



**Rope Skipping Canada**

**Saut à la Corde Canada**

# **Policy and Procedure Manual**

*(Revised as of: December 5, 2019)*

**Policy and Procedures Manual**

*Revised: December 5, 2019*



**Rope Skipping Canada**

**Saut à la Corde Canada**

### **Mission**

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.
- 

### **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.



**Rope Skipping Canada**

**Saut à la Corde Canada**

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:

1. produce and distribute Canadian rope skipping promotional and awareness materials in Canada
2. coordinate recreational rope skipping activities, workshops and competitions in Canada, either directly or indirectly through provincial affiliates
3. develop guidelines and standards which align with those of Sport Canada
4. establish judging, coaching and achievement standards
5. liaise with other rope skipping organizations within Canada and the world in order to promote the sport of rope skipping
6. establish technical and safety standards and a code of conduct
7. liaise with affiliated provincial and regional rope skipping organizations in order to provide a consistent national focus
8. establish a certification program for judges and coaches in rope skipping in conjunction with the National Coaches Certification Program and that aligns with the RSC Long Term Athlete Development model.

### **AMENDMENTS**

The policy and procedure manual may only be amended and revised by the 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 RSC 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 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 by-laws shall not be valid unless approved by two thirds (2/3) of the members at said meeting.



**Rope Skipping Canada**

**Saut à la Corde Canada**

## **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. Members will only be considered in good standing when RSC has received payment for membership fees. Clubs will not be provided with RSC insurance certificates until registration fees have been received by RSC.

RSC will provide members with:

1. insurance
2. access to updated rules manuals
3. access to updated training programs
4. access to all resources and materials
5. access to sanctioned events

### **(A) Types of Membership**

1. Full Membership
  - a. carries full voting rights
  - b. an individual with a full membership, may compete and/or coach at all levels of competition
  - c. serve on committees
  - d. become qualified judges and officials at all levels of competition
  - e. a full membership entitles those over the age of 18 full voting rights
  - f. an individual under the age of 18 who carries a full membership may transfer their voting rights to one parent or guardian

#### Coach Requirements to Remain In Good Standing:

Effective September 1, 2018 Rope Skipping Canada implemented minimum certification requirements for all coaches. **Note: Proof of Minimum Certification Requirements must be submitted to RSC with club registration on a yearly basis. Any coach missing any required item will be considered *Not In Good Standing* with RSC until all requirements are met. Only coaches who are *In Good Standing* are permitted to access the practice space and competition floor at RSC Sanctioned events.**



**Rope Skipping Canada**

**Saut à la Corde Canada**

**Coaching Requirements Effective September 1, 2019**

- **Coaches – 15 years of age and under must have:**
  - Not required to have any certifications as age restricts them from obtaining required certifications
- **Coaches – 16 – 17 years of age:**
  - Complete the NCCP Making Ethical Decisions Multi Sport Module and Evaluation
  - Complete the NCCP Coach Initiation in Sport Multi Sport Module
  - Have a valid Standard First Aid/CPR C (or higher)
- **Coaches – 18 years of age and older:**
  - Valid/current Criminal Record Check including Vulnerable Sector check (valid within 3 years)
  - Complete the NCCP Making Ethical Decisions Multi Sport Module and Evaluation
  - Complete the NCCP Coach Initiation in Sport Multi Sport Module
  - Have a valid Standard First Aid/CPR C (or higher)

2. **Associate Membership**

- a. carries limited voting rights.
- b. an individual with an associate membership may participate at recreational events and recreational competitions
- c. serve on committees
- d. become qualified judges and officials at all levels of competition
- e. an associate membership entitles those over the age of 18 limited voting rights, as defined by the Canadian Not-for-Profit Act
- f. an individual under the age of 18 who carries an associate membership may transfer their voting rights to one parent or guardian.

3. **Recreational Membership**

- a. carries limited voting rights
- b. an individual with a recreational membership may participate in all recreational activities
- c. a recreational membership entitles those over the age of 18 limited voting rights, as defined by the Canadian Not-for-Profit Act



**Rope Skipping Canada**

**Saut à la Corde Canada**

- d. an individual under the age of 18 who carries a recreational membership may transfer their voting rights to one parent or guardian.

4. Club Membership

- a. carries full voting rights and allows incorporated member clubs one vote at the Annual General Meeting.

5. Provincial Sport Organization Membership

- a. carries limited voting rights as defined by the Canadian Not-for-Profit Act.

