

# **Canadian Rope Skipping Federation**

## **Policy and Procedures Manual**

### **Revised: November 16th, 2013**

#### **Mission Statement**

Rope Skipping Canada supports and promotes Rope Skipping as a wellness activity, a recreational pursuit and a competitive sport in Canada.

#### **Vision**

Rope Skipping is a wellness activity that promotes a healthy, active lifestyle and a positive attitude towards physical activity.

Rope Skipping develops life skills, enhances communities and promotes and maintains healthy, independent lifestyles and enhances quality of life.

Rope Skipping promotes positive self-image, self-respect, creativity, leadership and discipline.

Rope Skipping is recognized nationally and internationally and is included in mainstream multi-sport competition.

#### **Values**

Rope Skipping Canada values Excellence, Integrity, Collaboration and Diversity.

We believe in EXCELLENCE by supporting athletes, coaches and community in promoting wellness and personal achievement at all levels.

We believe in INTEGRITY through fairness, equity, accountability and respect for athletes, coaches and community at all levels.

We believe that COLLABORATION with athletes, coaches and community is essential to continuously evolve and ensure the goals of our programs are met.

We believe in the strength of DIVERSITY and everyone's right to participate in an environment that respects all individuals and is free of harassment and discrimination.

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#### **INTRODUCTION**

This policy and procedures manual is intended to provide operating guidelines for the Canadian Rope Skipping Federation, hereinafter operating as Rope Skipping Canada (RSC). It will supply an understanding to RSC directors, committee members, provincial affiliates and general membership relating to roles and responsibilities, lines of communication, policies and procedures. This manual will be updated as necessary.

Questions regarding interpretation of the contents of this document should be directed to the RSC board of directors via provincial representation. Any comments or suggestions will be welcomed and should be sent in writing to your provincial representative.

## **OBJECTIVES**

It is the object of RSC to:

- a) produce and distribute Canadian rope skipping promotional and awareness materials in Canada
- b) co-ordinate recreational rope skipping activities, workshops and competitions in Canada, either directly or indirectly through provincial affiliates
- c) develop guidelines and standards which align with those of Sport Canada
- d) establish judging, coaching and achievement standards
- e) liaise with other rope skipping organizations within Canada and the world in order to promote the sport of rope skipping
- f) establish technical and safety standards and a code of conduct
- g) liaise with affiliated provincial and regional rope skipping organizations in order to provide a consistent national focus
- h) establish a certification program for judges and coaches in rope skipping in conjunction with the National Coaches Certification Program

## **AMENDMENTS**

The policy and procedure manual may only be amended and revised by RSC board of directors. A motion for a change to the policy and procedure manual requires two thirds (2/3) majority of the Board of Directors in favour of the change in order for it to be enacted.

The constitution and by-laws shall not be amended except at the annual general meeting or a special general meeting. A notice of the proposed amendment(s), with supporting rationale, shall be given by any officer or member in writing to RSC general manager or chair, post marked or emailed no later than sixty (60) days prior to the date for the said meeting. The proposed amendment(s) shall be circulated to the membership at least twenty-one (21) days in advance of the meeting in question. An amendment to the constitution shall not be valid unless approved by two thirds (2/3) of the members at said meeting.

## **MEMBERSHIP**

RSC membership is open to any individual who pays the prescribed fees, and abides by the membership conditions as defined in the by-laws.

An individual wishing to participate, in any capacity, in RSC sponsored or sanctioned events must be an RSC registered member in good standing.

RSC will provide members with:

- a) insurance
- b) access to updated rules manuals
- c) access to updated training programs
- d) access to all resources and materials
- e) access to sanctioned events

## **(A) TYPES OF MEMBERSHIPS**

### 1) Full Athletic Membership

- have all the rights and privileges of membership
- may compete at all levels of competition
- serve on committees
- become qualified judges
- entitles those over the age of 18 to receive voting privileges

### 2) Administrative Membership

- have all the rights and privileges of membership
- includes all individuals functioning in a non-athletic capacity, such as coaches, judges and volunteers
- serve on committees
- become qualified judges
- entitles those over the age of 18 to receive voting privileges

### 3) Recreational Membership

- have all the rights and privileges of membership
- are not eligible to compete at competitions
- are not eligible to vote

## **(B) Membership Fees**

Membership fees will be set by the board of directors and ratified by general membership at the Annual General Meeting.

