



**OKOTOKS**  
**SKATING**  
**C · L · U · B**

# **ANNUAL GENERAL MEETING**

**Member Booklet**

**Compiled by Melanie Heemeryck**

**5/5/2017**

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## **AGENDA FOR THE OKOTOKS SKATING CLUB**

### **ANNUAL BOARD MEETING**

**May 5, 2017**

- Call to Order 6:00 pm
- Approval of the Agenda for May 2017 Annual General Meeting
- Approval of Minutes of the preceding General Meeting (May 2016)
- Acceptance of the 2016/2017 Treasurer's Report
- President's Report
- Bylaw Summary of Changes
- Question and Answer period
- Nominations and Election of new Directors for 2017/2018
- Appointment of Auditors
- Adjournment

**Okotoks Skating Club**  
**Annual General Meeting (AGM) Minutes**

May 6, 2016

- I. **Call to order 18:27**
- II. **Board:** Christine Walker, Jayme Seidel, Melanie Heemeryck, Kerri Roberts, Dave Sargent, Tara Casey, Kenda Goyette, Elissa Waldner
- III. **Quorum:** Registrar Amber Hossack reports 62 members present, we do have quorum.
- IV. **Approval of Agenda:** Shauna McGee; Second: Shane Casey
- V. **Approval of minutes of previous meeting:** Helen Schuck; Second: Crystal Blanchette
- VI. **Approval of Financial Report:** Shauna McGee; Second: Crystal Blanchette
- VII. **President Report:** Melanie Heemeryck as President and Coach Liaison

Club is Celebrating 50 Years.

CanSkate Inclusive Skating Program has been well received.

CanPower is a very successful program that continues to sell out and has waiting lists.

Experienced Coaches are what sets our club apart

Kerri is so close now to Level 4 Certification

Sarah received her Level 1 Full Certification

Brittney is waiting for response for her Level 2 Certification

Kristen and Lisa have Level 3 Certification.

- VIII. **Approval of By-Laws:** Question from floor requesting summary of changes contained in the proposed By-Laws. Dave Sargent provided overview of changes from 1994 document. It was noted that these By-Laws had been sent to the membership via e-mail 30 days prior to meeting for all members to review. Given back to floor for approval: Serena Callejon; Second: Crystal Blanchette.

- IX. Minute Book:** Minutes from all Board Meetings is available in a binder at the back of the room.
- X. Returning Board Members:** Melanie Heemeryck, Christine Walker, Jayme Seidel, Dave Sargent, Tara Casey, Kenda Goyette and Elissa Waldner
- XI. New Board Members:** Yvonne Nyrose, Christy Kidd, Lindi Coakwell
- XII. Auditors:** Currently looking at options for auditors for this year.
- XIII. Adjournment:** Shane Casey; Second: Amber Hossak

## Okotoks Skating Club – Annual General Meeting Treasurer's Report - May 5, 2017

The 2016/2017 season was an action packed year and the corresponding financial results were very positive and solid. Enrolments continued to be good throughout the season. We offered a Power Clinic, Simulation days for competitions. We continued to be a participant in the Pilot Canskate Disability Program which saw steady numbers similar to last year.

The Skating Club's fiscal year is from May 1 to April 30 of each year. Attached with this report is the unaudited Financial Statements for the fiscal year ending April 30, 2017. As in previous years, the financial statements will be audited in the upcoming month once an auditor is identified.

It is worth commenting on the **Income Statement 05/01/2016 to 04/30/2017**. Our goal as a non-profit organization is to basically at least 'break even' each year, and that is what we set out to do this year. But any of you who are familiar with financial reporting understand that financial statements are only a 'snapshot' in time. So for this year we show a net profit of \$7,350. We still have about \$3,956 of outstanding cheques to be cleared so this could lower the overall net profit shown. You have to take into account that we received funds from our casino, and interest from our GIC's, so that helped us show the net profit. I tried to incur more expenses in the allowed AGLC categories which will allow us to use their funds without breaking the rules again. A more accurate accounting will be available after all cheques have cleared and yearend adjustments made. If our AGM were at end of June this would not be a problem.

We were audited by the AGLC starting in August 1<sup>st</sup>, 2016 which lasted until the end of November 2016. A number of items were discovered and noted by the AGLC and we were asked to make some minor changes to our book keeping procedures and bylaws. This is why we are voting on the bylaws yet again this year. Some expenditures that were claimed by prior boards from 2010 – 2016 were in error and funds were required to be redeposit back to the Casino account. That amount was \$38,930.44. They originally wanted me to pay back about \$90,000; but I was very cooperative with them during the audit process, books were clean, organised and provided to them within 5 days of the request. I was always available for the 5 meetings we had in their offices, so we were able to lower the amount due back. We were also asked to pay a fine of \$200 in December 2016. I, the current acting treasurer had to sign a letter of apology and admittance to the errors made, even though I was not the acting treasurer at the time. We didn't have the funds taken away from us; they just had to go back to the Casino account and can't only be used according to the AGCL rules for expenditures going forward.

The reasons for the loss are as follows:

- **Prior Fiscal Year's Outstanding Bank Cheques** – We cleared \$4,803 in cheques issued in the prior 2015-16 Season. There is about \$3,956 in cheques issued which have not cleared the bank yet from this season.
- **Timing Constraints for AGM** – Due to the fact that year end is April 30<sup>th</sup> and the AGM is May 1<sup>st</sup>, I had to basically perform yearend posting and reporting a few days before April 30<sup>th</sup> in order to have enough time to post, create reports, copy and prepare them for the AGM. We normally get statements 5 to 10 days after the end of the month, so it is difficult to report and post items we just do not have yet. I did my best to include everything I was able to obtain, however there are always corrections to transactions that are performed during the reconciliation of all documents when they are finally received.
- **Casino** – We did have a casino this year in December and received the funds totalling \$42,896.79 in February 13, 2017 leaving us with a balance of \$71,485.91 in the casino account. Then in January we then paid \$10,703 for ice rental at Piper, and \$1154 for rental at Scott Seaman arena. I also paid \$13944 for ice rental in March 2017 leaving us with \$57,542 in the casino account. So moving forward we are only allowed to pay for allowable expenses as are listed in our profile with the AGLC which I increased this year after learning about our deficiencies. We are only allowed to pay for items once it is determined that we are expecting to lose money taking into account the rules of application of revenue minus AGLC allowed expenses.