**(B) Membership Fees**

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

In the case of a dishonoured payment, 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. Membership fees:

- a. the cost for a full membership is \$20 per year
- b. the cost for an associate membership is \$10 per year
- c. the cost for a recreational membership is \$7 per year
- d. the cost for a club membership is dependent upon the yearly insurance renewal rate for Director and Officer liability insurance
- e. the cost for a Provincial Sport Organization membership is dependent upon the yearly insurance renewal rate for Director and Officer liability insurance
- f. payments will not be accepted without supporting documentation and online registration
- g. the registration year will commence September 1 and end August 31 annually
- h. clubs/members will not be permitted to obtain RSC insurance certificates or attend RSC sanctioned events until payment of fees has been received by RSC

**Note:**

In an instance where registration for a program takes place on the same day as the first session, the names of new members must be submitted via online registration within 48



**Rope Skipping Canada**

**Saut à la Corde Canada**

hours following the first session. Payment must be received within one week following the first session.

3. Temporary membership:

- a. 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 via online registration within 48 hours following the first session. Payment must be received within one week following the first session.

4. Ongoing membership:

- a. RSC will accept members at any time however the registration year will end on August 31 annually
- b. Membership fees will not be prorated based on registration date

**(C) Responsibilities of Members**

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

**(D) 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



**Rope Skipping Canada**

**Saut à la Corde Canada**

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. Each province will elect one director. Up to four additional directors at large may be elected by the general membership.

### **(B) Meetings**

The Board of Directors will meet a minimum of ten (10) times yearly. A quorum to conduct business at all member meetings of RSC shall be fifty percent (50%) plus one of the eligible voting delegates.

### **(C) Terms of Office**

The directors shall be elected to hold office for a term of up to two years. Directors may be re-elected by their province.

### **(D) General Responsibilities of Directors**

The Board of Directors is responsible for establishing policy on behalf of RSC and managing the affairs of the organization on a day-to-day basis. Directors are empowered by the members to make decisions which they deem to be in the best interest of the organization and its membership, in accordance with the by-laws. The Board of Directors is the main source of communication to and from the RSC members.

#### Overall Responsibilities

- liaise with RSC members relating to all rope skipping matters
- fully commit to the position in order to become knowledgeable, contribute, and understand the sport and issues/challenges found therein
- understand and be responsible for evaluating the operation of RSC, and advancing the overall direction of the organization





## **Rope Skipping Canada**

### **Saut à la Corde Canada**

- consider issues and base decisions with a national perspective
- solicit written provincial reports, committee reports, communications, minutes and relevant documents as required

#### **(E) Specific Responsibilities of Directors**

- establish and implement the policies and procedures of RSC
- oversee the operational and fiscal management of RSC
- 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
- act as a liaison between the sport governing body and the clubs within the region they represent
- attend a minimum of 10 board meetings throughout the year

#### **(F) Remuneration**

Members of the Board of Directors are volunteers and as such shall serve without remuneration for their volunteer commitment. Board members shall receive up to \$300 in expense reimbursement for travel, accommodations, and meals associated with their attendance at the RSC Annual General Meeting.

#### **(G) 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
- The positions of past-chair and general manager carry no vote

#### **(H) 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



**Rope Skipping Canada**

**Saut à la Corde Canada**

of the meeting. Wherever possible these presentations should be made by the provincial representative.

**(I) 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

- 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 RSC presence
- coordinate the activities of the Board of Directors and its committees
- 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
- provide relevant information to all members
- perform other duties as directed by RSC Board of Directors

Responsibilities of the Past Chair

- 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

- assume the duties of the chair in the event the chair is unable to carry out the responsibilities of the office
- perform other duties as required and as directed by the chair of the RSC Board of Directors

Responsibilities of the Secretary



## **Rope Skipping Canada**

### **Saut à la Corde Canada**

- attend and keep minutes of all meetings of the Board of Directors and will ensure a copy of all minutes is distributed and kept on file electronically
- prepare and distribute all documentation for the AGM in accordance with the by-laws and policies
- provide relevant information to all members

#### Responsibilities of the Treasurer

- in coordination with the RSC General Manager create and present the budget to the Board of Directors
- issue payments for approved expenses (under \$500 unless authorized by the Board of Directors). The Treasurer may delegate a secondary signer to issue payment for a specific item
- ensure the budget is adhered to
- ensure monthly financial reports are prepared and distributed to the Board of Directors, and present a yearly report to the membership at the AGM
- ensure a review engagement is conducted in accordance with Canadian generally accepted standards prior to the AGM
- ensure 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

