflict of Interest:

A conflict of interest may be:

1. Actual (Legal) Conflict of Interest

Occurs where an individual has a material interest in a contract, transaction, or decision involving MSC. This may arise directly or indirectly, including through:

- personal financial interest
- employment or consulting relationships
- business ownership or investment
- family or close personal relationships

“Material interest” generally means an interest that could result in any benefit, financial or otherwise, to the individual.

2. Potential Conflict of Interest

Occurs where circumstances may reasonably lead to a conflict in the future or may affect an individual’s ability to exercise objective judgment.

3. Perceived Conflict of Interest

Occurs where a reasonable outside observer could perceive that an individual may not be able to exercise objective judgment, even if no actual conflict exists.

Awareness:

All directors and committee members must remain vigilant in identifying whether:

- a) a legal conflict of interest exists;
- b) a potential conflict of interest exists;
- c) a perceived conflict of interest exists.

Disclosures:

Financial Interests:

Any director or committee member who is employed by, provides services to, or has a financial interest in any business dealing with MSC must disclose this interest in writing to:

- the President (Board members)
- the Committee Chair (committee members)
- the Board (where applicable to the President)

Legal Conflict of Interest:

Where a legal conflict exists, the individual must:

- disclose the conflict as soon as it is known
- complete a Declaration of Conflict of Interest (Appendix A)



- provide sufficient detail to describe the nature and scope of the interest

If full disclosure is not possible due to confidentiality obligations, the individual must still disclose the existence of an unidentified conflict.

Potential or Perceived Conflict:

Where a potential or perceived conflict exists, the individual must disclose sufficient information to allow others to assess the situation.

The Chair may require completion of the Declaration of Conflict of Interest form.

Management of Conflict (Objective Review):

Where a conflict of interest has been declared and confirmed, the individual:

- must not participate in discussion, debate, or voting on the matter
- must not attempt to influence the decision

The Chair, in consultation with the Board or committee, may determine whether the individual:

- must leave the room during discussion and voting, or
- may remain for discussion but not vote

All declarations, absences, and abstentions must be recorded in the minutes.

Resolution of Process:

Where required, conflicts may be reviewed and resolved by the Board or designated authority. Any resulting direction is binding and must be followed.

Breach of Policies:

Failure to comply with this Policy, including failure to disclose or comply with a decision under the Resolution Process, constitutes misconduct and may result in disciplinary action under the MSC Dispute Resolution Policy.

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.



MSC 003: Policy - Conflict of Interest

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 curves.

President: _____

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

Secretary: _____

Related Documents and Policies:

1. Skate Ontario Conflict of Interest Policy
2. Skate Canada Code of Ethics
3. MSC Dispute Resolution Policy

Approved On: June 2023

Revised On: June 2026

Approved by: MSC BOD



APPENDIX A

FORM – Declaration regarding Conflict of Interest

I have read MSC’s Conflict of Interest Policy and I agree to be bound by the obligations contained therein. I commit to avoid any real or perceived conflict of interest to the best of my knowledge and belief and I commit to disclosing the existence of any real or perceived conflict of interest in accordance with the Conflict of Interest Policy as soon as it is known to me.

I declare the following interests which may represent a real, perceived, or potential conflicting interest:

I also pledge to inform MSC in accordance with the Conflict of Interest Policy of any other member of the organization who I feel is in a position of any real, perceived or potential conflict of interest.

Name (Print): _____

Signed: _____

Date: _____

MSC 004: Policy – Dispute Resolution

Purpose:

This Dispute Resolution Policy is intended to provide a fair, transparent, and efficient process to address concerns or disputes that may arise among members, parents/guardians, skaters, volunteers, coaches, or club officials. It aligns with the spirit and intent of the Skate Canada Club Dispute Resolution Policy and supports the values of respect, responsibility, and integrity within our club community.

Scope:

This policy applies to all members of the Moore Skating Club, including but not limited to skaters, parents/guardians, coaches, volunteers, board members, and committee members. It covers disputes arising from club activities, programs and interactions at the local level.

Guiding Principles:

- **Respectful Communication:** All parties are expected to engage in respectful and constructive dialogue.
- **Confidentiality:** All concerns and outcomes will be kept confidential, except as required by law or Skate Canada policy.
- **Timeliness:** Disputes should be raised and addressed promptly.
- **Fairness and Neutrality:** The dispute process will be conducted in an unbiased and equitable manner.