Full athletic and recreational memberships received by December 31<sup>st</sup> of the year prior to the AGM, determines the number of votes a province or territory is entitled to, as per the RSC by-laws.

In the case of a dishonoured cheque, the RSC general manager will email the team contact, informing them of the situation. The team will have 15 days from that date to make payment as well as any bank charges.

### 1) Full athletic and administrative membership fees:

- the cost for an athletic membership is \$20 per year
- the cost for an administrative or coaching membership is \$10 per year
- are annual, and must be received by December 31<sup>st</sup> of each year
- will not be accepted without supporting RSC documentation
- new memberships received between August 1<sup>st</sup> and December 31<sup>st</sup> will be valid from the date of registration until December 31<sup>st</sup> of the following year.

#### **Note:**

Full athletic memberships received by December 31<sup>st</sup> determines the number of directors a province or territory is entitled to on the RSC board, as per the RSC by-laws, and outlined in section (H) below

2) Recreational Membership Fees:

- the cost for a recreational membership is \$7 per year
- will not be accepted without supporting RSC documentation
- are valid for one calendar year from the date the registration is received

**Note:**

In an instance where registration for a recreational program takes place on the same day as the first session, the names of new members must be submitted to the RSC registrar within 48 hours following the first session. Payment must be received within one week following the first session.

3) Temporary membership:

- the cost of a temporary membership is \$1.00 per day per person

**Note:**

In an instance where registration for a one day recreational camp or workshop takes place on the same day as the activity, the names of temporary members must be submitted to the RSC registrar within 48 hours following the first session. Payment must be received within one week following the first session.

**(C) Late Memberships**

RSC will accept memberships at any time

**(D) Responsibilities of Members**

Members shall abide by the RSC bylaws, rules, policies and procedures.

**(E) Removal of Membership**

- RSC reserves the right to reject, accept or revoke any individual membership
- The RSC Harassment Policy will be referred to and upheld as part of this manual
- The board of directors shall have the authority, by a two thirds (2/3) majority vote to expel or suspend any member from the organization whose conduct has been deemed, by the RSC board, to be improper, unbecoming or has a possibility to endanger the interests or reputation of rope skipping.
- Any member who withdraws, or is expelled from the organization shall immediately forfeit all rights of membership in RSC.
- This member may be reinstated to membership, upon such evidence as the board of directors of RSC may consider necessary and/or acceptable.
- All expelled or suspended members have the right to appeal (unless under police investigation or provincial investigation) any expulsion or suspension order and may appear before the board of directors to state their case and the reasons for their actions. The board of directors, by a two thirds (2/3) majority vote, may choose to reinstate the member in question or suspend for a set period or for life.
- During the appeal process, the member shall stand suspended from participation in all RSC activities.

## **BOARD OF DIRECTORS**

### (A) Composition

RSC board of directors shall draw its members from its provincial affiliates. The total number of full athletic memberships as of December 31<sup>st</sup> of each year shall dictate the number of RSC board members a province may retain.

1-199 memberships qualifies for one representative  
200+ memberships qualifies for two representatives

A maximum of two representatives from any province may sit on the RSC board of directors.

### (B) Selection of Directors

RSC general manager will convey to the provincial affiliates the number of directors they qualify to have on the RSC board of directors. The provincial affiliates will put forward the name(s) of their chosen representatives to be received by the board of directors no later than twenty-one (21) days prior to the annual general meeting.

### (C) Meetings

The board of directors will meet approximately ten (10) times yearly.

### (D) Terms of Office

The directors shall be elected to hold office for a term determined by their province

### (E) General Responsibilities of Directors

The board of directors is responsible for establishing policy on behalf of the RSC and managing the affairs of the organization on a day-to-day basis. They are empowered by their provinces to make decisions which they deem are in the best interests of the organization and its membership, in accordance with the by-laws. The board of directors is the main source of communication and information to and from the membership of RSC.