#### **(J) General Manager**

The General Manager is appointed by the Board of Directors no later than August 1<sup>st</sup> for a term of not less than two years. This position is subject to a yearly review by the Board of Directors prior to the AGM. The General Manager will receive an honorarium as decided by the Board of Directors

##### Responsibilities

- receive all RSC member registration fees
- receive and deposit membership fees
- work in conjunction with the Treasurer to maintain up to date financial records
- perform other duties as assigned by the RSC Board of Directors

#### **(K) Registrar**



**Rope Skipping Canada**

**Saut à la Corde Canada**

The Registrar is appointed by the Board of Directors no later than August 1<sup>st</sup> for a term of not less than two years. This position is subject to a yearly review by the Board of Directors prior to the AGM.

Responsibilities

- receive all RSC member registrations
- maintain up to date membership database
- liaise with General Manager on matters of membership
- field registration questions from members as required
- submit a monthly membership report to the Board of Directors
- present yearly membership report at the AGM

**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)
- approval of the minutes from the last meeting
- correspondence
- officers', committee chair, and registrar reports
- presentation of the financial report
- acceptance of financial report and budget
- appointment of financial reviewer
- provincial association reports
- notice of motions (bylaws) if applicable
- election of directors

**Rules of Order**

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



**Rope Skipping Canada**

**Saut à la Corde Canada**

### **Quorum**

Quorum at any meeting of the members shall be 25 full members. Attendance may either be in presence or by electronic or telephonic means. If quorum is present at the opening of a meeting of members, the members present may proceed with the business of the meeting, even if quorum is not present throughout the meeting.

### **Presentation of Officers**

- members of the Board of Directors shall be presented at the annual general meeting each year
- provinces will present the name(s) of their elected board member to the Board of Directors at least twenty-one (21) days prior to the AGM
- the change of board members shall take place immediately following the adjournment of the AGM
- the Executive Officers will be determined at the first Board of Directors meeting following the AGM
- to be elected/appointed to any position on the RSC Board of Directors, an individual must be a member in good standing

### **Budget Process**

RSC will operate on an annual budget presented to the general membership at the AGM but approved by the Board of Directors annually. 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. The yearly budget will be completed based on the approved RSC fiscal year of August 1 to July 31 annually.

### **EXPENSES AND EXPENSE REPORTING**

- Under normal circumstances no expenses shall be paid for by RSC without receipts and pre-approval by the Board of Directors.
- All legitimate expenses and receipts shall be submitted to the treasurer within thirty (30) days of the completion of the event/project/activity. Failure to abide by the time-lines may



## **Rope Skipping Canada**

### **Saut à la Corde Canada**

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 paid out at the current CRA rate based on the claimant's province of residence.
  - Meal expenses shall be paid to a maximum of the current CRA rate (Canadian or US funds a flat rate of \$17/meal, to a maximum of \$51/day, sales tax and tip included per person). Itemized food receipts must be submitted to RSC in order to receive compensation.
  - 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 AND LIABILITIES**

- RSC will require a waiver/release form on submission of membership and no person shall participate in any sanctioned event without signing and dating the waiver/release. In the case of participants under eighteen (18) years of age, a legal guardian must sign and date this official release



**Rope Skipping Canada**

**Saut à la Corde Canada**

- RSC must ensure that reasonable safety precautions are followed at sanctioned events and activities
- 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 coach aged 18 or over in good standing 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 the Board of Directors of any event requiring sanctioning at least 2 weeks prior to the event by completing the RSC Sanction Form found on the RSC website. 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). Other rope skipping organizations/bodies (ex. Nationals, International etc.) 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.



**Rope Skipping Canada**

**Saut à la Corde Canada**

### 3. Website

- The official website of RSC shall be [ropeskippingcanada.com](http://ropeskippingcanada.com)
- Up-to-date information shall be made available on the website. The Board of Directors shall appoint a webmaster to administer the site.

## **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 when possible. Committees shall meet as needed 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
- Finance Committee
- Coaching Committee
- Judging Development Committee
- National Tournament Committee
  - tournaments
  - sportsmanship





**Rope Skipping Canada**

**Saut à la Corde Canada**

- technical
- Awards 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.