Informal Resolution:

Where appropriate, disputes should first be addressed informally:

1. The concerned party is encouraged to speak directly with the person involved, calmly and respectfully.
2. If the issue is not resolved, they may bring the matter to a Board Member for assistance in resolving the dispute informally.
- 3.

Formal Resolution Process:

If informal resolution is unsuccessful or inappropriate due to the nature of the issue, a formal complaint may be submitted.

Step 1: Written Complaint

- The complaint must be submitted in writing to the **Club President** or **Designated Board Member**.
- The complaint should include:
 - Name and contact information of the complainant
 - A clear description of the issue
 - Steps already taken to resolve it
 - Desired outcome or resolution

Step 2: Acknowledgement and Review

- The complaint will be acknowledged within **7 days**.
- The Club Board will review the complaint and may request additional information.

Step 3: Resolution Meeting

- A meeting will be scheduled within **21 days**, involving relevant parties.
- The board will facilitate the meeting in a neutral and respectful manner.
- The goal is to reach a mutual agreement or determine an appropriate resolution.

Step 4: Decision

- The decision will be communicated in writing within **7 days** of the meeting.
- The decision of the Board is **final** at the club level.

Appeals and External Resolution:

If a party is dissatisfied with the outcome and believes a Skate Canada policy or code of conduct has been breached, they may pursue further steps through:

- **Skate Canada's Complaints Process**, outlined at: <https://skatecanada.ca/safe-sport/complaints-reporting>
- Contact: **Skate Canada Safe Sport Officer** via safesport@skatecanada.ca

Retaliation and Bad Faith Complaints:

The club strictly prohibits retaliation against anyone who brings forward a concern in good faith. Complaints made maliciously or in bad faith may result in disciplinary action.

Review of Policy:

This policy will be reviewed annually or as required to remain in alignment with **Skate Canada's Safe Sport Framework** and Ontario laws.



MSC 005: Policy - Criminal Record & Vulnerable Sector Check

Purpose:

The purpose of this policy is to minimize the risk to the Moore Skating Club's participants through a criminal record check and vulnerable sector check, for all board members of the Moore Skating Club.

Scope:

This policy applies to all board members upon entry to the Moore Skating Club board of Directors.

Procedure and Application:

All prospective Board of Directors members must agree to participate in Moore Skating Club's Criminal Record & Vulnerable Sector Checks, if elected to the Board of Directors.

Upon joining the Board of Directors, all new members must complete the required check within 6 months.

For returning Board of Directors members, Criminal Record & Vulnerable Sector Checks are valid for five years.

Where circumstances warrant, and as approved by the Board of Directors of Moore Skating Club, Moore Skating Club reserves the right to repeat a criminal record check or vulnerable sector check.

If new/current volunteers of the Moore Skating Club refuse to give consent for a Criminal Record & Vulnerable Sector Check the position may be rescinded. If a police force refuses to conduct a vulnerable sector check for a particular position, the police should be asked to provide a written rationale for the refusal.

If both the Criminal Record Check and the Vulnerable Sector Check both return with clear results, then the member is clear to participate. Should the outcome of a background check be "unclear", the Moore Skating Club will address this on an individual basis.

Privacy:

All personal information collected during the course of conducting a criminal background check or vulnerable sector check will be accessed on a need to know basis, used solely for the purpose of conducting the background check(s), held in the strictest of confidence, when retained.

The Criminal Record Check and the Vulnerable Sector Check will be maintained for five years after a board member leaves the board for audit purposes.



MSC 005: Policy – Criminal Record & Vulnerable Sector Check

Cost:

The Criminal Record & Vulnerable Sector checks are free with a volunteer form signed by the president. If there is a cost associated with completing the Criminal Record & Vulnerable Sector checks please reach out to Moore Skating Club, for reimburse in full for the cost of the check(s) with proof of receipt.

Ongoing Criminal Disclosure Requirement:

Directors of Moore Skating Club are required to immediately disclose any change in their criminal status that may affect their suitability to serve as a director. A director who is charged with a criminal offence under any federal, provincial, or territorial law must notify the President of the Board, in writing, within twenty-four (24) hours of becoming aware of the charge. If the President is unavailable, or if the disclosure involves the President, notification shall instead be made to the Vice-President or Secretary of the Board.