### (F) Overall Responsibilities

- liaise with the members of RSC relating to all rope skipping matters
- fully commit to the position in order to become knowledgeable, contribute, understand the sport and issues/challenges found within
- understand and be responsible for evaluating the operation of RSC, administering the various documents that drive the organization
- consider issues and base decisions with a national perspective
- solicit written provincial reports, committee reports, communications, minutes and relevant documents as required

### (G) Specific Responsibilities of Directors

- establish and implement the policies and procedures of RSC
- oversee the management of RSC, including the operating budget

- communicate and request action on concerns, recommendations, programming, assistance, services, and needs arising at the club and/or provincial level that affect the sport as a whole
- inform the clubs in their area and provincial affiliates of the actions, rationale, programs, assistance and services, taken, proposed or provided by RSC
- distribute information supplied to them to the clubs within the region they represent
- act as a liaison between the sport governing body and the clubs within the region they represent
- appoint committee chairpersons, act as liaisons for committees, and regulate and evaluate the performance of each committee area

(H) Remuneration

Members of the board of directors are volunteers and as such shall serve without remuneration.

(I) Voting at Board of Directors Meetings

- All voting shall be by a simple majority except when stated otherwise by the RSC by-laws and policy and procedures manual.
- Each member of the board of directors is entitled to one (1) vote
- At all meetings of the board, every question shall be decided by a two thirds (2/3) majority of the votes cast on the question
- The positions of past-chair and general manager carry no vote.

(J) Attendance

- Meetings of the board of directors shall be open to persons specifically invited to attend to address the board members on specific items or topics. If at any time the board meets in camera, any non-board member would be required to excuse themselves from the meeting until which time as the in camera session is over
- Any member wishing to make a presentation or submission to the board of directors must make it through their provincial director and make a written request outlining the nature of the presentation a minimum of twenty-one (21) days prior to the date of the meeting. Wherever possible these presentations should be made by the provincial representative

(K) Executive Officers of the Board

- shall be: chair, vice-chair, past chair, treasurer and secretary
- The general manager is not a member of the board
- No one person may hold more than one office
- It is desirable that the chair and vice-chair not be members of the same province

Responsibilities of the Chair of the Board

- act as chairperson for all board members, any special general meetings and the annual general meeting
- represent RSC to world bodies, unless otherwise delegated

- attend or send a representative to all meetings requiring a RSC presence
- coordinate the activities of the board of directors, committees and directors.
- in conjunction with another officer of the organization, approve and sign official documents or contracts on behalf of RSC as required, as long as said items conform to the policies of the organization as established by RSC
- when desirable, and in the best interests of RSC, the chair shall delegate specific responsibilities to other members of RSC
- perform other duties as directed by RSC board of directors

#### Responsibilities of The Past Chair of the Board

The past chair is responsible for providing guidance. This position does not carry a vote on the board of directors.

#### Responsibilities of the Vice-Chair of the Board

- assume the duties of the chair until the next annual general meeting in the event that the chair is unable to carry out the responsibilities of the office
- shall perform other duties as required and as directed by the chair of the RSC board of directors.

#### Responsibilities of the Secretary of the Board

- shall attend and be the secretary of all meetings of the board
- will keep the minutes and will ensure a copy of all minutes is distributed and kept on file
- responsible for keeping a copy of all records, documents and minute books
- prepare and distribute all documentation for the AGM in accordance with the by-laws and policies

### **The General Manager**

The general manager shall be responsible for the everyday operations. The board of directors sets the criteria and job description for the general manager and from applications submitted, chooses the general manager. The general manager does not have voting privileges on the RSC board of directors, but shall attend and report at all RSC meetings. The general manager shall receive an honorarium, which shall be determined by the board of directors. The general manager reports to the board of directors. The term of office of the general manager shall be a minimum of two years subject to performance review. The term of office begins August 1<sup>st</sup>

#### Specific Responsibilities

- implement and monitor financial plans and programs for RSC
- formulate an annual budget to be presented to the board of directors for approval
- be responsible for ensuring that the budget is adhered to
- be responsible for ensuring that monthly financial reports are prepared and distributed to the board of directors, and a yearly report is presented to the membership at the annual general meeting

