



# **CARIBOO-NORTH CENTRAL REGION**

## **POLICY BOOK**

**REVISED**

**APRIL 16, 2011**



**SKATECANADA**  
BRITISH COLUMBIA/YUKON

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## AWARDS - CNCR COACHES ACCOMPLISHMENT AWARD

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DATE APPROVED BY BOARD OF DIRECTORS: April 6, 2001

AMENDED BY BOARD OF DIRECTORS: June 13, 2008 , April 16, 2011

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It is the intention of the CNCR Board of Director to acknowledge the accomplishment of our coaches in the sport of Figure Skating by presentation of a yearly award.

1. Award will be presented at the Semi-Annual Meeting of the Cariboo-North Central Region as outlined in the *Awards - CNCR Volunteer Awards Policy*.
2. Award presentation will fall under the portfolio of "Awards/BC Thin Ice/Scholarship" Director.
3. Nominations for this award will come from the coaches and the clubs. The Awards Chair will send out the CNCR Coaches Accomplishment Award package to the clubs and coaches at the same time the Skate Canada award packages are sent to the clubs. The nominations will be sent to the Awards Chair who will forward a copy to the CNCR Coaches Committee for their selection.
4. Selection of the recipient for this award shall be made by the CNCR Coaches Committee with the name of their selection forwarded to the CNCR Awards Director.
5. Criteria for the selection of this award shall be:
  - a) Must be a CNCR Coach
  - b) Must be Level 1 certified
  - c) Must have bettered the Region and/or
  - d) Must have accomplished a personal best in coaching

## AWARDS - 25 YEAR PINS

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DATE APPROVED BY BOARD OF DIRECTORS: April 15, 2000

AMENDED BY BOARD OF DIRECTORS: \_\_\_\_\_

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In recognition of the valuable contribution of our volunteers, those recipients of 25 years pins:

1. Will be acknowledged at the CNCR Semi-Annual Meeting.
2. Will receive a letter of congratulations from the CNCR Board of Directors.
3. Should they wish to attend the BC Section Awards Night to receive their pin; the CNCR will cover the cost of the banquet ticket.

## AWARDS - CNCR VOLUNTEER AWARDS

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DATE APPROVED BY BOARD OF DIRECTORS: September 11, 1999

AMENDED BY BOARD OF DIRECTORS: April 6, 2001; June 13, 2008; April 16, 2011

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It is the intention of the CNCR Board of Director to appropriately acknowledge volunteers in the sport of Figure Skating by presentation of yearly awards.

1. Volunteer Award presentations will fall under the portfolio of "Awards/BC Thin Ice/Scholarship" Director.
2. Award categories shall be those recognized by the BC Section Awards Committee, with the addition of a CNCR Coaches Award. Awards and categories shall be selected at the discretion of the CNCR Awards Committee, provided the required criteria have been met.
3. Award recipients will be invited, by letter, to attend the CNCR Semi-Annual Meeting for the Awards presentation, with a copy of the letter to be forwarded to the recipient's home club. Should the recipient not be able to attend the Awards presentation, suitable arrangements shall be made for acceptance of the award.
4. Awards for volunteers will consist of a plaque suitably engraved and noting the Award for which they were selected, the year and noting the CNC Region.

## BC WINTER GAMES

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DATE APPROVED BY BOARD OF DIRECTORS: September 11, 1999

AMENDED BY BOARD OF DIRECTORS: June 13, 2008; April 16, 2011

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1. Skaters advancing to the BC Winter Games will pay a fee to cover the cost of the coach's honorarium plus the Games registration fee.
2. There will an allocation of \$75.00 that can be spent for a meal with the teams, including skaters, chaperones, and coaches.
3. The BCWG Zone 7 and Zone 8, Level 2 coach(s) will receive an honorarium of \$400.00.

## BOARD OF DIRECTORS - RECOGNITION FOR SERVICE

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DATE APPROVED BY BOARD OF DIRECTORS: September 11, 1999

AMENDED BY BOARD OF DIRECTORS: April 6, 2001, May 15, 2004, May 21, 2005, May 20, 2007; June 13, 2008; April 10, 2010, April 16, 2011

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It is the intention of the CNCR Board of Director to appropriately acknowledge those volunteers who have served on the Cariboo-North Central Region Board of Directors.

1. Retiring Board of Directors will be acknowledged at the Semi-Annual Meeting of the Cariboo-North Central Region or the CNCR Board of Directors Meeting held in the spring of each year, whichever event is more applicable.
2. Presentations will fall under the portfolio of "Awards/BC Thin Ice/Scholarship" Director.
3. Directors contributing up to and including 5 (five) years of consecutive service on the CNCR Board of Directors, will have their service acknowledged with the presentation of a gift valued at \$25.00.
4. Directors who have served on the CNCR Board of Directors for a period 6 to 10 years will receive a gift card with a value of \$50.00, and for a period of 11 to 20 years \$75.00 and for 21 plus years the gift card value will be \$100.00.
5. Recipients will receive a letter from CNCR Chairman thanking them for their time and dedication.



