# Jump Energy Rope Skipping Club

**(JERSC)**

# POLICY AND PROCEDURES MANUAL

**Developed November 2005**

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## I) INTRODUCTION

This policy and procedures manual is intended to provide operating guidelines for the Jump Energy Rope Skipping Club (hereinafter referred to as JERSC); its Executive Committee; and General Membership.

The Policy and Procedures manual will establish the roles and responsibilities of the Executive Committee and its officers, the appropriate lines of communication for the membership, as well as the operating practices of JERSC.

Questions regarding the interpretation of the contents of this document should be directed to the Chairperson of the JERSC Executive Committee.

## II) MISSION STATEMENT, VISION, AND VALUES

### 2.1 Mission Statement

Jump Energy Rope Skipping Club is committed to providing an environment that promotes the sport of Skipping, where athletes can participate and reach their individual potential while learning the value of team participation.

### 2.2 Core Values

JERSC believes our strength lies in the collective efforts of our membership.

JERSC believes in creating an environment that is athlete centred.

JERSC believes that mutual respect between members and athletes is essential to our success.

JERSC is committed to offering a program that allows athletes to develop individually and as a team.

JERSC believes in ensuring that Athletes receive excellent instruction in a safe environment.

JERSC believes that all of its operations are to be carried out in a fair and respectful environment, free of harassment or discrimination.

JERSC promotes positive self-image, self-respect, confidence, and discipline of the athlete.

## III) AMENDMENTS

## 3.1 Policy and Procedures Manual

### 3.1.1. **Process**

The Policy and Procedures Manual may only be amended or revised by a majority vote of 66% by both the general membership and the executive committee.

A notice of motion to amend this document must be submitted to the executive committee 30 days before any scheduled general meeting with the supporting rationale for the amendment.

### 3.1.2 **Exceptions**

A motion for change to the Policy and Procedure manual may be presented, without prior written notice, at any meeting of the executive committee. Any motions proposed in this manner requires one hundred percent (100%) of the executive committee members present to vote in favour of the change in order for it to be effected.

## 3.2 By-laws

The By-laws shall not be amended except at the Annual General Meeting. A notice of any proposed amendment(s), with supporting rationale, shall be forwarded to the Chairperson of the Executive Committee thirty (30) days prior to the date of said meeting. The proposed amendment(s) must be circulated to the membership at least fourteen (14) days in advance of said meeting. An amendment to the By Laws shall not be valid unless approved by a majority of sixty-six (66%) percent of the total membership.

# IV) <u>MEMBERSHIP</u>

## 4.1 Membership Statement

Membership is open to any individual who is the parent /guardian of a JERSC athlete or a JERSC athlete turning 18 years of age within the CRSF guideline for competing at Nationals in the 18 and over category. Members are required to abide by the rules and regulations of JERSC, and pay the prescribed registration fees. Athletes below the age of 18 are not association members. As a condition of membership, one (1) parents/guardian would be required to take the judging clinic, OR be trained in tabulation, floor logistics for RSANS Provincials and CRSF National competitions.

## 4.2 Level of Membership

The program in which the represented athlete is registered determines the rights and responsibilities associated with that level. JERSC operates both a novice program and a competitive program.

### 4.2.1 **Competitive Membership**

A member of the JERSC Association representing an athlete at the competitive level is entitled to one vote for each Athlete he or she represents within the competitive program. In the case of an Athlete with two representatives (parent/Guardian), only one of the athlete's representative is entitled to vote. In the case of two (2) Athletes being represented by the same individual, that individual will be able to cast two (2) votes. An Athlete who is over the age of 18 may represent his or herself and exercise a vote directly

Each member is entitled to bring forth any motion before a sanctioned meeting of the membership and have that motion addressed, provided the appropriate notification has been made as per JERSC regulations.

A member at the competitive level is entitled to vote on any motion before a sanctioned meeting of the membership.