- **Outstanding expenses pending** – We have some outstanding invoices and planned expenses which were not received in time to include in this fiscal year's entries. E.g. AGM Expenses, O/S cheques, chase and bank fees, etc.
- **Coached Professional Development** – This year we will be sending Kerri and Sarah to the PSA seminar in Nashville in May 2017. This seminar was critical to the continuous development of our coaches at an international level. Whatever expenses are incurred will be drawn against the \$5,000 per year budgeted amount set aside for coaching development within our club.

We started off the year with about \$110,791 in the bank and ended the year in April 30<sup>th</sup> with \$59,617 in the bank. We made \$2,370 during spring and lost about \$432 during summer which only took in \$22,344 in which is about half of our previous summers. We felt a lot of our Summer skaters decided to skate Spring and because of a 4<sup>th</sup> week scheduling time difference felt that contributed to our lower numbers for Summer. Using our bank statements are receivables total was about \$265,952 and total payables were about \$258,604 leaving a net profit of \$7,347. We currently have a balance of \$110,792 in the bank as of Apr30, 2016. It is the goal of the club which is non-profit to not show too much profit or risk audit from the societies that govern the non-profit organizations. According to the rules, we can make about \$5000 per year without having issues with Societies or the AGLC. This was part of the reason funds had to be returned. In two of our years we made \$15,000 in one year and \$23,000 in another, and still spent funds from Casino account when we shouldn't have.

Two of our GIC's matured this year. \$26,000 was deposited to our chequing account from this. I then purchased a \$52000 GIC for 1 year which will net us about \$924 in interest. Our other 4 GIC's will mature in 2018 and have a value of \$6,000; \$22,000; \$6,467; \$23,713 totaling \$58,180. Our total GIC's portfolio is \$110,180.

So I'm pleased to say as Treasurer with the club, I feel very positive about our financial position. We spent some money to increase the clubs assets, trained our coaches to be current in Skate Canada delivery of Programs, upgraded equipment to allow us to better deliver programs and spent some funds to promote programs we offer to the skaters.

I look forward to the next year and will continue to do my best for the club in my position.

Thank you,  
Dave Sargent  
OSC Treasurer 2016-2017 Season

# Okotoks Skating Club

## Balance Sheet

as of April 30, 2017

ASSETS	
Royal Bank Casino	57,541.54
Royal Bank General	50,606.76
Royal Bank GIC	109,764.00
Registration Recievable	8,925.18
<b>TOTAL ASSETS</b>	<b><u>226,837.48</u></b>
LIABILITIES & EQUITY	
RBC VISA Card	-1,880.10
Prepaid Registrations	28,702.50
<b>Total Liabilities</b>	<b><u>26,822.40</u></b>
<b>Equity</b>	
Equity	192,667.20
Net Income	7,347.88
<b>Total Equity</b>	<b><u>200,015.08</u></b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>226,837.48</u></b>



# Okotoks Skating Club

## Income Statement

May 1, 2016 - April 30, 2017

### Income

Registration	202,069.14
Pick Up Ice	1,699.84
Test Fees	7,526.81
AGM Tickets	3,550.88
Stars on Ice Tickets	220.00
Donations	350.00
Casino Revenue	2,279.25
Investment Income	1,176.00
Simulations	1,894.00
Fundraising	45,186.79

Total Income 265,952.71

### Expense

AGM	5,926.28
Gala	358.67
Coaching	49,520.60
Bonus	1,750.00
Dryland	7,216.05
Meetings	78.12
Skate Canada	18,545.69
Ice Fees	120,637.85
Club Expenses	4,057.04
Program Development	5,857.28
Office Supplies	3,522.09
Internet	1,489.46
Professional Fees	3,237.33
Planning and Admin	9,551.50
Advertising	8,250.02
Awards	737.85
Music	980.96
Equipment and Athletic Supplies	4,723.22
Judge Gifts	240.61
Mileage	1,682.00
Clothing	606.34
Meals & Entertainment	891.99
Partnering Fees	1,548.00
Ramp Fees	1,687.35
Chase Fees	3,805.41
Bank Fees & Charges	1,703.12