- ensure that a complete financial review is conducted by certified accountant prior to the AGM
- ensure that proper submissions are made to the Canadian government for financial assistance and that proper financial reports and/or unused funds are returned if so required
- be the government contact (unless otherwise determined) for all grant related paperwork and filing with Industry Canada
- be responsible for all financial records, bank books, term deposits, etc and must produce them on request to the board of directors
- receive and maintain all RSC member registrations and membership files
- be the contact between RSC and its insurance company
- complete all necessary paperwork, questionnaires and information requested by the insurance company
- facilitate insurance certificates as required by member teams
- provide information to all member teams as requested by the board of directors
- order, store and maintain an inventory of any RSC promotional items
- order medals for the national competition
- maintain RSC website if requested by the board of directors
- perform such other duties as assigned by the RSC board of directors

### **Annual General Meeting**

The annual general meeting will be held in conjunction with the national championships. The host of the competition shall make arrangements for the meeting venue. Should any cost be involved, the host club must advise the board of directors.

The board shall deliver notice of meeting to the membership at least twenty-one (21) days prior to the meeting date.

### **Annual Meeting Agenda**

The annual meeting agenda must contain the following items:

- inspection of accreditations (verify voting delegates)
- reading and approval of the minutes from the last meeting
- correspondence
- officers' and committee chair reports
- analysis and approval of the financial report
- acceptance of financial report
- appointment of financial reviewer
- change of fee structure
- provincial association reports
- new business
- notice of motions (bylaws)
- adjournment



## **Rules of Order**

Robert's Rules of Order shall be the official rules of order for RSC meetings.

## **Quorums**

A quorum to conduct business at all meetings of RSC shall be fifty percent (50%) plus one of the eligible voting delegates.

## **Presentation of Officers**

- members of the board of directors shall be presented at the annual general meeting each year
- provincial affiliates will present the name(s) of their selection to the board of directors at least twenty-one (21) days prior to the AGM
- the change of executive officers and board members shall take place immediately following the adjournment of the AGM
- to be elected/appointed to any position on the RSC board of directors, an individual must be a member in good standing

## **Financial**

- All matters pertaining to the finances of RSC come under the direct supervision of the general manager, who is responsible to report to the chair and board of directors
- All funds or securities of RSC shall be deposited in such bank, or banks, or other institutions legally carrying on services similar to a bank, as the board of directors may from time to time direct
- Signing authority for disbursement of funds required to carry on the business of RSC shall reside with the general manager. The general manager is authorized to make all deposits on behalf of and in the name of RSC and to take receipt of bank statements and paid vouchers

## **Budget Process**

RSC will operate on an annual budget approved by the general membership at the annual general meeting. Since RSC is a registered Canadian amateur athletic association, it is not desirable to budget for a profit. It is also not acceptable to budget for a loss. The budget therefore is intended to adequately fund RSC and its programs so they can function on an ongoing basis, in both the short and long term, within the realities of projected revenues.

## **Financial Controls**

- the general manager shall have record of all budgets and expenditures and shall not approve any expenditure in excess of budgeted amounts or for unbudgeted items.
- the general manager shall notify the individual(s) responsible for a budget area that the budget allocation is nearing depletion, and the person responsible should submit further financial needs and/or justification to the board of directors for consideration and approval.
- the board of directors may suspend any or all program activity pending a meeting of the board of directors if anticipated revenues are not forthcoming and cannot be guaranteed in advance of project's implementation.