### 4.2.2 **Pre-Competitive Membership**

A member of the JERSC Association representing an athlete at the Pre-Competitive level is entitled to one vote for each Athlete he or she represents within the pre-competitive program. In the case of an Athlete with two representatives (parent/Guardian), only one of the athlete's representatives is entitled to vote. In the case of two Athletes being represented by the same individual, that individual will be able to cast two (2) votes. An Athlete who is over the age of 18 may represent his or herself and exercise a vote directly

Each member is entitled to bring forth any motion before a sanctioned meeting of the membership and have that motion addressed, provided the appropriate notification has been made as per JERSC regulations.

A member at the pre-competitive level is entitled to vote on any motion before a sanctioned meeting of the membership with the exception of the utilization of resources that are generated for the use of the Competitive Program through required fundraising as per section XIV.

**4.3 Registration Fees**

The Executive Committee will set registration fees before the commencement of each year's registration.

**4.4 Registration Procedures**

JERSC Responsibilities:

(a) To ensure an adequate supply of membership forms are available, and distributed as required.

(b) To process membership application forms as rapidly as possible.

(c) To maintain the master membership list in such a manner that statistical information regarding eligibility, age, sex, etc. be readily available.

(d) To identify and assist in correcting problems in the membership process.

(e) Ensure receipts are issued for all registration fees paid.

**4.5 Responsibilities of Members**

(a) Members shall abide by the JERSC By-Laws, rules, and policies and procedures.

(b) Members shall pay any/all prescribed fees at the time of registration.

(c) Members at the Competitive level are required to participate in JERSC sanctioned fundraising events.

(d) All members are obligated to report all allegations of abuse,

against children, to the Police and the JERSC executive committee.

**4.6 Removal of Membership**

(a) The Executive Committee shall have the authority, by a majority vote to expel or suspend any member from the Organization whose conduct has been deemed, by the Executive Committee, to be improper, unbecoming, or has the possibility to endanger the interests or reputation of JERSC. Should it come to the attention of JERSC that a member has been charged with, or is being investigated for, an incompatible offence, as defined in Sec. (B), that member will be suspended immediately from all activities of JERSC.

(b) For the purposes of Sec. (a), an incompatible offence is defined as:

- any sexual offense under the Criminal Code
- any violations for trafficking under the Controlled Drug and

Substances Act

- any criminal offense involving minors
- any crimes of violence which include, but are not limited to, threats, assaults and use, possession or concealment of a weapon or imitation of a weapon
- any criminal offense related to the propagation of hate literature and/or incitement of hatred
- any criminal offense involving the possession, distribution or sale of any child-related pornography
- offences against children, which are not necessarily criminal offences but are under child welfare legislation

## V) EXECUTIVE COMMITTEE

### 5.1 Composition

The Executive Committee shall be composed of five (5) members including the past chairperson.

(a) The officers of the Executive Committee shall be as follows:

Chairperson

Vice Chairperson

Treasurer

Secretary

Athletic Director

Past Chairperson

(b) No one person may hold more than one office.

c) The term of office for members of the Executive Committee shall be two (2) years.

(d) No executive office, Chair, Vice Chair, Secretary, Treasurer, should be held by the same person for more than four (4) years unless the membership gives approval by way of a 66% majority vote. The Athletic Directors position will be held by one of the Coaching Staff, determined by the coaching staff.

**5.2 General Responsibility**

The Executive Committee is responsible for establishing policy on behalf of JERSC, managing the affairs of the Organization, and exercising the authority and powers thereof, where necessary, in accordance with the by-laws. As the Executive Committee's power comes from the membership, it shall report yearly to the general membership at an Annual General Meeting.

It is the responsibility of the JERSC Executive Committee to be knowledgeable about all programs, projects, activities and events conducted by JERSC and to be aware of how the JERSC in conjunction with RSANS and CRSF relates and interacts. The Executive Committee is the main source of communication and information to and from the membership of JERSC.

**5.3 Specific Responsibilities**

(a) The Executive Committee is responsible for establishing and implementing the policies and procedures of JERSC.