Total Expense 258,604.83

Net Income 7,347.88

# Okotoks Skating Club

## Income Statement - by Month

May 1, 2016 - April 30, 2017

	May 16	Jun 16	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	TOTAL
<b>Income</b>													
Registration	15,092.00	7,437.47	8,013.00	74,131.00	20,719.33	13,934.34	11,850.47	16,730.83	20,277.93	7,130.09	4,611.68	2,141.00	202,069.14
Pick Up Ice	40.00	130.00	525.00	0.00	212.00	126.00	10.00	310.84	92.00	36.00	198.00	20.00	1,699.84
Test Fees	0.00	2,094.00	238.81	0.00	0.00	0.00	0.00	2,896.00	109.00	769.00	1,055.00	365.00	7,526.81
AGM Tickets	1,175.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,576.88	799.00	3,550.88
Stars on Ice Tickets	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	220.00	220.00
Donations	0.00	0.00	0.00	0.00	0.00	450.00	0.00	-100.00	0.00	0.00	0.00	0.00	350.00
Casino Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,279.25	0.00	42,896.79	0.00	0.00	45,176.04
Investment Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,176.00	0.00	0.00	0.00	1,176.00
Simulations	0.00	0.00	0.00	0.00	0.00	0.00	254.00	0.00	1,205.00	0.00	435.00	0.00	1,894.00
Fundraising	1,890.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00	0.00	2,290.00
<b>Total Income</b>	<b>18,197.00</b>	<b>9,661.47</b>	<b>8,776.81</b>	<b>74,131.00</b>	<b>20,931.33</b>	<b>14,510.34</b>	<b>12,114.47</b>	<b>22,116.92</b>	<b>22,859.93</b>	<b>50,831.88</b>	<b>8,276.56</b>	<b>3,545.00</b>	<b>265,952.71</b>
<b>Expense</b>													
AGM	2,308.35	3,617.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,926.28
Gala	358.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	358.67
Coaching	276.00	3,267.00	4,538.50	192.00	0.00	8,746.10	2,671.00	9,005.50	2,809.75	6,594.15	8,296.60	3,124.00	49,520.60
Bonus	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,750.00	0.00	0.00	0.00	0.00	1,750.00
Dryland	0.00	0.00	1,685.00	120.00	0.00	320.00	721.04	1,023.08	218.31	1,588.50	697.81	842.31	7,216.05
Meetings	0.00	28.90	0.00	0.00	0.00	0.00	0.00	49.22	0.00	0.00	0.00	0.00	78.12
Skate Canada	-42.00	1,096.45	0.00	826.95	878.54	4,737.15	5,204.90	2,314.35	71.30	2,994.60	0.00	463.45	18,545.69
Ice Fees	0.00	2,917.95	16,334.39	0.00	170.89	13,053.43	15,712.49	14,232.12	11,637.89	16,328.86	16,652.77	13,597.06	120,637.85
Club Expenses	0.00	619.60	299.77	7.96	202.35	8.12	8.33	1,944.29	0.00	153.91	804.52	8.19	4,057.04
Program Development	40.64	2,323.74	40.57	39.82	40.62	41.17	41.71	121.75	40.55	40.54	0.00	3,086.17	5,857.28
Office Supplies	781.17	394.14	153.41	202.04	152.87	393.04	167.93	324.96	206.68	413.04	109.31	223.50	3,522.09
Phone & Internet	89.20	90.62	91.30	91.30	91.30	91.30	91.30	91.30	190.46	190.46	190.46	190.46	1,489.46
Professional Fees	1,000.00	75.47	0.00	0.00	0.00	0.00	0.00	0.00	1,161.86	1,000.00	0.00	0.00	3,237.33
Planning and Admin	600.00	614.50	600.00	600.00	600.00	660.00	1,350.00	1,170.00	464.00	720.00	805.00	1,368.00	9,551.50
Advertising	160.66	376.53	160.66	0.00	394.72	1,939.91	237.75	146.95	0.00	3,047.21	1,785.63	0.00	8,250.02
Awards	0.00	0.00	0.00	0.00	0.00	100.49	0.00	0.00	0.00	0.00	0.00	637.36	737.85
Music	0.00	20.98	200.00	0.00	89.99	250.00	0.00	150.00	30.00	100.00	50.00	89.99	980.96
Equipment and Athletic Supplies	0.00	0.00	0.00	0.00	0.00	94.42	0.00	0.00	1,205.08	0.00	335.94	3,087.78	4,723.22
Judge Gifts	0.00	0.00	0.00	0.00	0.00	0.00	100.00	140.61	0.00	0.00	0.00	0.00	240.61
Mileage	0.00	337.00	0.00	0.00	0.00	0.00	0.00	345.00	600.00	0.00	400.00	0.00	1,682.00
Clothing	0.00	0.00	0.00	0.00	0.00	0.00	-55.00	39.61	621.73	0.00	0.00	0.00	606.34
Meals & Entertainment	36.23	240.43	0.00	0.00	0.00	137.86	0.00	477.47	0.00	0.00	0.00	0.00	891.99
Partnering Fees	-70.00	0.00	0.00	0.00	0.00	0.00	0.00	1,618.00	0.00	0.00	0.00	0.00	1,548.00
Ramp Fees	0.00	0.00	258.30	630.00	0.00	667.80	0.00	131.25	0.00	0.00	0.00	0.00	1,687.35
Chase Fees	138.29	391.72	167.00	113.81	1,851.64	448.38	333.84	360.73	0.00	0.00	0.00	0.00	3,805.41
Bank Fees & Charges	0.00	0.00	0.00	0.00	12.00	0.00	0.00	7.12	429.91	475.86	311.24	466.99	1,703.12
<b>Total Expense</b>	<b>5,677.21</b>	<b>16,412.96</b>	<b>24,528.90</b>	<b>2,823.88</b>	<b>4,484.92</b>	<b>31,689.17</b>	<b>26,585.29</b>	<b>35,622.97</b>	<b>19,507.86</b>	<b>33,647.13</b>	<b>30,439.28</b>	<b>27,185.26</b>	<b>258,604.83</b>
<b>Net Income</b>	<b>12,519.79</b>	<b>-6,751.49</b>	<b>-15,752.09</b>	<b>71,307.12</b>	<b>16,446.41</b>	<b>-17,178.83</b>	<b>-14,470.82</b>	<b>-13,506.05</b>	<b>3,352.07</b>	<b>17,184.75</b>	<b>-22,162.72</b>	<b>-23,640.26</b>	<b>7,347.88</b>

# Okotoks Skating Club

## Income Statement - By Category

May 1, 2016 -April 30, 2017

	Academy	Adult/Teen Group	CanPower	CanSkate	Test Days	Test Level
<b>Income</b>						
Registration	14,390.00	2,307.00	37,974.50	72,799.01	0.00	73,926.63
Pick Up Ice	0.00	0.00	0.00	0.00	0.00	0.00
Test Fees	0.00	0.00	0.00	0.00	8,198.81	0.00
AGM Tickets	0.00	0.00	0.00	0.00	0.00	0.00
Donations	0.00	0.00	0.00	0.00	0.00	0.00
Casino Revenue	0.00	0.00	0.00	0.00	0.00	0.00
Investment Income	0.00	0.00	0.00	0.00	0.00	0.00
Simulations	0.00	0.00	0.00	0.00	0.00	0.00
Fundraising	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Income</b>	<b>14,390.00</b>	<b>2,307.00</b>	<b>37,974.50</b>	<b>72,799.01</b>	<b>8,198.81</b>	<b>73,926.63</b>
<b>Expense</b>						
Coaching	5,896.50	9,016.00	10,769.00	23,839.10	0.00	0.00
Dryland	615.00	0.00	0.00	0.00	0.00	6,601.05
Skate Canada	0.00	0.00	0.00	0.00	1,596.00	0.00
Ice Fees	3,552.39	3,075.99	3,752.80	13,099.01	2,676.42	94,481.24
Office Supplies	0.00	0.00	223.91	138.38	83.13	0.00
Awards	0.00	0.00	0.00	100.49	0.00	0.00
Equipment and Athletic Supplies	0.00	0.00	0.00	200.10	0.00	0.00
Judge Gifts	0.00	0.00	0.00	0.00	240.61	0.00
Mileage	0.00	0.00	0.00	0.00	1,682.00	0.00
Meals & Entertainment	0.00	0.00	0.00	0.00	344.03	0.00
Partnering Fees	0.00	0.00	0.00	0.00	1,548.00	0.00
<b>Total Expense</b>	<b>10,063.89</b>	<b>12,091.99</b>	<b>14,745.71</b>	<b>37,377.08</b>	<b>8,170.19</b>	<b>101,082.29</b>
<b>Net Income</b>	<b>4,326.11</b>	<b>-9,784.99</b>	<b>23,228.79</b>	<b>35,421.93</b>	<b>28.62</b>	<b>-30,415.66</b>

## **LIABILITY WAIVER AND RELEASE**

Re: [Insert name of skater]

It is understood and agreed, as a condition of participation in skating programs offered by the Okotoks Skating Club and Skate Canada, that neither the Club nor Skate Canada shall be liable for any injury, loss or damage suffered by the above-noted member while travelling to or from or while participating in skating practices, competitions or other activities, however caused.