Upon disclosure, the Board shall review the circumstances to determine whether any interim measures or further action are appropriate, consistent with our bylaws, applicable legislation, and principles of procedural fairness. Failure to disclose such charges in a timely manner may be considered grounds for disciplinary action, including suspension or removal from the Board where permitted by law and the Corporation's governing documents.

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

President: _____

Secretary: _____

Approved On: February 2022

Revised On: June 2026

Approved by: MSC BOD



MSC 006: Policy – Withdrawal & Refund

Purpose:

This Policy has been developed to provide a fair and reasonable approach for both Moore Skating Club (MSC) and its members to ensure refunds are issued when appropriate, while also maintaining the financial stability of the organization.

Costs associated with running skating sessions include ice rental fees, coaching fees, and administrative costs. Session withdrawals impact MSC's ability to meet its financial obligations and reduce the likelihood of filling vacant skater positions once registration has closed.

Scope:

Sections 1-4 apply to:

- CanSkate programs (including CanSkate Power)
- STARSkate group sessions
- STARSkate private sessions
- Spring and Summer skating sessions (excluding Power Skating, and Hockey Camps as outlined below)

Section 5 applies to Power Skating Programs and Hockey Camps.

Responsibilities:

1. MSC Board of Directors

The MSC Board of Directors is responsible for:

- a. Establishing refund cut-off dates for full and partial refunds for each applicable session. The standard refund cut-off date shall be four (4) weeks from the start of the scheduled fall/winter session, unless otherwise determined by the Board.
- b. Ensuring this Refund Policy, including all applicable cut-off dates, is communicated during the registration process through Uplifter and provided as a stand-alone document requiring acknowledgement by MSC members.

2. Members / Guardians

Members and guardians are responsible for:



MSC 006: Policy – Withdrawal & Refund

a. Notifying the MSC Registrar (registrarmooreskatingclub@gmail.com) when a skater will be withdrawn from a session, providing a minimum of five (5) business days' notice prior to withdrawal.

Failure to provide sufficient notice may affect the official withdrawal date and any applicable refund eligibility.

Policy:

It is the policy of MSC that refunds may be issued under the following circumstances:

1. Prior to Session Start

a. Prior to the start of any session, all programs are eligible for a full refund, minus the applicable administration fee, provided at least five (5) business days' notice is given.

b. If paid in advance, any volunteer fee will be refunded in full.

2. CanSkate Two-Week Trial

a. A new participant in the CanSkate program may withdraw within the first two (2) weeks of participation and receive a full refund, minus the administration fee.

b. The Registrar must be notified at least 48 hours prior to the end of the two-week trial period. If sufficient notice is not provided, the Skate Canada fee will be charged and is non-refundable. The skater will retain a valid Skate Canada membership for the remainder of the season.

c. If paid in advance, the volunteer fee will be refunded in full.

3. Illness or Injury

a. Where sufficient documentation is provided by a valid medical note from a licensed healthcare provider, confirming that a skater can no longer reasonably participate due to illness or injury, a partial refund may be issued at the discretion and approval of the MSC Board of Directors.

b. All requests must be submitted in writing to mooreskateclub@gmail.com.

c. Refunds will be calculated as follows:

- i. Remaining session fees, less a 25% withdrawal fee
- ii. Administration fees are non-refundable
- iii. Skate Canada fees are non-refundable; membership will remain active for the season

d. Depending on the timing of participation, volunteer fees may not be refunded.



4. Session Withdrawal (Non-Medical)

- a. A partial refund may be issued where a skater voluntarily withdraws prior to the established refund cut-off date.
- b. Refunds will be calculated as follows:
 - i. Remaining session fees, less a 25% withdrawal fee
 - ii. Administration fees are non-refundable
 - iii. Skate Canada fees are non-refundable; membership will remain active for the season
- c. No prorated refunds will be issued after the established cut-off date.
- d. For payment plans, any outstanding balance will be charged within 48 hours of withdrawal processing.
- e. If a skater wishes to change the session they are registered for to another session, there will be a \$30 administrative fee charged and any cost difference between the sessions must be paid prior to the skater attending the new session. If a skater is advanced from CanSkate to StarSkate or PowerSkate at the request of the coach, there will be no administrative fee charged for the transfer.