(b) The Executive Committee oversees the management of JERSC, including the operating budget.

(c) To liaison constantly with the members of JERSC relating to programs, problems, successes, ideas, concerns, activities, and all other rope skipping matters.

(d) To fully commit to the position in order to become knowledgeable, contribute; understand the sport and issues/challenges found within.

(e) To understand and be responsible for evaluating the operation of JERSC administering the various documents that drive the organization (i.e. bylaws, policies & procedures, harassment policy etc).

(f) To help identify, educate, and welcome new members.

(g) To meet regularly to discuss matters pertaining to rope skipping and JERSC.

(h) To submit written or verbal reports, communications, minutes, and relevant documents as required and with respect to the timelines set.

(i) To plan and host an Annual General Meeting each year.

**(j)** To ensure that upon completion of the fiscal year, an independent financial review of the association's financial statement occurs prior to the AGM, by an individual or firm, agreed upon by the Executive Committee.

**5.4 Meetings**

The Executive Committee will meet at least quarterly. Additional meetings may be called, by the Chairperson, should the need arise.

**5.5 Remuneration**

Members of the Executive Committee are volunteers and as such shall serve without remuneration.

**5.6 Voting at Executive Committee Meetings**

(a) All voting shall be done by a show of hands unless one participant requests a secret ballot.

(b) All voting shall be by a simple majority except when stated otherwise by the JERSC By-Laws or Policy and Procedures Manual.

(c) Proxy voting is not allowed.

(d) Each member of the Executive Committee is entitled to one (1) vote except the Chairperson who will cast a vote only in the event of a tie.

**5.7 Attendance**

(a) Meetings of the Executive Committee are closed except to persons specifically invited to attend to address the executive committee on specific items or topics.

(b) Any member wishing to make a presentation or submission to the executive committee must make a written request outlining the nature of the presentation a minimum of fourteen (14) days prior to the date of the meeting.

## VI) <u>RESPONSIBILITIES OF JERSC EXECUTIVE OFFICERS</u>

## 6.1 The Chairperson

The Chairperson shall be directly responsible to the membership, to provide leadership in the areas of policy, planning, implementation, and administration. No persons shall serve more than four (4) consecutive years as Chairperson unless the membership agrees in a majority vote of 66 %.

### 6.1.1 **Specific Responsibilities**

(a) The Chairperson shall preside over all Executive Committee and General Membership meetings as well as the Annual General Meeting.

(b) The Chairperson shall monitor the progress of all committees and programs of JERSC. In order to accomplish this, the Chairperson shall act as an ex-officio member of all committees and attend meetings where necessary and feasible.

(c) The Chairperson shall attend, or send a representative to all meetings requiring a JERSC presence.

(e) The Chairperson is responsible for coordinating the activities of the Executive Committee and ensuring that they conduct their duties in accordance with JERSC policy and procedures.

(f) The Chairperson in conjunction with another officer of the Executive Committee may approve and sign official documents, cheques or contracts on behalf of JERSC as required, as long as said items conform to the policies of the organization as established by JERSC.

(g) The Chairperson may conduct telephone, electronic mail, or mail votes of the Executive committee when urgent situations arise and a meeting is not possible. Each such vote should be confirmed in writing as soon as possible, and retained on file. This is only applicable if everyone eligible to vote is contacted. This is the only voting by proxy that is allowed.

(h) When desirable, and in the best interests of JERSC, the Chairperson may delegate specific responsibilities to the other members of the JERSC membership.

## 6.2 The Past Chairperson

The Past Chairperson is responsible for providing guidance, direction, and advice to the JERSC Executive Committee on all matters of rope skipping activity, policy and procedure.

6.2.1 **Specific Responsibilities**

(a) To attend all meetings of the JERSC Executive Committee and General membership meetings to provide guidance and input.

(c) To give feedback and recommendations on the programs and activities of JERSC.