It is further agreed that neither the Club nor Skate Canada is responsible for any injury, loss or damage caused by the member while travelling to or from or while participating in the said practices, competitions or other activities.

The member, or his/her parent/legal guardian who has signed this form, shall indemnify the Club and Skate Canada and hold them harmless from any claims, demands or actions arising from or in respect of such injury, loss or damage.

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Athlete or Parent/Legal Guardian Signature

---

Date



## Club Constitution and By-laws

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**Club Name: Okotoks Skating Club**

**Incorporation Date: February 17, 1994**

**Corporate Access Number: 50600201 of Alberta, Canada**

**Constitution Revision Date: May 05, 2017**

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PO Box 1002  
Okotoks Alberta T1S 1B1

[registrar.osc@gmail.com](mailto:registrar.osc@gmail.com)

Revised May 05, 2017

### CONSTITUTION OF THE

**Okotoks Skating Club**

Name of Club

**1000139**

Club Number

**Feb 17, 1994**

Date of Incorporation

**May 05, 2017**

Date of Revision to Constitution

## **ARTICLE 1: NAME OF CLUB**

The Name of the Club Shall be Okotoks Skating Club hereinafter called the Club.

## **ARTICLE 2: SKATE CANADA**

- a) A not-for-profit figure skating or skating club, or the figure skating or skating section of a not-for-profit club, that is a member of Skate Canada and is managed by a volunteer board of directors for the general purpose of providing Skate Canada figure skating or skating programs for Skate Canada members [Skate Canada By-law 1100(3)].
- b) The Club shall pay such fees and such other charges as shall be required of clubs from time to time by Skate Canada. [Skate Canada By-law 1201 (1) (c) (ii), 1201 (1) (c) (viii) and 1201 (1) (c) (ix)]
- c) The Club shall abide by all Skate Canada By-laws, rules and regulations as per Skate Canada By-law 1201 (1) (c) (iv).
- d) The Club is located in the Alberta/NWT/Nunavut Section of Skate Canada. See Skate Canada By-law 1503 for definition of Sections.

## **ARTICLE 3: PURPOSE OF THE CLUB**

- a) The purpose of the Club shall be to encourage the instruction, practice, enjoyment and advancement of its members in all aspects of skating in accordance with the Rules, Policies and Procedures of Skate Canada.
- b) The Club, with regard to any aspect of its operation, is to be managed and operated by eligible persons who are duly registered as Associate Members of Skate Canada [By-law 1201 (1) (c) (iv)]

- c) The Club shall protect the eligibility status of its members. The Club shall not take or omit any action that would knowingly jeopardize the eligible status of its members.
- d) The Club shall operate only Skate Canada figure skating and skating programs.
- e) Only Skate Canada Professional Coaches are permitted to teach figure skating and skating in the Club.

#### **ARTICLE 4: BY-LAWS OF THE CLUB**

- a) The By-laws, appended to this Constitution, shall describe the organization and functions of the Club and the means by which members of the Club may elect the Club Board of Directors and control the property and activities of the Club.
- b) The By-laws, Rules and Regulations of Skate Canada and those of the Section in which the Club operates shall take precedence over any Club By-laws [Skate Canada By-law 1201 (1) (c) (iv)].
- c) Any Club By-law contrary to the By-laws, Rules and Regulations of Skate Canada and those of the Section shall be invalid. It is acknowledged that any provincial statute governing a Club has precedence over any inconsistent Skate Canada by-law relating to that Club. [Skate Canada by-law 1201 (1) (c) (iv).]

# **BY-LAWS OF THE OKOTOKS SKATING CLUB**

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## **MEMBERSHIP**

### **By-law 1: Club Membership**

Membership in the Club shall be open to all, irrespective of sex, age, creed or colour and shall commence on May 1<sup>st</sup> or the first day fees are paid, whichever is later, and ending April 30<sup>th</sup> in the following year.

### **By-law 2: Skate Canada and Club By-laws, Rules and Regulations**

All members shall uphold, observe and conform to the By-laws, Rules and Regulations of Skate Canada, the By-laws of the Club and such regulations as made by the Board of Directors of the Club.

### **By-law 3: Membership Fees**

Members of the Club shall be registered with Skate Canada and pay such registration and other fees to Skate Canada as set from time to time by Skate Canada. (See Skate Canada By-law 1201 (1) (c) (ix), Skate Canada By-law 1202 (1) (a), Rule 2101, Policies and Procedures.)

### **By-law 4: Member in Good Standing**

For a member of the Club to be considered in good standing with the Club, that member must pay Club fees as are stipulated by the Club Board of Directors in advance of the membership year in question. Members will not be permitted to take part in any Club activities if these fees are not paid within 21 days of the date set for payment. Members in arrears shall be considered as having terminated their club membership. Members not in good standing will not be permitted to take part in club activities nor have permission to take part in Skate Canada Sanction events such as tests, competitions.

### **By-law 5: Setting of Club Fees, Rules and Skating Hours**

Fees, skating rules and skating hours of the Club shall be as the Board of Directors decides from time to time. Club membership shall commence on the first day of the Skate Canada membership year, 1 September, or the date that fees are paid (whichever is the latter) and terminate on the last day of the Skate Canada membership year, 31 August.

### **By-law 6: Suspension and Expulsion from the Club**

The Board of Directors may suspend or expel a member of the Club for acting contrary to the By-laws, Rules and Regulations of Skate Canada or of the Club. The Club Board shall develop a suspension and expulsion policy in accordance with the Skate Canada Complaint, Suspension and Expulsion Policy and Procedure that contains a provision for suspending or expelling of any member of the Club from such membership on terms and conditions that are deemed appropriate and necessary by the Club Board of Directors. This policy shall be approved by the Club Board of Directors from time to time and it shall be in writing and made available to all members in advance of its implementation. This policy must include an appropriate hearing and appeal process, which includes principles of due process, an appropriate reinstatement application process and an appropriate graduated series of disciplinary measures. [See Skate Canada By-law 1204.]