## BYES FOR QUALIFYING COMPETITIONS TO SECTIONS

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DATE APPROVED BY BOARD OF DIRECTORS: October 29, 1999

AMENDED BY BOARD OF DIRECTORS: Sept 2003, April 16, 2011

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~~A skater requesting a "Bye" for BC Section Championships will be considered if there are extenuating circumstances which prevent the skater from competing at the Qualifying Competition. The following procedure must be followed:~~

- ~~1. A letter is to be sent to the CNCR Chairman on behalf of the skater requesting a "Bye" and indicating the reasons the "Bye" is requested.~~
- ~~2. Should there be only one entry in the event for which the skater(s) is requesting a "Bye", the CNCR Board of Directors may grant this bye, providing they are confident that the skater(s) will meet the "Skating to Standard" provision. Previous placements at recognized competitions will be considered.~~
- ~~3. If skater is training in another Region, the CNCR Chair will write to the Region Chair requesting permission for the skater to compete at their Qualifying Competition although skater's placement will not be factored into the overall results of the competition. The skater will compete in order to be judged as "skating to standard" in order to advance.~~
- ~~4. If there is more than one entry in an event, the BC Section Executive must approve the "Bye" to BC Sections.~~

**\*\*\*\*\* REMOVED AS THERE ARE NO MORE QUALIFYING COMPETITIONS FOR SECTIONALS.**

## CANADIANS / CHALLENGE EVENTS SPONSORSHIP

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DATE APPROVED BY BOARD OF DIRECTORS: April 20, 2002

AMENDED BY BOARD OF DIRECTORS: Sept 12, 2009

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Financial assistance for *Canadians / Challenge Events* will be budgeted at \$1,000 annually. This is to be divided among the number of skaters competing at the events to a maximum of \$200.00 per skater. If more than 10 skaters qualify for *Canadians / Challenge Events* then each skater will receive \$100.00.

## CLUB CONSTITUTIONS AND MINUTES

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DATE APPROVED BY BOARD OF DIRECTORS: June 13, 2008

AMENDED BY BOARD OF DIRECTORS: \_\_\_\_\_

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All CNCR clubs are to send copies of their constitutions and all minutes to their Area Reps.

## COME SKATE WITH US PROGRAM

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DATE APPROVED BY BOARD OF DIRECTORS: September 11, 1999

AMENDED BY BOARD OF DIRECTORS: May 21, 2005; May 21, 2006; May 20, 2007; June 13, 2008; April 16, 2011

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To encourage increased registration in Club CanSkate Programs, the CNCR is offering to the Clubs the "Come Skate With Us Program".

1. The CNC Region will cover the cost of two hours ice time plus two hours coaching time, to a maximum of \$200.00 for all clubs that make an application for the program. The club must run the program, return the package and submit expenses and evaluation form by March 31<sup>st</sup> of that year in order to be reimbursed for running the program.
2. The technical aspects of the "Come Skate With Us Program" fall under the jurisdiction of the Skater's Development Director. A "Come Skate With Us" Coordinator will be appointed by the CNCR Board of Directors to look after the administrative aspects of the program.
3. The "Come Skate With Us" coordinator will ensure clubs receive application forms in advance of the winter season. The Coordinator will receive and record application forms from clubs; distribute "Come Skate With Us" packages, ensure return of packages, confirm receipts for ice time and coaching time, send approved expense form to CNCR Treasurer for payment, record evaluation forms and keep "Come Skate With Us" packages up to date.
4. The "Come Skate With Use" coordinator will keep accurate records detailing:
  - a) Participating clubs by year.
  - b) Date packages mailed to clubs and returned from clubs.
  - c) Theme of packages sent to each club.
  - d) Evaluation form information.
6. Should a club fail to return the "Come Skate With Us" package (including music tapes), they will not be entitled to receive the CNCR reimbursement. Before such club is entitled to participate again in this program, they must make payment of \$50.00 to cover cost of lost materials.

## COMPETITIONS WITHIN THE CNCR

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DATE APPROVED BY BOARD OF DIRECTORS: May 13, 2006

AMENDED BY BOARD OF DIRECTORS: May 20, 2007; June 13, 2008; April 16, 2011

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1. All CNCR competitions are open to all CNCR Clubs.
2. CNCR Competitions are to be scheduled to run no longer than 12 hours per day (no earlier than 8:00 am no later than 9:00 pm) with the final day ending no later than 4:00 pm.
3. All skaters entering CNCR competitions will be restricted to registering in four (4) events plus team events. Synchro will be considered a "bonus" event. This restriction does not apply to any Qualifying competition.
4. A competition surcharge of \$5.00 per skater be charged and submitted to CNCR. The host committee funds a further \$2.00 per skater to the BC/YT Section.
5. All CNCR competitions will be designated as high.
6. The Region audit box is available to all competitions to be rented for \$100.00 plus shipping, if applicable.
7. The Region computers will be used at all region competitions for the data specialists and for the judges, due to the CPC system. The cost for all computers will be \$300.00 per competition.
8. Tests at competitions are open to Competitive Freeskate, High Freeskate, and Interpretive tests on the availability of ice and qualified evaluators. These tests are to be judged while the skater is competing. If additional ice is required following the competition to complete the tests, the expenses are on a cost share basis.
9. A contract will be signed by any Club hosting a Regional Championship competition to explain the duties of the host club and guidelines that must be followed.
10. The host club of a CNCR Regional Championship competition must submit a proposed budget to the CNCR BOD for approval. Once approved any expenses that exceed the budgeted amount by \$100.00 must be approved by the CNCR Board of Directors.
11. The CNC Region Board will take 50% of the profit to a maximum of \$5,000.00. Any profit above and beyond \$10,000.00 will remain with the Club hosting Regionals.