(d) To provide assistance to specific program/project areas, special events, or activities, if so requested by the JERSC Executive.

(e) To ensure that activities undertaken by JERSC meet the criteria set out in the By-Laws and/or Policy and Procedures Manual.

(f) To help formulate policy in new areas of JERSC activity.

## 6.3 The Vice Chairperson

The Vice Chairperson shall be responsible for assisting the Chairperson in carrying out the responsibilities of Chairperson. The Vice Chairperson reports to the Chairperson, but is ultimately responsible to the JERSC membership

6.3.1 **Specific Responsibilities**

(a) In the absence of the Chairperson, the Vice Chairperson shall serve as Chairperson of meetings of the Executive Committee, General Meeting, and the Annual General Meeting.

(b) In the event that the Chairperson is unable to carry out the responsibilities of the office, the Vice Chairperson shall assume those duties until the next Annual General Meeting.

(c) The Vice Chairperson shall perform other duties, as required, and as directed by the Chairperson.

## 6.4 The Treasurer

The Treasurer is responsible for designing, implementing, and monitoring financial plans and programs for JERSC. The Treasurer reports to Executive Committee but is ultimately responsible to the general membership.

6.4.1 **Specific Responsibilities**

(a) The Treasurer is responsible for the formulation of an annual budget for JERSC, to be presented to the Executive Committee for approval.

(b) The Treasurer is responsible for ensuring that the budget is adhered to.

(c) The Treasurer is responsible for ensuring that quarterly financial reports are prepared and distributed to the Executive Committee; and a yearly report is presented to the membership at the Annual General Meeting.

(d) The Treasurer shall be responsible for all account books, financial records, term deposits, etc., and must produce them, on request, to the Executive Committee.

(e) The Treasurer is responsible for ensuring a yearly financial statement is conducted on the financial affairs of JERSC.

(f) The Treasurer shall perform such other duties as assigned by the Chairperson or the JERSC Executive Committee.

## 6.5 The Secretary

The Secretary is responsible for maintaining a high level of communication between JERSC members and the Executive Committee. The Secretary is responsible for ensuring proper recording and distribution of minutes of All General Meetings, Executive Committee Meetings as well as the Annual General meeting. The Secretary reports to the Chairperson but is ultimately responsible to the JERSC general membership.

### 6.5.1 Specific Responsibilities

(a) The Secretary shall attend all meetings of the Executive Committee General Membership Meetings and the Annual General Meetings in order to record accurately and comprehensively the business of said meetings

(b) The Secretary shall ensure that all notices, agendas, and previous minutes of the Executive Committee Meetings, General Membership Meetings and the Annual General Meeting are circulated to appropriate members in either paper or electronic form.

(c) The minutes will be kept by the Secretary, or other designated individual, but will remain the responsibility of the Secretary. The Secretary will ensure a copy of all minutes is kept on file.

(d) The Secretary shall keep a list of all members, athletes, contact persons, and Executive Committee members; their addresses and phone numbers.

(e) The Secretary is responsible for keeping a copy of all records, documents, and minutes of JERSC.

(f) The Secretary shall perform such other duties as assigned by the Executive Committee and/or Chairperson.

## 7) MEETINGS

### 7.1 Executive Committee

(a) The Executive shall meet at such times and places as may be necessary.

(b) Any member of the Executive Committee has the right to call an Executive Committee meeting provided adequate notice is given.

### 7.2 General Membership Meeting

(a) General Membership meetings will be held on the Third Wednesday of each month.

(b) The Executive Committee may cancel the General Membership meeting, provided no member has a pending motion and seven (7) days notice is provided to the membership

### 7.3 Annual General Meeting

(a) There will be a JERSC Annual General Meeting, which will take place within 45 days of the RSC National Rope Skip Competition.

(b) All JERSC members are eligible to vote at the Annual General Meeting. Voting rules remain the same as in section 4.2. Member of the Executive Committee are entitled to vote with the general membership, with the exception of the Chairperson who will only vote in the event of a tie.