By-law 7: Classes of Club Membership

The classes of membership, eligibility and privileges shall be as follows:

- **Individual membership:** Non-skating members who have paid the fees as set by the club and are Associate Members of Skate Canada. Individual members of legal age of 18 shall be entitled to one vote at each Annual General Meeting and Special Meeting of the Club.
- **Active Membership:** All eligible skaters who participate in a Club Skating Program and who have paid the fees as set by the Club and are Associate Members of Skate Canada. All Active Members of the legal age of 18 shall be entitled to one vote at each Annual General Meeting and Special Meeting of the Club. (Underage Active Members have no vote but may be represented by Special Members)
- **Special Membership:** Parent or guardian of legally underage Active Members who have paid the fees as set by the Club and are Associate Members of Skate Canada.
- **Partial Membership:** All eligible skaters who are Associate Member or Restricted Member of Skate Canada through another **Home** Club and have paid a reduced fee as set by the Club. NOTE: The conditions granted under these partial memberships may be added here (ie. ice time for practice only, no lessons, no vote, may not hold office).
- **Honorary Membership:** The Annual Meeting of members may elect any person an Honorary Member of the Club. An Honorary Member shall be exempt from Club dues (but not Skate Canada dues) and shall not vote at meetings of the Club unless otherwise qualified. They may have a voice at the meetings of the Club.
- **Restricted Membership:** A restricted member is an individual who is a paid employee (of the Club, Section or Association), a non-active coach, a performing professional skater or a professional dance partner. A restricted member is not permitted to hold elected office, may not vote at meetings, is not permitted to compete in competitions and is not permitted to officiate at tests or competitions. [See Skate Canada By-law 1201 (1) (c) (xi), By-law 1202 (2) and Rule 2001.]
- **Active Member (Non voting rights) or (Restricted Voting Rights)** – An active member (Non-voting rights) is a member who meets the following criteria. This includes a class of membership with restricted voting rights. [Skate Canada By-law 1201 (1) (c) (i) and 1202 (1) (e)]

## **LIABILITY**

### By-law 8: Liability

The Club shall not be responsible for any damages, injury or loss of property to any member, guest or visitor to the Club regardless of the reason or nature of such damage, loss or injury. Every member, guest or visitor shall use the Club facilities at his or her own risk. The Club shall participate in the Skate Canada Club Liability and Member Accident Insurance programs [Skate Canada By-law 1201 (1) (c) (viii)].

## **CLUB MANAGEMENT**

### By-law 9: Members of Board of Directors, Committees and Club Delegate to Skate Canada

The members of the Board of Directors, members and Chairs of committees, and the Club Delegate to Skate Canada must be members in good standing of the Club, be registered as Associate Members of Skate Canada, be of legal age and be eligible persons (with the exception of the Past President (1) Director. Skate Canada Professional Coach(es) may act as a representative(s) on the board in an advisory role but shall not have a vote as defined by the non-profit guidelines and bylaws.

### By-law 10: General Management of the Club

The general management of the club shall be vested in an Executive consisting of: Immediate Past President, President, Vice-president, Treasurer, Ice Scheduler, and 4 Directors at large and a Coaching Representative. All of the above, with the exception of the Past President and the Coaching Representative shall be elected for a minimum of 2 year terms at the Annual General Meeting. The Coaching Representative shall be elected annually by and from within the coaches of the Club. The Past President shall be ex-officio and shall hold office until a new President has been duly elected. These persons shall receive no remuneration for any services in any capacity rendered to the club. The coaches representative with sit in an advisory role and shall not have a vote.

### By-law 11: Holding of Board of Directors Office

The Board of Directors shall hold office until the close of the meeting at which their successors have been duly elected. Any member of the Board of Directors may be removed by the members by a 2/3 majority vote at a Special General Meeting duly called for that purpose.

### By-law 12: Voting at Board of Directors Meetings

A quorum of the Board of Directors shall consist of 50% plus 1 members of the Board of Directors, including the Chair. NOTE: Questions arising at any meeting of the Board of Directors shall be decided by a majority of votes. The meeting chair may vote only when the vote would change the result. Therefore the chair may vote to break a tie and thus pass the motion or to create a tie and thus defeat a motion. A majority of the Board of Directors shall form a quorum. [Skate Canada By-law 1420 (5)]

By-law 13: Board of Directors Vacancies

Casual vacancy occurring between any Annual General Meeting of the Club may be filled until the next annual General Meeting by a majority vote of the executive or unanimous vote of the remaining members of the Board of Directors.

By-law 14: Board of Directors Member Absenteeism

If a Board of Directors Member is absent for more than 3 consecutive scheduled Board of Directors meetings, without good cause and/or without prior notification to the President or Secretary, then that office may be declared vacant by a majority vote of the Board of Directors.

By-law 15: Role of President

The President shall act as Chair of all Board of Directors and general meetings. In his/her absence, the Vice-president will fill this duty.

By-law 16: Role of Treasurer

The Treasurer shall be responsible for the safe control of all Club funds, for preparing and submitting to the Board of Directors on a regular basis an annual budget and keeping such records as are required for financial review. The Treasurer is also responsible for arranging for an unaudited annual financial statement. Any two of the President, the Vice-president and the Treasurer shall sign all cheques and legal documents. Note: It is recommended that the Treasurer be one of the signatories.

By-law 17: Role of Secretary

The Secretary shall deal with all correspondence, subject to the approval of the President or his/her delegate, shall issue all notices for Board of Directors and general meetings, shall take minutes at all meetings, and shall be responsible for submitting to Skate Canada and the Section such reports as are required by Skate Canada rules and other regulations.

By-law 18: Committees – President as ex-officio member

The President shall be an ex-officio member of all committees.

By-law 19: Committees - Appointment

The President shall appoint standing Committee Chairs who shall look after duties assigned to them. All Committee Chairs must submit the names of their Committee members to the President for approval.

By-law 20: Committees: Eligibility to Serve

All Club Board of Directors and members of Committees shall be eligible persons and shall be of legal age (18 years). They must be members in good standing of the Club and be Associate Members of the Association. Skate Canada By-law 1201 (1) (c)(ii).

By-law 21: Rules of Order

Rules of order for all meetings, General and Board of Directors, shall be as outlined in Robert's Rules of Order in all cases in which they are applicable and consistent with the By-laws or special rules of the Association (Skate Canada By-law 1603).