5. Power Skating Sessions and Hockey Camps

- a. Power Skating sessions and Hockey Camps are excluded from all standard refund provisions. Due to the short duration and intensive structure of these sessions, no refunds will be issued for Power Skating and Hockey Camp registrations unless accompanied by a valid medical note from a licensed healthcare provider confirming the skater is unable to participate.
- b. If a power skating coach recommends a skater register for a different session based on skill level, all efforts will be made to offer an appropriate alternate session to the skater. If the skater is unable to participate in that session, a refund may be issued.
- c. Refund or withdrawal requests related to scheduling conflicts, change of plans, or personal preference will not be considered for Power Skating sessions or Hockey Camps under any circumstances.
- d. Administration fees remain non-refundable in all cases.

Additional Notes:

Skaters who register and begin participation after the refund cut-off date will not be eligible for refunds if they choose to withdraw from the session. However, eligibility for consideration under the illness or injury provisions and CanSkate trial period (where applicable) will still apply.



MSC 006: Policy – Withdrawal & Refund

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 007: Policy – Annual Awards

Purpose:

This Policy has been developed to acknowledge the accomplishments of our volunteers and skaters throughout each skating season.

Scope:

This Policy applies to all members of the Moore Skating Club.

Responsibilities:

Board of Directors

- Communicate awards for nomination each year following January monthly meeting
- Establish a volunteer to hold the 'Awards Chair' position
- Accept nominations and review during February & March Monthly meetings
- Confirm recipients for 'points earned' awards
- Facilitation engraving of plaques and ordering trophies
- Put forward nominees to Skate Canada awards
- Announce awards at the year end Ice Show

Club Coach

- Evaluate all skaters on a periodic basis throughout the season
- Record the points earned by all skaters throughout the season
- Report the skaters which have earned the highest points for each respective category to the BOD
- Nominate candidates for PA Award, Spirit Awards based on criteria of award
- Consult with other coaches for their input

Annual Awards Categories:

1. **Achievement Awards** (based on points earned during the year)
 - a. CanSkate 1-3 Achievement Award
 - b. CanSkate 4-5 Achievement Award
 - c. SkarSkate 1-4 Achievement Award
 - d. StarSkate 5-Gold Achievement Award

2. Spirit Awards (based on nominations, decided by Professional Coaching Staff)

- a. CanSkate Spirit Award
- b. StarSkate Spirit Award

3. Program Assistants

- a. Program Assistant of the year is presented to the PA (12-18 years old) who has shown an outstanding commitment to the session program this past year. This is selected by the Professional coaching staff.
- b. Shadow Program Assistant of the year is presented to the Shadow PA (under 12) who has shown an outstanding commitment to the session program this past year. This is selected by the Professional coaching staff.
- c. Power Program Assistant of the year is presented to the Power PA who has shown an outstanding commitment to the session program this past year. This is selected by the Power Coaches.

4. Cal Kennedy Award:

Cal Kennedy was our first president and he presented us with this award to give to a skater in the club that was not only generous with their time on and off the ice at the rink as a volunteer but as a member of the community by offering their time in school, sport and community events this past year. Submissions are made to the board and the board makes the decision.

5. Howard LaPier Memorial Award for Outstanding Volunteer Service:

Presented in memory of Howard LaPier, a loyal volunteer of the club, this award is for an Adult volunteer that has gone above and beyond in service to the club this past year. Note: this award is presented by Sharon LaPier and she takes all submissions and makes the final decision on this award with the assistance of the board of Directors.

6. Janette McInnis Competitive Award

This is to a competitive skater (Provincial level or higher) that has achieved a personal best this past year. They must be a club member that shows excellent sportsmanship, in the rink and in the community. Submissions are made to the board and the board makes the decision.

7. Howard LaPier and Randy Gladwish Memorial Gold Test Award

Presented by the LaPier and Gladwish family in memory of 2 longtime volunteers in the club. This award is presented to all skaters who have received the Gold test level during



MSC 007: Policy – Annual Awards

the year. A gold medal, ordered through Skate Canada, is purchased by the club as well for each skater and presented with the award.

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

President: _____

Secretary: _____



Communication Template - Awards

As we approach the end of the fall/winter season we celebrate with our ice show.

We invite all our skaters and their families to join us for the pot luck meal taking place between the 1 pm and 6 pm shows. This allows our skaters to have a meal, visit with skating friends without having to rush home between shows.