(c) No voting by proxy is permitted.

(d) Notice of the Annual General Meeting stating the place, date, time, and business to be transacted, shall be forwarded by the Secretary to all members of JERSC at least ten (10) days prior to the meeting.

(e) Accidental omission to give notice of any meeting to any member shall not invalidate any resolution or By-Law, or any proceeding taken at such meeting.

The order of business at the Annual General Meeting shall be:

. Roll Call of Officers and Directors.

. Business Arising from Minutes

. Treasurer's Report

. President’s Report

. Athletic Director’s Report

. New Business

. Selection of Executive Committee.

. Adjournment

(g) Selection of the Executive Committee will first be based on an expression of interest. If the number of members offering to serve on the Executive Committee exceeds five (5), the membership will nominate from those who have offered to serve.

**7.4 Rules**

Robert's Rule of Order shall be the official rules of order for JERSC meetings.

**7.5 Quorums**

A quorum to conduct business, at all meetings of JERSC, shall be 50% plus one of the eligible voting members.

## VIII) FINANCIAL

All matters pertaining to the finances of JERSC come under the direct supervision of the Treasurer, who is responsible to report to the Executive Committee.

All funds or securities of JERSC shall be deposited in such bank, or banks, or other institutions legally carrying on services similar to a bank, as the Executive Committee from time to time directs.

Signing authority for disbursement of funds required to carry on the business of JERSC shall reside with any two (2) of the Executive Committee in addition to the Treasurer. All disbursements will require two (2) of the three signing officers.

The Treasurer is authorized to make all deposits on behalf of, and in the name of, JERSC, and to take receipt of bank statements and paid vouchers.

The Treasurer shall follow the responsibilities outlined in Section 6.4

**8.1 Budget Process**

JERSC will operate on an annual budget approved by the general membership at the first general meeting following the completion of registration. Since JERSC is a non-profit corporation it is not desirable to budget for a profit, however, neither is it acceptable to budget for a loss. The budget, therefore, is intended to adequately fund JERSC and its programs so they can function on an ongoing basis, in both the short and long term, within the realities of projected revenues.

**8.2 Financial Controls**

(a) The Treasurer and one other Executive Committee member (as identified in Section VIII) are able to sign cheques and other banking documents important to JERSC. The signatures of two (2) of the five (5) officers are required on every document.

(b) The Treasurer shall have record of all expenditures

(c) The Executive may commit funds for expenditures, provided said expenditure does not exceed $500.00.

(e) The Executive Committee must consult with membership at the competitive level for any financial decision that exceeds $500.

(f) Cheques will be issued by the Treasurer, who shall keep a record of all revenue and expenditures. No expenditure(s) shall be made which have not been approved by the Executive Committee.

(g) A complete financial statement of JERSC shall be done annually and the resulting statement presented to the Executive Committee, general membership, and the Province of Nova Scotia.

**8.3 Expenses and Expense Reporting**

(a) Under normal circumstances no expenses shall be paid for by JERSC without original receipts.

(b) All legitimate expenses and receipts shall be submitted in writing, to the Treasurer, within thirty (30) days of the completion of the event/project/activity

(c) Advances for expenses may be made on approval of the Executive Committee. Requests for advances must be submitted in writing.

(d) Expense reimbursements will be limited to the actual expenses incurred and approved by the Executive Committee. .

## IX) CODE OF BUSINESS CONDUCT

Members of JERSC Executive Committee 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 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.

## X) INJURIES/LIABILITIES

### 10.1 Injuries

Neither JERSC the Executive Committee or members shall be held responsible for physical injuries sustained by any person at any JERSC event.

JERSC will include a waiver form on all program/activity applications, and no person shall participate in a JERSC endorsed event without signing, and dating the official release, or in the case of participants under eighteen (18) years of age, the parents signing and dating of this official release.

JERSC will endeavour to assume that all safety precautions are followed at JERSC events/activities.