## EXPENDITURES AND REVENUE

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DATE APPROVED BY BOARD OF DIRECTORS: September 9, 2000

AMENDED BY BOARD OF DIRECTORS: Sept 12, 1998; April 20, 2002; April 5, 2003; May 21, 2005; May 13, 2006; May 20, 2007; June 13, 2008; April 16, 2011

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1. Each member of the Board of Directors is responsible for all expenditures, commitments and negotiations conducted by themselves for materials, equipment, supplies and services. Committee Members under each Board member shall not commit to any expenditure.
2. The budget represents a guide for expenditures within each portfolio and is a tool to assist in the planning process and in the monitoring and controlling of activities. The approved budget does not represent any commitment by the Board of Directors to expend funds.
3. No expenditures except those in the budget may be entertained. New expenditures must be brought to the finance Committee for approval.
4. Any expenditure that exceeds those submitted in the budget must be brought to the Finance Committee.
5. All approved expenditures will be paid on submission of original invoice or original receipt only.
6. Expense forms will be provided and must be filled in with original documentation attached, and signed off by the Board member.
7. Turn around for payment will be within two weeks from the date the Treasurer receives the completed expense forms.
8. All cash and cheques will be turned over to the Treasurer for deposit. A list of all monies received and for what they were received shall accompany this revenue.
9. At no time shall a volunteer utilize cash proceeds to make cash purchases.

10. During events the Treasurer will provide cash floats. Requests for floats should be in writing noting the type of coin and bills two weeks prior to the event.
11. Volunteers will be reimbursed for reasonable personal expenses such as long distance telephone and fax calls.
12. Goods and services must be acquired at the lowest price possible.
13. There will be a \$25.00 charge on all NSF cheques.
14. All correspondence (including invoicing) by the Board member is assumed the full responsibility of that member. All merchandise sales should be cash up front. Any member committing to collecting funds after the fact will be responsible for making such collections and turning funds over to the Treasurer.
15. All expense claims/bills must be submitted prior to year end (March 31<sup>st</sup>). Any requests for payment received after year end must be brought to the Board of Directors for approval for payment.
16. Travel Expenses:
  - a) Travel for region business shall only include personal costs for accommodation, food and transportation;
  - b) Board of Directors mileage be increased to .40 km effective June 13, 2008 and per diem meals to \$40.00 per day effective April 16, 2011; as of June 13, 2008 meals outside of CNCR Region may be claimed at the rate of \$50.00 per day.
  - c) When a Board member travels with another person or a skater, their transportation and accommodation expenses will be shared proportionately and the per diem be fully covered by CNCR.
  - d) Board Members/Officials who are officiating at an event during the same period of a CNCR meeting (Board, SAGM, AGM) may submit expenses for the Officials Rate to the host committee and the Treasurer will reimburse the host committee the CNCR portion of the expense.

## FIELD TRAINING SEMINAR

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DATE APPROVED BY BOARD OF DIRECTORS: September 11, 1999

AMENDED BY BOARD OF DIRECTORS: April 20, 2002; May 20, 2007; June 13, 2008; April 16, 2011

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The Cariboo-North Central Region will encourage and support a "Field Training Seminar" for each area every year. The Area Reps will invite clubs to apply as a Host Site.

All seminars must submit a proposed budget to the Board for approval and then any who expect to exceed their budget by \$100.00 or more must get prior executive approval.

All seminars must be applied for at least 30 days prior to the event. Funds will be disbursed upon receipt of the final report.

RDT, RST and PDT skaters will pay a reduced registration fee for Field Training Seminars.

### ***Responsibility of Host Club:***

1. To book ice time for dates approved by Region Board of Directors.
2. To provide an on-site coordinator and notify Skaters' Development of name of on-site coordinator.
3. To arrange for and book off-ice activities and then report and advise the CNCR Skaters' Development Chair.
4. To book meeting rooms as applicable.
5. To adhere to budget as approved by Skaters Development Chair and the Treasurer. Any changes to approved budget must receive prior approval of CNCR Board.
6. To book/provide transportation and accommodation for moderator(s) and/or assistant moderators (air & ground) including transportation to and from sites.
7. To draft, distribute to all area clubs and receive registration forms, collect fees, and pay all expenses related to the seminar.
8. To provide on-site volunteers for seminar (i.e.: music, registration).
9. To provide name tags for skaters.
10. To provide snacks and juice for skaters.
11. To submit statement of Revenue and Expenses within 60 days of seminar (no later than March 31<sup>st</sup>) to CNCR Treasurer.

### ***Responsibility of Region:***

1. To approve host club.
2. To approve dates for Field Training Seminar.
3. To approve budget for seminar.
4. To approve content of seminar.
5. To set registration fees for seminars.

CNCR will subsidize the host club \$500.00. This will be on a first come, first served basis.



## HIGH PERFORMANCE SEMINAR

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DATE APPROVED BY BOARD OF DIRECTORS: September 11, 1999

AMENDED BY BOARD OF DIRECTORS: March 20, 2004; May 13, 2006; May 20, 2007; June 13, 2008; October 12, 2010; April 16, 2011

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The Cariboo-North Central Region will hold a "High Performance Junior/Senior\_Training Seminar" to be reviewed annually.