# **SKATE CANADA CLUB DELEGATE AND REGION COUNCILORS**

## By-law 22

The Club Delegate to Skate Canada and/or the Section shall be appointed annually by the Board of Directors. The Delegate need not be a member of the Board of Directors. The Section and/or Skate Canada National Office shall be advised of the appointed delegate's name. The Club shall appoint a Councillor and an alternate Councillor to serve on the Region Council as required by the By-laws of the Region Council. The delegates and councillors shall report on activities at these meetings and shall be entitled to receive compensation for pre-approved expenses related to attendance at required meetings.

## **ANNUAL GENERAL MEETING**

### By-law 23: Timing, Quorum, Special Meeting Request

An Annual General Meeting shall be held within 30 days of the close of the club skating season/ fiscal year (April 30). Other general meetings may be held from time to time upon the request of the Board of Directors or upon written request 5 of Club Members. A quorum for an Annual General Meeting or Special Meeting shall be 10 percent of the eligible-voting members. [Skate Canada By-law 1201 (1) (c) (i) requires that each club hold an annual meeting.

### By-law 24: Written Notice

Written notice of all Annual General Meeting and Special Meetings shall be provided 10 days in advance to each eligible voting member. The notice shall include the time and place of the meeting, the agenda, full details of any proposed amendments to these By-laws and a complete list of the candidates nominated for elections.

### By-law 25: Voting on Club Elections

Voting on Club elections shall be by secret ballot and a simple majority shall elect a candidate. Voting on other matters may be by a show of hands.

### By-law 26: Eligibility to Vote

Voting for Club elections or on any matters pertaining to skating shall be restricted to eligible Club members who are registered as Associate Members of Skate Canada and are 18 years of age and to Special Members of the club voting on behalf of their underage children (who are members of the Club and registered as an Associate Member of Skate Canada). Special Members shall have one vote per underage member of a family. Any member that receives remuneration in any capacity for any work rendered by the club shall not have a vote as regulated non-profit statutes and bylaws.

### By-law 27: Order of Business

The order of business at an Annual General Meeting of the Club shall be as follows:

- Reading of the Notice of Meeting
- Quorum
- Approval of Agenda
- Minutes of the preceding General/Special meeting
- Confirmation of the actions taken by the Board of Directors
- Secretary's Report
- Treasurer's Report (Annual Financial Statement)
- Other Reports
- Election of Board of Directors
- Amendments to the Constitution and By-laws
- Appointment of Auditors (as applicable)
- New Business

## **AMENDMENTS**

### By-law 28: Right to Submit, Process for Submitting

Any member of the Club, in good standing, may propose an amendment to the Constitution or by-laws of the club. This proposal must be submitted in writing to the Club Board of Directors. The proposed amendment will be presented to the Annual General Meeting or Special Meetings. All amendments must be submitted at least 21 days before the respective meeting. No amendment to the Constitution or By-laws of the Club shall be accepted from the floor at any meeting.

### By-law 29: Interim Amendments

By-laws may be enacted or amended by a majority vote (50% plus 1) of the Board of Directors whenever required. Such By-laws or amendments must be presented at the next General Meeting for ratification by the members. If they fail to be ratified, they will cease to be effective and may not be re-enacted by the Board of Directors for one calendar year.

### By-law 30: Voting of Amendments

Any amendment, to be accepted or ratified, must pass by a vote of 2/3 of those eligible to vote and present at an Annual General Meeting of the Club.

### By-law 31: Effective Force of Amendments to By-laws

All amendments to the By-laws, upon receiving approval of any general or special meeting of members and upon approval of the provincial government, (if applicable) shall come into force immediately or on a date specified for same. All such amendments shall be submitted to Skate Canada. Skate Canada reserves the right of refusal of any amendment. Such refusal shall only be made if the intent of such amendment is to violate, in principle or spirit, any Skate Canada Rule and/or By-law.

## **FUNDS**

### By-law 32

The Treasurer or appointed registrar shall deposit all funds of the Club in such banks or other institutions as may be designated by the Board of Directors.

### By-law 33

All disbursements of club funds shall be by cheque or other auditable document.

### By-law 34

An accountant designated by the Board of Directors shall prepare a compilation statement of the financial transactions of the Club each year and the financial statements shall be made available to the membership of the Club.

### By-law 35 Dissolution

In the event that the club ceases to exist, after all liabilities have been paid and assets sold, the remaining funds shall be donated to Skate Canada except for the gaming funds which will be donated to a charitable or religious organization which meets the criteria set forth by the AGCL.

## **COMMITTEES**

Committees listed below are the most likely 'Standing' Committees that a Club will require. Terms of reference for each Committee shall be approved by the Club Board of Directors. (For small clubs, a Chair may replace a Committee. For medium to large clubs, a Committee of 2-5 people is suggested.)

### By-law 36: Finance Committee/Chair

This Committee shall be responsible for preparing the Club's annual budget and supervising the finances of the Club including the presentation of an independently reviewed annual statement of revenues and expenditures to its members.

### By-law 37: Nominating Committee

This Committee is responsible for selecting at least a full slate of candidates for election to the Club's Board of Directors and shall present such a slate to the Board of Directors no later than 21 days before an Annual Meeting in the year which an election is to be held. The Nominating Committee shall consist of a minimum of two members, one from the Board of Directors and one from the membership. Other nominations may be made by any member in good standing by a written submission to the nominating committee at least 3 days before the Annual Meeting. Each nominee must indicate acceptance in writing prior to the commencement of elections. Nominations from the floor at the Annual Meeting will not be accepted.

### By-law 38: Membership Committee/Chair

This committee is responsible for promoting and developing membership in the Club and for ensuring submission of Club and member registrations to Skate Canada.

By-law 39: Skating Programs Committee/Chair

In consultation with the Club coaching staff, the Committee shall coordinate and oversee implementation and delivery of all Skate Canada skating programs including, but not limited to, CanSkate, CanPowerSkate, Synchronized Skating, STARSkate, Competitive Skate, and Talent Identification and Development. Reporting to the Skating Programs Committee is the Recreational Skating Programs Sub-committee.

Note: Special Program Sub-committees, as deemed necessary by the club, may be formed. These Sub-committees may include, but are not limited to:

- Carnival/IceShow Committee/Chair
- Test Committee/Chair
- Music Committee/Chair
- Club Competition Committee/Chair
- Canskate/CanPower Committee/Chair
- Recreation Program Committee/Chair

# Adopted by:

**Okotoks Skating Club (Skate Canada Club Number 100139)**

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on \_\_\_\_\_ of \_\_\_\_\_  
(day) (month) (year)

Signed

\_\_\_\_\_  
(President)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Vice-President)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Treasurer)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Secretary)

\_\_\_\_\_  
(Date)

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(Ice-Scheduler)

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## **PRESIDENT REPORT BY MELANIE HEEMERYCK**

### **2017 OSC AGM**

Good Evening! My name is Melanie Heemeryck and I am the President of the Okotoks Skating Club. This is my last official duty as your Club President, as I am stepping down after serving five years on the OSC board, and three years as your Club President.