- no advance payment for budgeted items may be made without approval of the board of directors. Any advances must be requested in writing and include a detailed expenditure plan
- no expenditure(s) shall be made which have not been approved in the budget

### **Expenses and Expense Reporting**

- under normal circumstances no expenses shall be paid for by RSC without original receipts and pre-approval by the board of directors.
- all legitimate expenses and receipts shall be submitted in writing to the general manager within thirty (30) days of the completion of the event/project/activity. Failure to abide by the time-lines may jeopardize the financial process, so that the individual's expenses may be withheld. Members are to submit expenses at least on a monthly basis
- advances for expenses may be made, but only on approval of the board of directors. Requests for advances must be submitted in writing to the chair
- travel expense reimbursements will be limited by the rates allowed, unless the board of directors gives approval for additional funds.
  - mileage expenses shall be at 40 cents per kilometre
  - food receipts may be submitted up to a maximum of \$10 (breakfast), \$15 (lunch) and \$20 (dinner)
  - accommodation costs must be pre-approved by the board

### **Code of Business Conduct**

Members of RSC and other persons in positions of responsibility are expected to arrange their personal and private affairs in a manner that will prevent conflicts of interest from arising or appearing to arise. They should not place themselves in a position where they are under obligation to any person or organization who might benefit from special consideration or favour on their part, or seek in any way, to gain special treatment from them.

### **Recommended Actions for Conflict Situations**

- informal questioning
- verbal or written disclosure
- avoidance of involvement in particular items of business
- request for resignations
- termination of membership

### **Injuries/Liabilities**

- RSC will include a waiver form on all program/activity applications and no person shall participate in any sanctioned event without signing and dating the official release. In the case of participants under eighteen (18) years of age, a legal guardian must sign and date this official release
- RSC will ensure that all safety precautions are followed at sanctioned events and activities. A list of safety procedures will be included in the official rulebook

- injuries requiring medical attention, sustained during a sanctioned event, must be reported to the general manager within 48 hours and to the insurance company within 14 days of the incident.
- an RSC member aged 18 or over must be present at all practices and activities associated with a member club

## **Communication**

### **1) RSC Sanctioning of Events**

RSC regularly sanctions competitions, workshops, demonstrations, camps, etc. It is the responsibility of the host province/team to notify general manager of any event requiring sanctioning at least 2 weeks prior to the event. Notification is a requirement in order for the event to be fully covered by insurance. Proper safety standards must be adhered to at all times.

### **2) Communication with Other Bodies**

It is important that in its relationship with external organizations that RSC speak as a unified body with one voice. Therefore, the following guidelines should be adhered to:

- all contacts with other provincial affiliates should be conducted through the chair or the provincial board member(s). National organizations/bodies are to be contacted by RSC through the chair unless otherwise agreed to by the board of directors. No other director or individual may represent RSC to these bodies without the prior knowledge and approval of the chair.
- the chair or secretary may handle routine communication. The board of directors may wish to appoint other persons to deal at the ministerial level for particular reasons or projects. In such case the chair must be informed of the situation.
- official contacts with other sport governing bodies and umbrella groups will be made by the chair or designate, with the knowledge of the board of directors.
- any formal written communication which represents RSC should bear the logo of the organization and be signed by the chair.

### **3) Website**

The official website of RSC shall be [ropeskiippingcanada.com](http://ropeskiippingcanada.com)

Up-to-date information shall be available. The board of directors shall appoint a webmaster to administer the site.

### **4) Committees**

Committees are established for key areas of RSC business and activity to assist the board with furthering the objectives of the organization.

On an annual basis each committee is responsible for establishing their objectives, programs and budgetary requirements, which are presented to the board of directors for approval. A committee report is required for each board meeting.

Committees are responsible to the board of directors for major decisions such as:

- members of the committee
- activity and budget plans
- policy changes with area of jurisdiction must be submitted to the board of directors for approval

Some areas may not require full committee structure and each chairperson is at liberty to “build” his/her committee to best suit its needs. Generally speaking, committees should have representation from each of the provincial affiliates. Committees shall meet on an “as necessary” basis to accomplish their tasks. Voting procedures on such committees shall be determined by the committee members.

General committees for RSC can include the following:

- rules committee
- long term athlete development committee
- revenue development committee
- coaching development committee
- judging development committee
- tournament committee
  - a. tournaments
  - b. sportsmanship
  - c. technical
- scholarship committee

It is ultimately the responsibility of the board of directors to ensure that all committee decisions are in keeping with the mission, vision and values of the organization.

### **Closing Remarks**

The contents of this policy and procedures manual should be interpreted in the spirit in which they were written and that was to develop the sport of rope skipping in an effective and efficient manner, while involving all the stakeholders throughout the process.