### ***Responsibility of Region On Site Co-ordinator:***

1. To book ice time for dates approved by Region Board of Directors.
2. To arrange for and book off-ice activities in consultation with CNCR Skater's Development Chair.
3. To book meeting rooms as applicable.
4. To adhere to budget as approved by CNCR Board of Directors. Any changes to approved budget must receive prior approval of CNCR Board.
5. To provide administrative work necessary to send out registration packages to all CNCR clubs. Core information for registration packages will be provided by Skater's Development Chair and a copy of final package is to be sent to Skater's Development Chair.
6. To work with the Treasurer on booking the transportation and accommodation(s) for the moderator(s). To provide land transportation for the moderator(s) to and from airport, hotel and venue.
7. Forward all expenses related to seminar to the CNCR Treasurer for payment.
8. To send complete list of skaters to Skater's Development Chair for on-ice grouping and scheduling.
9. To provide on-site volunteers for seminar (i.e.: music, registration).
10. To provide and man registration table for seminar.
11. To provide name tags for skaters.
12. To provide snacks and juice for skaters.

### ***Responsibility of Region:***

1. To select site for the seminar.
2. To appoint an on-site coordinator.
3. To select/approve dates for High Performance Seminar.
4. To approve budget for seminar.
5. To secure moderator(s) and/or assistant moderators.
6. To determine content of seminar.
7. To draft registration package, which must say registration is to be paid by Club Cheque to the CNCR, no individual cheques or cash accepted.
8. To draw up schedule for seminar (including on-ice grouping).
9. To deposit all registration fees and pay all seminar expenses.
10. To receive registration forms, collect fees and forward deposit to CNCR Treasurer.

## MEDALS - CNC REGIONAL CHAMPIONSHIPS

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DATE APPROVED BY BOARD OF DIRECTORS: April 15, 2000

AMENDED BY BOARD OF DIRECTORS: September, 2004; May 15, 2004; May 20, 2007; June 13, 2008; April 16, 2011

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In order to provide continuity and to be cost-effective for Host Clubs, the CNCR Awards Director will be the liaison for the Regional Championships medals.

1. The CNCR Awards Director will keep a supply of CNC Regional Championships Medals on hand.
2. After the registration cut off date the CNCR Awards Director will arrange for shipment of the medals to the host club, along with an invoice for \$700.00.
3. After the competition a medal count will be conducted and the host club will be invoiced or refunded accordingly. After the medals are received back by the Awards Director there will be another count of the medals for a double check system.
4. The LOC will return all unused medals to the CNCR Awards Director within 2 weeks after the competition.
5. CNCR Awards Director shall keep an up-to-date inventory of Regional Championship medals and shall ensure an adequate supply is kept on hand.

## MINUTES - CNCR MEETINGS

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DATE APPROVED BY BOARD OF DIRECTORS: September 11, 1999

AMENDED BY BOARD OF DIRECTORS: May 21, 2005;

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Minutes shall be kept for all Cariboo-North Central Region General Meetings.

1. Recording Secretary shall record minutes of all Finance, Board of Director, Executive, Semi-Annual General and Annual General Meetings.
2. Draft minutes shall be emailed to the CNCR Chairman within one week of meeting date for approval.
3. Region Chairman will email corrections/approval to Recording Secretary within five days of receipt.
4. Recording Secretary will make corrections, copy and send out approved Minutes within 5 days after receipt from Chairman.
5. Distribution of Minutes is as follows:

Board of Directors Meeting:

- a) All Board of Directors and/or Co-ordinators.
- b) BC Section Executive and Region Chairman
- c) BC Section Office

Semi-Annual Meeting and Annual General Meeting:

- a) All Board of Directors and/or Co-ordinators.
- b) All CNCR member clubs.
- c) BC Section Executive and Region Chairman
- d) BC Section Office.

Finance Meeting:

- a) Executive Committee

6. That the regions Financial Statements and Minutes of all meetings be retained for 7 years and Committee Reports be retained for 2 years.

## NORTHERN BC WINTER GAMES COACHES

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DATE APPROVED BY BOARD OF DIRECTORS: November 29, 2002

AMENDED BY BOARD OF DIRECTORS: May 20, 2007; June 13, 2008; April 16, 2011

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### Requirements:

1. Coaches must be certified Level 1 NCCP and be registered with Skate Canada.
2. Coaches must present their current Skate Canada ID cards at registration.

Any coach wishing to be considered as the Zone Coach for Northern BC Winter Games should apply in writing to the Coaches Committee by November 1<sup>st</sup>.

Region coaches rep to confirm acceptance of coaches' application by December 15<sup>th</sup>.

### Expenses:

1. CNCR Coaching Committee will determine the number of coaches required and the coach(es) will receive an honorarium of \$400.00.
2. CNCR Treasurer will book one hotel room for the coach(es).
3. The CNCR Treasurer will pay for the coach(es) hotel room and the coach(es) transportation fee set out by the NBCWG Society.

### Responsibilities:

1. Coaches must fill out a Northern Winter Games application form. NBCWG Director will forward registration and fees to the appropriate Games officials.
2. Travel information is sent to the coaches from the Northern BC Winter Games Athletic Director from each zone.
3. Coaches must travel on the Games bus.
4. Coaches are to ensure skaters have been picked up by their host families before leaving the Games Registration area.
6. Coaches work with all their assigned skaters during the competition.