I am grateful for the years I have spent on the board, the relationships I have fostered, watching my child develop through the Skate Canada system at OSC. Watching the coaches develop her from an eight year old shy kid to the beautiful young lady she is today and notably under their direction achieving quad gold status.

This Skating AGM and banquet is a great evening, and we are excited to announce that we have reached quorum tonight!

We live in one of the most beautiful Towns in Alberta, our children skate in one of the best skating clubs in this province, and we once again celebrate the achievements of our skaters at our 52<sup>nd</sup> anniversary of the Okotoks Skating Club.

Ice skating is not for the faint at heart. This sport requires a very strong work ethic and discipline that is expected of all these young athletes sitting in the room today. I have heard it explained before that figure skating is jumping off a sheet of ice in the air, wearing knives on your feet. That description is pretty close! Remember this my young grasshoppers...never let anyone tell you that you don't have guts!

"Dreams are like stars...you may never touch them, but if you follow them they will lead you to your destiny." Whether your figure skating dream is to learn how to skate, journey through the Skate Canada test system, take a trip to the Alberta Winter Games, make team Canada at the Olympics or a rewarding career in coaching, figure skating will not only reward you but it will define you. You will learn to be disciplined and will be given the tools you need to be a successful adult. I have seen first-hand the impact our coaches have on our young athletes in a positive and team spirited environment. It also provides your child with a lifetime of memories.

This past skating season has been noteworthy. Whether it was our skaters' achieving their CanSkate or CanPower badges, our academy skaters landing their first waltz jump, watching our test skaters achieving the momentous milestone of landing their first axel, or the senior skaters doubling it. Whether our skaters were achieving their personal bests on their test days, I can speak for all of us and say to these young athletes how incredibly proud we are of you! Don't forget that spring skating starts up again next week! It is also an exciting time for the club as our coaches navigate us to the new STAR 1-5 Testing System. I cannot believe how cool this new system will be...did you realize you get your OSC Coaches as your judges? That is super cool!

Skate Canada offers 3 distinct programs that we run at the Okotoks Skating Club; CanSkate, CanPower and Test Level. Our introductory program, CanSkate was seamless this year. Once again we offered our inclusive figure skating program, allowing any child no matter what their ability to skate at our club and foster their love for skating. Our CanPower program continues to be very successful, selling out quickly with waiting lists. It continues to draw many aspiring Hockey players who want to be 'the first to the puck', and learn the skating skills and edge technique required to play the game. Our coaching team, Kerri & Lisa, have gained an amazing reputation and are often hailed by hockey coaches for their expertise.

But behind every great organization, is a great leader and we are beyond lucky to have Coach Kerri Roberts leading our way. With over 30 years of coaching at OSC, she brings wisdom, clarity, experience, excellence and undying loyalty to our humbled club. Kerri now has achieved her Level 4 skating certification, which means she is now recognized by Skate Canada as an International-Olympic coach. This is equivalent to a multiple university degree customized for what an Olympic coach would need. Just think - your child can train with one of the best in Canada, right here in Okotoks, without even leaving our small Town. While earning her certification, she didn't miss a beat in coaching at OSC. High praise Mrs. Roberts!

We recently shared our sorrow and condolences to Kerri and her family for the loss of her father. She recently journeyed to Australia to visit her son and spend some time with her father before his passing. Our heartfelt love goes out to you Kerri at this time.

Congratulations to ALL of our Coaches. We are SO lucky to have the unique Team coaching style that is coveted by many clubs but it takes many, many dedicated volunteer hours of work to keep it running smoothly. Thank you Kerri, Lisa, Brittany, Kristen, Sarah, Danny, Danita, Tammy, Samantha and Meaghan for sharing your talent and skills with us!

A big thank you goes to our all of our Board of Directors who make sure everything is booked, scheduled, registered, updated, recorded and tallied. Thank you for your hours of investment in this club!

A special shout out to our Registrar, Amber Hossack for taking the rein on so many things this year and ensuring our club is running professionally and according to Skate Canada Legislation. Amber – you are great at what you do and we would be lost soldiers without you!

I leave us on a final note, at the end of the day; this is always about the skaters, first and foremost. Each child is an equal and it is our mission to ensure that the OSC is a viable thriving club for another 50 plus years. This is only possible with a great group of volunteers, like the ones sitting beside me here today and an incredible fleet of professional skating coaches.

In closing, we thank the parents, for your unwavering support of these athletes. We are grateful for all that you do to ensure that your skater can achieve their goals. Thanks again to the unbelievable energy of our dedicated committee of volunteer parents, the devotion of our coaches, and the participation of all our skating families, this year has been a great success!!

## Coaches Report Season 2016-2017

A big Thank you, to all OSC Members, both Skaters and Parents, for your continued support within our community club! OSC is growing in membership, spirit and dedication, and thanks to our Team Spirit, we can count on having an encouraging atmosphere, an outstanding thirst and Passion for skating with successful Competitive and Recreational skaters alike.

Mission Statement “To provide Team coaching in a positive energetic and fun working environment for all. Through a variety of coaching methods provide a concrete base which develops and inspires all OSC Members to achieve his/her personal highest level of performance within the sport of skating”

The coaching team are proud of all the athletes. You have reached and earned your personal skating goals this season, both in tests and competitions! On many occasions this season, both at test days and competitions, we had judges and evaluators comment on the high respect level, and how incredibly happy and passionate our skaters seem to be. Probably the best compliment any coach could ever receive!

In all avenues and disciplines, ... testing, simulating, competing and training, great success was made throughout the season. Our pathways set here at OSC with PRE-CANSkate, CANSkate, PRE-Power, Power, Academy, Junior , Intermediate, Senior , Adult and Competitive Skate continue to prove successful to provide the best training environment for levels.

OSC Coaches would like to extend an enormous Thank-you to the Board and Directors! These people are the heartbeat of our Club, and in many cases rarely get recognized for their outstanding efforts!

A very special Thank you to the Team of Coaches, who make the difference, each and every day in your child’s life! Whether it be a skating skill, or an approach to decision making, strategizing to reaching their goals, or learning to stand on their own. Your OSC Coaches are here not only to make your children GREAT Skaters, but encouraging the development of GREAT People as well! Thanks team!!!