We also present our Awards for the year during the pot luck.

If you would like to nominate a skater in the club for an award please send an email at mooreskateclub@gmail.com to tell us with why this skaters should be considered.

1. Cal Kennedy Citizenship Award. Cal Kennedy was our first president and he presented us with this award to give to a skater in the club that was not only generous with their time on and off the ice at the rink as a volunteer but as a member of the community by offering their time in school, sport and community events this past year.

2. Howard LaPier Memorial Award for Outstanding Volunteer Service:

Presented in memory of Howard LaPier, a loyal volunteer of the club, this award is for an Adult volunteer that has gone above and beyond in service to the club this past year.

Note: this award is presented by Sharon LaPier and she takes all submissions and makes the final decision on this award with the assistance of the board of Directors.

3. Janette McInnis Competitive Award

This is to a competitive skater (Provincial level or higher) that has achieved a personal best this past year. They must be a club member that shows excellent sportsmanship, in the rink and in the community. Submissions are made to the board and the board makes the decision.

Nominations must be submitted by February 15th for consideration.



MSC 008: Policy – Bingo Volunteer Procedure

MSC 008: Policy – Bingo Volunteer Procedure

This policy is currently being reviewed, and will be released once updated are finalized.



MSC 009: Policy – Provision of Gifts

Purpose:

This policy will cover the different possible gift scenarios that the board of directors might act on.

Scope:

Our goal is to determine the criteria and value for each. To have a set standard practice for our board and future boards to follow.

New Baby: Qualify - Staff member or Active Board member

Gift: \$ 100.00 value to include a gift basket/bag with baby items and a gift for the new mother. Plus, a card of congratulations from the Board, Staff and Members of the Moore Skating Club.

Marriage: Qualify – Staff Member or Active Board Member

Gift: \$100.00 value gift card (choose gift card to suit the personality) spa, nails, restaurant, local gift shop etc. Plus, a card of congratulations from the Board, Staff and Members of the Moore Skating Club.

Death/Celebration of Life: Qualify: A Board Members Spouse/partner, Parent (including In-laws), Child or Grandchild.

Gift: \$ 150.00 value of flowers, planter basket, or fruit basket to home or visitation. Plus, a card of sympathy from the Board, Staff and Members of the Moore Skating Club.

Note: for grandparents of Board members – a card with condolences only.

Death of a Staff Member, Lifetime Member or Active Board Member:

Gift: \$ 200.00 value of flowers, planter basket, or fruit basket to home or visitation. Plus, a card of sympathy from the Board, Staff and Members of the Moore Skating Club.

Plus, a stone on the Parkway Path. Size: 4” x 8” to be placed on the path in Mooretown. (Information at the Township Office in Mooretown).

Death of a Former Board Member or former Staff member: A card of condolence sent to the family. Or if we are aware of a coach or board member at another local club that has passed a letter to that Club with our sympathies.

Volunteer Milestones: Qualify – Volunteer in the Club that has reached 10, 25 or 50 years in service to the club. Skate Canada has a Pin that can be applied for by the board for this occasion. Pin cost is free from Skate Canada; the club just pays the shipping cost. Pins can be found in the



MSC 009: Policy – Provision of Gifts

catalogue online. Gift: \$100 in value. Plus, a card of thanks from the Board, Staff and Members of the Moore Skating Club.

25 and 50 years of Service by Professionals:

When a professional coach reaches their 25th and 50th year as a participant in the club they should be celebrated by being added to the Honorary Membership plaque. There is no cost except the engraving and perhaps a certificate. *Note we cannot legally pay the coaches membership fees as a professional in the club.* This would be presented (as in the past) at our Awards Dinner. Skate Canada has a pin for professionals that can be applied for by the board for this occasion. Pin cost is free from Skate Canada; the club just pays the shipping cost. Pins can be found in the catalogue online. Gift: \$100 in value. Plus, a card of congratulations from the Board, Staff and Members of the Moore Skating Club.

Special Events:

Retirement, hospitalization, extended illness, the board will address these on an individual basis.

Notification:

When the board receives notification that any significant event has occurred for any board member or club member, they will then consider how the policy will apply.