## NORTHERN BC WINTER GAMES SKATE-OFFS

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DATE APPROVED BY BOARD OF DIRECTORS: April 20, 2002

AMENDED BY BOARD OF DIRECTORS: December 3, 2004; May 13, 2006; June 13, 2008; April 16, 2011

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- ~~1. The NBCWG Director will send out the announcement for the Northern BC Winter Games Skate Offs to the clubs two weeks prior to the Williston announcement being sent out. The registration forms and payment are to be forwarded to the CNCR NBCWG Director.~~
- ~~2. Based on the categories entered and numbers of skaters registered, the CNCR NBCWG Director shall determine the numbers of skaters for each zones and category to advance to the Northern BC Winter Games.~~
- ~~3. Should there be only the number of entries in any event to fill the required number to advance, these skaters shall automatically advance to the Northern BC Winter Games and their Skate Offs registration fee shall be considered part of their Northern BC Winter Games registration fee.~~
- ~~4. Should an event Skate Off be cancelled prior to the event due to a pull or any other reason, those skaters who shall automatically advance to the Northern BC Winter Games because of the cancelled event, shall have their registration fee considered part of the Northern BC Winter Games registration fee.~~
- ~~5. CNCR NBCWG Director will forward to the Qualifying Competition the list of skaters and events with their fees for the NBCWG Skate Off by the registration cut off date of Williston.~~
- ~~6. The skating times shall be relaxed to allow for a program 30 seconds shorter in time than the time stated on the NBCWG Skate Off announcement.~~
- ~~7. Competitors for the NBCWG may not have participated in or qualified to participate in a Canadian or International level competition for figure skating in the year previous to or in the current year of the Games. Those skaters advancing to the BC Winter Games or BC Section skaters are only eligible if there are not enough competitors to fill the NBCWG spots.~~
- ~~8. Immediately following the Northern BC Winter Games Skate Offs, those skaters advancing shall complete any necessary paperwork and provide the Northern BC Winter Games registration fee as well as a fee to cover all coaching honorariums.~~
- ~~9. The Northern BC Winter Games CNCR Director will submit a detailed revenue report with all Northern BC Winter Games registration fees, coaches and chaperone fees to the CNCR Treasurer within sixty (60) days of the skate offs.~~
- ~~10. The CNCR Coaches Rep shall submit names and addresses of NBCWG coaches to the NBCWG Director and CNCR Treasurer within thirty (30) days of the skate offs.~~
- ~~11. The CNCR Treasurer shall issue cheques to the NBCWG coaches, as confirmed by the CNCR Coaches Rep, within thirty (30) days prior to the Northern BC Winter Games.~~

**\*\*\*AT THE CURRENT TIME THERE ARE NO MORE QUALIFYING EVENTS\*\*\***

## PERFORMANCE PROGRAM - MEDALS

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DATE APPROVED BY BOARD OF DIRECTORS: April 16, 2011

AMENDED BY BOARD OF DIRECTORS: \_\_\_\_\_

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There will be medals presented to the Performance Program skaters. These medals will *not* be ranked in order of placement (i.e. gold/silver/bronze). There will be a standard medal for *all* Performance Program skaters. This medal is to be approved by the Board of Directors.

## QUALIFYING TEST DAY

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DATE APPROVED BY BOARD OF DIRECTORS: April 15, 2000

AMENDED BY BOARD OF DIRECTORS: April 16, 2011

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~~The Qualifying Test Day will be provided for those skaters who must have a required test level in order to compete at the BC Sectional Championships.~~

- ~~1. The Qualifying Test Day will be scheduled within the required time frame before the Provincial Championships.~~
- ~~2. Clubs are responsible to notify the CNCR Judges Bureau Rep of tentative list of tests 20 days before the scheduled Test Day.~~
- ~~3. Once tentative list of tests required has been compiled, the Judges Bureau Rep will determine a preferred location; that being in close proximity to the area requiring the majority of the tests; and host club will attempt to secure ice time.~~
- ~~4. The Host club will advise all respective clubs of location and schedule for Test Day.~~
- ~~5. All expenses to be divided among those skaters taking tests as per standard Test Days.~~

**\*\*\*THERE ARE NO MORE QUALIFYING TEST DAYS AS THERE IS NO MORE QUALIFYING TO ATTEND SECTIONS. MORE TEST DAYS AVAILABLE BEFORE SECTIONS\*\*\***

## RESOLUTIONS RECORD

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DATE APPROVED BY BOARD OF DIRECTORS: April 15, 2000

AMENDED BY BOARD OF DIRECTORS: April 16, 2011

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~~The Cariboo North Central Region shall maintain a *Resolutions Record* to record all resolutions that effect the operations of the Cariboo North Central Region.~~

- ~~1. The *Resolutions Record* shall be maintained by the CNCR Recording Secretary.~~
- ~~2. The *Resolutions Record* shall be updated after each Board of Directors' Meeting and after each CNCR General Meeting.~~
- ~~3. A copy of the *updated Resolutions Record* shall be presented to the Board of Directors at the "Inaugural Board of Directors Meeting" held each spring.~~
- ~~4. Redundant or amended resolutions may be deleted from the *Resolutions Record*.~~

**\*\*\*WILL DISCONTINUE KEEPING AN RESOLUTIONS RECORD AS WE HAVE THE ACTIONS OF THE BOARD AND OUR POLICY MANUALS\*\*\***



## SANCTIONS

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DATE APPROVED BY BOARD OF DIRECTORS: October 29, 1999

AMENDED BY BOARD OF DIRECTORS: June 2, 2006; June 13, 2008; April 16, 2011

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Sanctions shall be obtained in accordance with the Skate Canada Rule Book.

Clubs are requested to continue to send the CNC Region Chairman information in regards to any and all special events they will be hosting.

## **SCHOLARSHIP FOR CNCR SKATERS**

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DATE APPROVED BY BOARD OF DIRECTORS: September 11, 1999

AMENDED BY BOARD OF DIRECTORS: April 7, 2001; April 16, 2011

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It is the intention of the CNCR Board of Directors to present a \$350.00 scholarship yearly to a graduating student who is a member of a CNCR club for the current skating season.