### 10.2 Liabilities

No officer of the Association shall be liable for the acts, receipts, neglects, or defaults of any other officer.

Every person in his/her capacity as an JERSC officer and every person who has undertaken or is about to undertake any liability on behalf of the Association and his/her executors,

without reasonable delay, be respectively indemnified and saved harmless out of the funds of the Association from and against

(a) All costs, charges and expenses whatsoever which he/she sustains or incurs in any action, suit or proceeding which is commenced against him/her in respect of any act, deed, matter, or thing whatsoever made, done, or permitted by him in the execution of any duties of his/her office, employment, or agency or in respect of any such liability; and

(b) All other costs, charges, and expenses which he/she sustains or incurs in relation to the affairs of the Organization, except such costs, charges, or expenses as are occasioned by his/her own wilful act, neglect, or default.

**10.3 Sanctioning**

In order for insurance through the Canadian Rope Skipping Organization (CRSF) to cover events such as: fundraising activities, workshops, camps, demonstrations, competitions; or any public appearance of any athlete while representing JERSC; sanctioning must be granted through the JERSC Executive Committee. This request must be made at least two (2) weeks prior to the event.

## XI) <u>COMMUNICATION</u>

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

(a) All contacts with other provincial or national organizations/bodies are to be made by JERSC through the Chairperson or Secretary, unless otherwise agreed to by the Executive Committee. No other officer, director, or individual should communicate without the prior knowledge and approval of the Chairperson.

(b) Routine communication may be handled by the Chairperson, Secretary, or an individual approved by the Executive Committee. Non-routine and policy matters will be handled by the Executive Committee

(c) Official contacts with other provincial sport governing bodies and umbrella groups will be made by an officer identified by the Executive Committee.

## XII) COACHING

**12.1 Responsibilities**

The JERSC Athletic Director will be responsible for ensuring that all coaches responsible for, or who have supervision of any Athlete; in either the Pre-Competitive or the Competitive programs has met the JERSC basic requirement which includes:

(a) Is 19 years of age or older

(b) Is qualified to instruct athletes in the sport of skipping

(c) Is trained in standard First Aid and CPR

(d) Has undergone a criminal reference check

(e) Is a member of RSANS and RSC

The Executive Committee may approve the utilization of a coach under the age of 19 where criteria 12.1 (b,c,d,and e) are met and said coach is under the supervision of an JERSC member over the age of 19 who has met criteria 12.1 (d).

**12.2 Associated Costs**

Coaches of JERSC are volunteers and as such, there are no financial remunerations for these services. JERSC will reimburse all coaches for expenses related to acquiring the qualifications listed in section 12.1

The Executive Committee, in consultation with the membership, may approve an honorarium, as a form of appreciation for the additional time required by the coach(s) of JERSC competitive skip program.

XIII) JUDGING

JERSC will ensure that instructional clinics in judging are conducted annually to ensure that a pool of qualified judges is available for competitions. There must be one full-time or two part-time judges per team of four/five that will go the RSC Nationals or that team of four/five does not compete in the National Competition.

Any expense associated with the conducting of these clinics will be the responsibility of JERSC.

In the event where JERSC is required to provide judges, JERSC will **NOT** provide financial assistance equal to the fines that would be imposed upon JERSC for failure to provide the required judges.

XIV) FUNDRAISING

**14.1 Overview:**

JERSC is a not for profit Organization and all fund raising conducted by JERSC is to be utilized for the operations of JERSC and its sanctioned activities for Athletes registered in the Competitive program.

All fundraising event must be sanctioned by JERSC and respect any municipal, provincial or federal laws.

**14.2 Member responsibilities:**

**(a)** At the commencement of each Competitive year the Executive Committee will, as part of its budget forecasting, advise members of the sanctioned fundraising activities for the current year. All members will be required to complete the Fundraising Contract, acknowledging their expectations in relation to the current year's fundraising.