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

President: _____

Secretary: _____



MSC 010: Policy – Invest Policy Statement

Purpose:

The purpose of this Investment Policy Statement ("Policy") is to establish a prudent framework for the management and investment of surplus funds held by the Moore Figure Skating Club ("the Club"). This Policy is intended to protect the Club's financial resources, ensure the preservation of capital, provide liquidity for operational needs, and support the long-term financial sustainability of the Club.

As a not-for-profit organization, the Club recognizes its responsibility to manage its financial assets prudently and, in a manner, consistent with its mission, strategic objectives, and fiduciary obligations.

Scope:

This Policy applies to all reserve funds, surplus operating funds, and other financial assets designated by the Board of Directors for investment purposes.

Investment Objectives:

The Club's investment objectives, in order of priority, are:

1. **Preservation of Capital**
 - Protect the principal value of Club assets.
 - Minimize the risk of loss.
2. **Liquidity**
 - Ensure sufficient funds are available to meet operational and emergency requirements.
3. **Income Generation**
 - Earn a reasonable rate of return while maintaining an appropriate level of risk.
4. **Long-Term Financial Stability**
 - Support the Club's future sustainability and strategic goals.

Standard of Care:

All individuals involved in the management of Club investments shall exercise the care, diligence, and skill that a reasonably prudent person would exercise when managing the property of another.

Investment decisions shall be made solely in the best interests of the Club and in accordance with applicable legislation, regulations, bylaws, and Board policies.

Roles and Responsibilities:

Board of Directors

The Board is responsible for:

- Approving this Policy and any amendments.
- Approving investment institutions and investment strategies.
- Reviewing investment performance at least annually.
- Ensuring compliance with this Policy.

Treasurer

The Treasurer is responsible for:

- Monitoring investment balances and maturities.
- Making recommendations to the Board regarding investments.
- Maintaining investment records and supporting documentation.
- Reporting investment performance to the Board.
- Ensuring investments comply with this Policy.

Authorized Investments:

The Club shall invest only in low-risk investment vehicles intended to preserve capital.

Permitted investments include:

- Canadian chartered bank savings accounts.
- High-interest savings accounts.
- Guaranteed Investment Certificates (GICs).
- Cashable GICs.
- Guaranteed investment products issued by Canadian financial institutions.
- Government of Canada treasury bills.
- Provincial government guaranteed securities.
- Other low-risk investments approved by the Board.

All investments must be held through reputable Canadian financial institutions.



Prohibited Investments:

The Club shall not invest in:

- Individual stocks or equities.
- Mutual funds containing significant equity exposure.
- Cryptocurrency or digital assets.
- Options, futures, derivatives, or speculative investments.
- Leveraged investment products.
- Private placements.
- Margin accounts.
- Commodities.
- Investments that could expose the Club to significant capital loss.

Diversification:

Where practical, the Club should diversify investments by:

- Investment type;
- Financial institution;
- Investment maturity date.

No more than 75% of invested funds should be held in a single investment product unless approved by the Board.

Liquidity Requirements:

The Club shall maintain sufficient liquid assets to meet anticipated operating expenses.

Prior to investing surplus funds, the Treasurer shall ensure that the Club maintains adequate cash reserves to cover:

- Routine operating expenses;
- Planned programming costs;
- Insurance obligations;
- Emergency or unforeseen expenditures.

Investment Approval Authority:

All investment purchases, renewals, or redemptions must be approved by Board resolution.

Board approval is required and shall be recorded in the meeting minutes.

Approved On: June 2026

Revised On:

Approved by: MSC BOD



Reporting:

The Treasurer shall provide the Board with:

- Current investment balances;
- Investment maturities;
- Interest earned;
- Any changes to investment holdings;
- Compliance with this Policy.

A summary of investments shall be included in the Treasurer's regular financial reports.

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

President: _____

Secretary: _____



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.

(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



MSC 011: Policy – Volunteer Ice Fee Credit

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
- 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.



MSC 011: Policy – Volunteer Ice Fee Credit

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.

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.

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, appearing to be 'M. H. H.', is written above the President's line.

President: _____

A handwritten signature in black ink, appearing to be 'M. H. H.', is written above the Secretary's line.

Secretary: _____



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

(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



MSC 011: Policy – Volunteer Ice Fee Credit

- The work is operational rather than governance-related

Examples:

- Competition planning committee
- Fundraising committee
- Event planning committee

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.



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

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.

Approved On: June 2026

Revised On:

Approved by: MSC BOD



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: _____



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: _____



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: _____