1. The CNCR scholarship is \$350.00 with the funds coming out of the general revenue. The term deposit marked "Scholarship Term Deposit" will have its interest transferred to the general account to help with paying for the scholarship. This term deposit shall not be redeemed as the interest is to be used for the scholarship.
2. Scholarship Director (this is under the portfolio of the "Awards/BC Thin Ice/Scholarship" Director) will ensure that all CNCR member clubs will receive a "Scholarship Package", including criteria, pertinent information and deadline dates at least 60 days prior to deadline date.
3. Scholarship Director will receive applications, forward copies to all members of the Scholarship Committee.
4. Scholarship Committee to be comprised of the three Area Reps, the Region Chairman and the Awards Chairman. If between the Area Reps and the 2 chairman there is not enough to make a committee of five then the Awards Chairman will ask another CNCR Board member to sit on the committee.
5. Scholarship Committee will consult (via Conference Call) on the most deserving application using a combination of the following criteria:
  - a) School marks.
  - b) Personal level achieved in skating (dedication to the sport).
  - c) Number of years involved in the sport.
  - d) What the applicant has given back to the sport by way of volunteer activities.
  - e) What the applicant intends to give to the sport in the future.
  - f) Other community involvement.
6. The primary residence of the skater **MUST** be in the CNC Region but the school that the skater is attending can be anywhere.
7. Scholarship Director will notify school of recipient to see if award may be presented at Graduation ceremonies. If this is not possible, Scholarship Director will notify the recipient.
8. Scholarship Director will ensure that schooling criteria has been met and request Treasurer to forward Scholarship funds to the recipient.
9. Scholarship Director will submit written report to the CNCR Board of Directors.
10. Scholarship Director will submit article for BC Thin Ice.

## SILENT AUCTION AT REGIONALS

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DATE APPROVED BY BOARD OF DIRECTORS: Sept 12, 2009

AMENDED BY BOARD OF DIRECTORS: \_\_\_\_\_

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All CNCR clubs are required to donate an item for the CNCR Regional Silent Auction or they may be invoiced for \$100.00.

## SKATE CANADA AGM

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DATE APPROVED BY BOARD OF DIRECTORS: April 15, 2000

AMENDED BY BOARD OF DIRECTORS: \_\_\_\_\_

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1. The CNCR will budget annually for funds for one (1) delegate to attend the Skate Canada AGM. The delegate shall be the CNCR Chair or in absence of the Chair the 1<sup>st</sup> Vice.
2. The CNCR Region Board delegates attending the Skate Canada AGM on behalf of the CNC Region will take part in the BC/YT Section "Dine Around" dinner and have their meal expenses covered.

## SKATER'S BURSARY

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DATE APPROVED BY BOARD OF DIRECTORS: May 2006

AMENDED BY BOARD OF DIRECTORS: June 13, 2008; April 16, 2011

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The skaters of the Cariboo-North Central Region, under the leadership of the CNCR Athlete's Rep, have set up a "Skater's Bursary Fund". Funds for the bursary are collected from proceeds of fundraising activities by the skaters at the Regional Championships. This is organized by the CNCR Athlete's Rep and/or the RDT Director.

1. Skaters' Bursary Funds are managed by the CNCR Treasurer.
2. CNCR Athlete's Rep and/or RDT Director shall distribute a nomination form to each RDT, RST and PDT member's coach\_in January of each year.
3. Nomination form is to be returned to the CNCR Athlete's Rep and/or the Coaches Committee 30 days after nominations have been received.
4. The Coaches Committee shall select the Skaters' Bursary recipient and it shall be announced at the next CNCR General meeting.
5. Recipient of the Skaters' Bursary must:
  - a) attend a summer school.
  - b) be a member of the Regional Development Team
  - c) be hardworking, competitive and motivated
  - d) be an ambassador both on and off the ice.
6. Selection of the Skaters' Bursary will also consider:
  - a) Test and competition record
  - b) Training camps, seminars, summer schools attended, etc.
  - c) Contribution to club(s)
  - d) Future plans.

## TEAM JACKETS

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DATE APPROVED BY BOARD OF DIRECTORS: MAY 2007

AMENDED BY BOARD OF DIRECTORS: April 16, 2011

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1. The Team Leader is responsible to order, distribute and collect funds for the team jackets.
2. The CNCR jacket be considered a "CNCR Team Jacket" and available to all CNCR skaters and their coaches, the CNCR Team Leader and Board of Directors.

## TEAM TROPHY AT CNCR COMPETITIONS

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DATE APPROVED BY BOARD OF DIRECTORS: April 16, 2011

AMENDED BY BOARD OF DIRECTORS: \_\_\_\_\_

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There will be two (2) team trophies at CNCR Competitions. One team trophy will be a "Team Aggregate" and the second one will be a "Team Average".

## TEST BEFORE COMPETITIONS

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DATE APPROVED BY BOARD OF DIRECTORS: April 16, 2011

AMENDED BY BOARD OF DIRECTORS: \_\_\_\_\_

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Low/Intermediate tests will be offered on the Friday of the competition based on ice and official availability. This test day will be hosted by the club hosting the competition following the test day policy.

There will be no dance partners brought in for this test day before a competition.