**(b)** Fundraising requirements for members at the Competitive level are Athlete based; as such, any member representing more than one Athlete registered in the competitive program, will be required to complete fundraising at the rate multiplied by the number of Athletes he/she represents.

**(c)** Whereas the Pre-Competitive program is self-funded by the prescribed registration fees; there is no requirement for fundraising for members at the Pre-Competitive level.

**14.3 JERSC Executive responsibilities:**

The JERSC executive committee is responsible for the following:

(a) To ensure that the JERSC sanctioned activities are communicated to the membership within 30 days of registration via the Fundraising Contract.

(b) To monitor membership participation in sanctioned Fundraising Activities to ensure an equitable participation level; and if required to initiate corrective measures as necessary.

(c) The Executive Committee as part of its monitoring activities, reserves the right to prorate an athlete's entitlement to resource funding. In the event that such action is required, a member will be required to absorb any additional cost for sanctioned activities not covered by JERSC.

**14.4 Use of Funds derived from JERSC Fund Raising Efforts:**

Resources derived from fundraising efforts, completed in relation to membership at the competitive level be utilized in the following manner:

a) To fund the travel and registration costs necessary to send the team and its coaches to the RSC National Rope Skipping Competition.

b) That during odd numbered calendar years (2013, 2015, 2017...) that residual funds, after the costs of the RSC National Rope Skipping Competition, be utilized for athletic development, as recommended by the Executive Committee, and approved by the competitive membership.

These events may be in the form of developmental camps, workshops, or any other sanctioned activity.

c) That during even numbered calendar years (2012, 2014, 2016...) that residual funds, after the costs of the RSC National Rope Skipping Competition, be utilized to provide financial assistance to both the athletes who qualify for FISAC World Competition and **two** team Coachs. This funding is to be limited to the registration portion only, with travel to be arranged and funded by the individual athlete and coach.

d) Not withstanding subsection b and c, the membership reserves the right to allot additional financial assistance to any JERSC sanctioned event provided that a motion to that effect is voted on by a majority of 60 % of the eligible voting membership at an approved JERSC meeting.

**14.5 Self- Funded Membership:**

In rare and exceptional situations where a member is unable to participate in sanctioned fundraising activities as a result of a conflict of interest, religious beliefs, or other justifiable reason; the JERSC executive, upon receipt of a written request, may approve a self-funded membership.

A self-funded member must be responsible for all associated cost for travel, accommodation, and other expenses associated with the athlete's participation in JERSC sanctioned activities. To ensure that this status does not affect an athlete's participation in team events, a Self Funded Member must provide payments in advance based on a scheduled determined by the JERSC executive at the time of approval for self-funded membership.

## XV) TRAVEL POLICY

Team members are expected to travel with the team unless special circumstances arise that will be at the discretion of the JERSC Executive.

a) Athletes are expected to be at a competition / camp not exceeding 2 days prior to the start of the competition / camp.

b) While at the competition / camp athletes are expected to stay with the team and participate in all scheduled team activities or outings until the completion of the competition / camp.

c) Reimbursement of travel funds for any athlete with bookings outside of team bookings shall be reimbursed at an amount not exceeding the expense of the JERSC booking. (If the booking is made on "points" then only the taxes will be reimbursed)

d) Worlds travel arrangements will follow Team Canada coaching staff policies unless superseded by the JERSC policy stated above. (For example – if Team Canada has a

curfew time of 11:00 pm and the JERSC curfew times are 10:30 pm – we will abide by the JERSC policies).

## XVI) CLOSING REMARKS

The contents of this policy and procedures manual should be interpreted in the spirit in which they were written, to develop JERSC and the sport of rope skipping in an effective and efficient manner.

**Policy Changes for 2009-2010**

XIII) JUDGING

**Old Wording**

In events where JERSC is required to provide judges, JERSC will provide financial assistance equal to the fines that would be imposed upon JERSC for failure to provide the required judges.

**New Wording**

In events where JERSC is required to provide judges, JERSC will **NOT** provide financial compensation for judges.