Coach K:)

## **Vice-President 2016-2017 Report**

What a wonderful year for our Athletes and our club!

We were able to personalize our skaters change rooms and add more lockers.

We updated our information board and awards case.

The purchase of a new sandwich board helps us get information to more of our skaters and their families.

New Logos went into the ice and next year hoping to have a new puck board installed.

I thank my fellow board members for their time and dedication.

To the Coaches my gratitude for you all in helping shape our athletes into wonderful young women.

Thank-you

Christine walker

## **Competition Chair 2016-2017 Report**

It was another wonderful year as Competition Chair. Our skaters competed at lots of competitions throughout the past year.

Some of these include:

Canmore Competitive Invitational

South Region Open in Medicine Hat

Calgary Winter Invitational in Calgary

Starskate Invitational in Lethbridge

As Competition Chair, I look after such things as: monitoring the competition website, distributing competition forms, coordinating signing of forms, making sure deadlines are met, booking hotels, completing spreadsheets and cross referencing schedules, advising of changes and resolving scheduling conflicts.

Kenda Goyette Competition Chair Okotoks Skating Club

## Ice Scheduler Report

The 2016/2017 season was a great continuation from last year with more experimenting and some new changes to the schedule!

OSC was able to secure the community room for both days of dryland, a more cost effective means for us. These programs were better in numbers than last years and quite a bit more successful. Mondays was Dance, Ballet , Yoga taught by Robin Willems, and Sundays was Skating Specific Training taught by OSC Coaches.

Wednesdays at Heritage Heights, we added an Adult Program that was a huge Success! Not to mention our Simulations we ran out their! Our athletes became very comfortable and confident getting to know Alberta Judges. FYI- Judge Kristen Belcourt whom attended all of our Simulations in announced Judge of the Year for Alberta! We will continue our Adult program next year and watch it grow and continue our Simulation times out there as well.

This will be the third year OSC will hold a spring program. Ice time is Tuesdays and Thursdays for TEST, CanSkate, PreCanSkate, Pre Power, and Academy. While our goal was to have a test day June 16th, we were not granted it. High tests will be moved to Lake Bonavista on June 23rd. ( Sadly Danny is not available this spring, so no Dance tests will be done) As we embark our New Testing System, all low tests moving into Star 1-5 will be competed in Spring when needed and possibly for our first trial run at it, looking to use June 16th Ice time to accomplish it.

Summer Ice this year will be held in Calgary, as the Pason Centennial Arena will be under construction with the new ice surface being put in. Any athlete wishing to continue Skating in Calgary for Summer needs to be in touch with the Coaches, so we can join an existing program and continue your development.

The 2017/2018 schedule is currently under construction. There will be minor changes, however ice times will remain the same. The changes will consist of programming within the ice times. We are ahead of schedule this year with next seasons schedule, in hopes we can have registration open sooner than last year!

OSC did a fantastic job allowing the Grand Slam of Curling from October 25<sup>th</sup> -30<sup>th</sup> 2016 to operate and function without too much disruption from our programming. Thank you for your patience and understanding we all had to have during that time.

Coach K:)

On behalf of Jayme Siedel, and now Christy Kidd

Jayme Seidel

Test Chair Report

The 2016/2017 season was a busy one for the test skaters of OSC!

We had a total of 146 tests this season with an overall pass - rate of 93% Pass Rate.

Our first Test day was June 17th with a 94.44% Pass Rate! 18 tests one retry.

The Winter season compiled of one home test day December 2016, and several out of club test days.

The first test day hosted by OSC took place on December 11, 2016. 51 tests from OSC with 90.38 % Pass Rate. This was a high/low test day. At this test day we also hosted out of club skaters. There were skaters testing from High River FSC, and the Foothills FSC (Black Diamond). This test day was a long one! We had significant time restraints, however we ended the day with time to spare!

There were 4 out of club test days that OSC skaters attended. February 16, 2017 showed to be our biggest out of club test day in High River where we had 38 Tests with a 92.11 % Pass Rate. March 20th, 2017 at Foothills FSC (Black Diamond) to be our was our final test day for low and high testers. We had 37 tests here with a 86.49 % Pass Rate. were two other test days attended by OSC skaters, one at the Lake Bonavista Skating Club and one at the Claresholm Figure Skating Club. Both of these test days were attended by only one OSC skater, Dave Sargent whom completed his Diamond Dance requirements. Congratulations!!

Test day submissions for the 2017/2018 will go in September. OSC will work with our "pod" (skating clubs around the Okotoks area, such as High river and Foothills) to ensure a successful year of testing next year. We will work together in order to provide the skaters with as much opportunity as possible to test!

All Low tests moving forward will be evaluated by OSC Coaches. While the tests will be different, we are confident they are fantastic in providing the perfect pathway to success in our sport! Star 1-5 now replaces all low tests, and All OSC athletes have already been training these specific tests all season long getting prepared for the new upcoming system.

This year was a very successful year for all OSC skaters!

Coach K:)

On Behalf of Jayme Seidel and now Christy Kidd

# Events Chair

*Tara Casey*

## Okotoks Skating Club 2016-2017

- May 2016 AGM & Awards Banquet
- December 2016 Potluck for simulation day
- January 2017 Volunteer Organizer for Sims/Tests
- January 2017 Photography Session for Skaters
- Feb/March 2017 Banquet Ticket Sales
- April 2017 Banquet & Awards Night Planning
- March 2017 Coach Lisa & Baby Brynley Gift
- May 2017 AGM / Awards Banquet

The 2016 and 2017 year was full of wonderful events and opportunities. In my role as Events Chair, I planned and coordinated volunteers for simulations and test days. The banquet is a major project of mine, where I organize many facets (leading up and the day of). Coach Lisa also had a baby girl so I organized the group gift.

## Music Chairperson position

### Responsibilities as a Music Chairperson:

- Sending out an email to everyone asking for their preferred days to do music shifts for each month.
- Creating a calendar every month and putting down parent's names for each level showing when their shifts are.
- Sending out an email with calendar attached to everyone and their responsibilities as a music supervisor.
- Updating attendance every month and printing off attendance sheet for each group and calendar to put into binder and put on board in coaches room.
- Training new parent's music responsibilities and how to supervise. Explaining the rules and how to manage the iPod. Unlocking harness and putting it away when needed. Signing the calendar in coaches' room. To supervise at all times and to not leave the rink.
- Pick-up cards for binder