## TEST DURING COMPETITIONS

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DATE APPROVED BY BOARD OF DIRECTORS: September 8, 2002

AMENDED BY BOARD OF DIRECTORS: April 5, 2003; March 20, 2004; May 21, 2005; June 13, 2008; Sept 12, 2009; April 16, 2011

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1. Tests during competitions are open to Competitive Freeskate, High Freeskate, and Interpretive tests on the availability of ice and qualified evaluators. These tests are to be judged while the skater is competing. If additional ice is required following the competition to complete the tests, the expenses are on a cost share basis.
2. Test application forms shall be distributed with the Competition Announcements and must be returned by the deadline of the competition. Applications for tests will be disallowed if received after the closing date of the competition. No Exceptions.
3. Skaters must enter into the event that corresponds with the test being taken. The skater must have the correct music length for the test they are trying. Skaters will be tested while competing in the event. Remember your test program may not meet the well-balanced program criteria and deductions may result. The test and competition will take place at the same event.
4. In the case of a skater taking a Pre-Novice test, they may enter the competition at their current level or the Pre-Novice level, and apply to take the Pre-Novice test outside of the competition or while they are competing Pre-Novice. Taking the test outside of the competition is based on ice and judge availability.
5. Tests will only be permitted if:
  - a) There are judges qualified for the tests requested
  - b) If there are enough qualified off-duty judges available to test.
  - c) If the judges are willing to accommodate the testing

\*\* Judges will not be brought in to accommodate testing; booking of judges will be strictly for the requirements of the competition.

6. For high competitions where an extra judge is not available to test during the event, tests may be done prior to or after the competition if the judges and ice time are available and if a judge agrees to the test. Expenses for any extra ice required will be on a cost share basis for those skaters taking tests.
6. The test chair of the club hosting the competition is responsible for the running of the tests as well as for submitting the paperwork and fees associated with the tests.
7. Skate Canada Test Fees, Judges Bureau fees and correctly completed test papers/summary sheets must be brought to the competition and personally handed to the test chairperson prior to the testing. Failure to do so will result in the test being disallowed.
  - a) Only after the competition schedule has been finalized and the judges are in place, will the clubs be notified if their application for tests will be accommodated.
8. For Low/ Intermediate Competitions where there are no high events, competitive/high test forms may be sent and if the judges and ice time are available some tests may be accommodated prior to or after the competition.

## TEST DAYS

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DATE APPROVED BY BOARD OF DIRECTORS: April 20, 2002

AMENDED BY BOARD OF DIRECTORS: April 5, 2003; May 21, 2005; September 2005; May 2006; June 13, 2008 ; September 12, 2009; June 8, 2010; April 16, 2011

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1. All requests for Club Test Days (all levels of tests) MUST be approved by the CNCR Judges Bureau. Judges Bureau fees of \$4.00 per test must be submitted. These fees are to assist the region with judges training.
2. When planning a Test Day, the club test chairperson may contact local judges to see if they are available and then must pass this information on to the CNCR Judges Bureau Chairman. Judges will receive confirmation and permission to accept the club day assignment ONLY through the CNCR Judges Bureau Chairman. If any out of Region judge has expressed an interest in evaluating at your test day they must inform and receive permission from the BC Section Judges Bureau who will in turn advise the CNCR Judges Bureau.
3. High Dances may be permitted at low/intermediate test days only when a CNCR qualified judge is available.
4. The host club for a high test day is responsible for obtaining an approved dance partner.
5. The CNC Region Board will subsidize the judges' expenses and/or test ice costs (not to include dance practice ice costs) for the Centralized Test days. The subsidy will be \$500.00.
6. For ALL levels of test days neighboring clubs must be notified and enough ice time secured for all interested tests. The invitation to all surrounding clubs must be emailed to them and copied to the Judges Bureau or the test day will not be approved
7. On call test days may be permitted only with good reason. (An on call test day is for one or two skaters who are required to be tested (Qualifying) and where there are no other test days available). If there are any test days already scheduled within a reasonable time, as the requested on call test then the on call test will be denied and the on call test will be required to attend the scheduled test day.

8. All skaters who submit test applications have the responsibility to cover their share of the test day expenses. When accepting applications for tests days; priority will be given to skaters training in a sanctioned "CNC" Region club.
9. Skaters are permitted to attend 4 high test sessions during a winter season (there is no limit for competitive tests).
10. Skaters should not be tested consistently by the same evaluator. Suggested maximum is twice per skating season. .
11. There will be only one (1) club test day per month per area allowed. These test days will be rotated fairly within each area to clubs that have requested a club test day. Club test days may not be within two (2) weeks of a Centralized Test Day in that area.
12. When a "Centralized Test Day" is assigned in the CNCR Schedule of Events; the area indicated will host all High/Intermediate tests as well as all tests requiring a panel of judges (i.e. competitive etc) The area hosting the Centralized Test Day will accept all high tests from ANY club within the region.
13. As the region is allotted 4 "Panelled" test sessions per winter season; these will be allocated as follows: November and February to rotate between North and West, January and March - Central.
14. When the test day schedule is finalized, a copy should be forwarded to the attending judges. This is to ensure that the tests are scheduled in the correct order and also so that no further tests are added after the deadline.

It is critical that everything goes through the CNCR Judges Bureau- this is to ensure that test results are received, that a variety of judges are utilized and that our "new" judges, our trial judges and those seeking promotions are advised of trial judging opportunities at the test days. It is also important to remember that it is in the best interests of your skaters for them to be seen/tested by a variety of judges (and judge/evaluators do not like to see the same test repeatedly). Judges will NOT be permitted to officiate at any test days unless they receive their confirmation from the CNCR Judges Bureau. Tests that have not followed the scheduling and testing rules/restrictions will be disallowed as per Rule 4601. Please note: Summary Sheets and Cheques for test day fees must be forwarded within 3 weeks to the Judges Bureau. Failure to do so will result in the test becoming nullified and the skater having to retake the test. Bills to participating clubs must be sent out within 3 weeks of the test day. Failure to do so could result in the visiting clubs not being responsible for their share of the test day expenses.

15. It is the host clubs responsibility to secure volunteers for music playing, picking up judges/dance partners from airport and hotels and supplying volunteers with food. Test day expenses for ice, travel expenses for judges/dance partners, food expenses for judges/dance partner and gifts for judges/dance partner may be divided between the skaters participating in the test day.
16. Any skater who is closely related to an evaluator or who has a coach who is closely related to an evaluator and are unable to take tests when that evaluator is called upon to evaluate at a club test day, in order to have as many opportunities as the other skaters, may take tests at a different club in their general area.
17. A \$5.00 charge for each incorrectly filled out test and competition entry form may be charged. The money goes to the host club.

## TRAVEL EXPENSES - BOARD OF DIRECTORS

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DATE APPROVED BY BOARD OF DIRECTORS: September 11, 1999

AMENDED BY BOARD OF DIRECTORS: April 20, 2002; April 2003; June 13, 2008; April 16, 2011

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Expenses for the Board of Directors will be covered to attend CNCR Meetings, or other CNCR business as requested and approved by the Board of Directors.

1. Expenses will be covered for the reasonable time period needed to attend meetings, taking into consideration reasonable travel time.
2. Personal expenses will be paid for transportation, meals and accommodation only.
3. Transportation:
  - a) It is expected that Board of Directors will utilize the least expensive, safest form of transportation.
  - b) It is expected that, while traveling to meetings or attending other business, Board of Directors will "car pool" to cut down costs.
  - c) When a Board member travels with another person or a skater, their transportation and accommodation expenses will be shared proportionately and the per diem be fully covered by CNCR. Coaches who are there with skaters that are competing, testing or training at a CNCR event will be paid  $\frac{1}{2}$  of their expenses but the per diem shall be fully covered by the CNCR.
  - d) Mileage will be reimbursed at the rate of \$0.40 per km traveled effective June 13, 2008.
4. Meals:
  - a) Meals will be covered for dates involved for business only.
  - b) Meals while in the CNCR Region may be claimed without receipt, to a maximum of:
    - i) Breakfast \$10.00
    - ii) Lunch \$12.00
    - iii) Dinner \$18.00

- c) Meals outside the CNCR Region may be claimed without receipt, to a maximum of:
  - i) Breakfast \$12.00
  - ii) Lunch \$15.00
  - iii) Dinner \$23.00

Claimants are on an honour system to claim for actual expenses incurred for meals.

- 5. Accommodation:
  - a) Rooms should always be booked through the Treasurer who will look after payment.
  - b) Rooms are booked for Board members sharing with another Board member.
  - c) CNCR Board will provide  $\frac{1}{2}$  of double room for dates involved in business only. (If you are traveling with another person (i.e.: skater), that shares your room the CNCR will pay for  $\frac{1}{2}$  of your room and only for the dates you were required for CNCR business).
- 6. Claims for Travel expenses are to be claimed immediately after the event. All claims must be claimed prior to March 31<sup>st</sup> each year or must go to Board of Directors for approval.
- 7. Officials on CNCR Board of Directors:

CNCR Board Members/Officials who are officiating at an event during the same period of a CNCR Meeting (Board, SAGM, AGM), may submit expenses for the Official's rate to the host committee and the Region will reimburse the host committee at the Officials' rate.

## VOTING DELEGATES AT AGM / REPORT TO QUORUM

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DATE APPROVED BY BOARD OF DIRECTORS: October 20, 2000

AMENDED BY BOARD OF DIRECTORS: September 18, 2003; April 16, 2011

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Each Skate Canada member club in good standing with CNCR shall be entitled to send one (1) voting delegate to the Regional General meeting. This delegate shall be in addition to any member of a club serving on the executive committee of the region. Clubs not represented by delegates attending the meeting may give one (1) proxy for the purpose of voting. No person carrying proxies may exercise more than six (6) votes in all.

1. Delegate shall have a "Proxy and Delegate Form" completed and signed by two (2) club directors.
2. Delegate shall deliver "Proxy and Delegate Form" to registration person upon arrival at AGM and shall sign in under appropriate category.
3. CNCR Registration person shall ensure forms are completed correctly, that delegate/proxy has signed in correctly and will issue a voting card marked with the applicable number of votes entitled.
4. At the commencement of the CNCR AGM the registration person shall total all delegate, proxy and Board of Director votes for a total number of votes applicable and will total the number of clubs represented at the AGM.
5. When a Report to the Quorum is called for, the registration person shall announce the number of delegates present, number of proxies exercised, number of Board of Director votes and a total number of votes as well as a total of the clubs represented by either delegate or proxy.
6. A quorum is met if twenty-five (25) percent of the number of clubs in the Region is represented, provided a minimum of five (5) delegates are present.



## WEBSITE

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DATE APPROVED BY BOARD OF DIRECTORS: April 20, 2002

AMENDED BY BOARD OF DIRECTORS: Sept 17, 2004; April 16, 2011

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In order to avoid confusion, duplication or conflicts concerning the CNCR website:

1. The CNCR Website shall be updated and maintained monthly, at a minimum.
2. Each committee head is responsible to send information to the Region Chairman.
3. Clubs may send information to the Region Chairman or Area Rep's who will send to Region Chairman prior to putting information on the Web site.