



2024 Skate Canada AGM Standing Committee Report

Standing Committee Name: Membership Policy Committee

Committee Chair and Members:

- Joni McPhail – Chair
- Debra Armstrong (CEO) (required participant)
- Gregor MacLean
- Pier-Luc Paquet
- Hilary Quick
- Brenda Hart
- Pat te Boekhorst
- Mary Liz Wiley

Committee Mandate Summary:

- Broadly oversees the implementation of the membership goals and strategy.
- Identifies, updates, and monitors risks related to the work of the Committee.
- Monitor member communications in line with the strategy and goals of the organization.
- Work with Sections, in collaboration with the Sections Coordinating Committee, to monitor relationships and outcomes with its members.
- Through established mechanisms, monitor programs at the macro level to ensure a consistent quality of program delivery.
- Review motions from operational committees and forwards final draft motions to the board for discussion and approval.
- Reviews membership involvement and applications for reinstatement as registrants or Members.

Committee Report:

The Membership Policy Committee is dedicated to listening to Skate Canada members and our committee representatives from across the country. The committee met six times via video conference call, with each meeting including standing agenda items that provided valuable information and feedback for discussion.

In addition to topical items, the agenda included standing items for continuity, such as:

- A report from Hilary Quick, the Chair of the Sections Coordinating Committee (SCC)
- A report from the National Service Centre (NSC)

Building on the work of the 2022-2023 Committee, which focused on Clubs and Skating Schools operating standards, the committee continued to focus on the Clubs and Skating Schools



application process and Clubs and Skating Schools in Good Standing. These two items remained as standing agenda items throughout the year, with continued dialogue and follow-up with the NSC to prepare documents for presentation to the SCC for feedback and support.

The committee followed up on the comprehensive list of recommended policies and levels of accountability. This list ensured that Skate Canada's minimum operating standards were met and provided for any additional individual Provincial or Territorial requirements. The Committee also identified outdated policies requiring amendment and recommended review and revision.

The committee recommended a revised Skate Canada Club and Skating School application in a simplified, step-by-step process. This process covers everything from the initial application, including requirements for supporting documents and information, to completion and approval or, if required, the steps outlining an appeal process for unsuccessful applications. Additionally, a measuring tool for club/skating school compliance, like the Coach Dashboard, was recommended to monitor compliance and accountability of club membership and quickly identify clubs in Good Standing. The committee also recommended a probation period for new clubs and schools.

The following documents were presented to the SCC at the March meeting (held in person):

- Skate Canada Club and School Guideline 2024
- Skate Canada Club/School Application form

Feedback and recommendations were provided for some amendments or considerations, specifically for clubs that may be deemed not in Good Standing. These recommendations are currently being considered and revised, with the goal of being in place for the 2025-26 season.

Another item from the 2023-2024 work plan that surfaced and initiated much discussion is identifying practical tools to provide statistical information on membership participation and retention trends, including athletes, coaches, and volunteers. The MPC is working with the NSC to identify valuable and relevant data to be gathered and tracked to ensure that trends in participation and membership align with expected pathways and progressions. This item will continue to be a focus and collaboration for the 2024-2025 season.

Other items on the work plan for 2023-2024 included:

- Membership Policy Functions and Reviews
- Membership engagement, which is monitored through dialogue with the SCC, the NSC, and agenda items brought forward by committee members
- Assessing member communications aligned with strategy and goals, including discussions around program delivery and consistency, assessments, and program standards. The NSC kept the MPC apprised of plans and subject matter for workshops at the Ice Summit.



Conclusion:

The work of the Membership Policy Committee is invigorating. The discussion topics are never static; they reflect current issues, whether challenges or celebrations. The Committee is a collective of people from across the country, each bringing a unique perspective and contributing to fulsome discussions to serve the membership better.

In my second season as Chair of this Committee, we made great strides in furthering a meaningful and thorough membership process. I must thank my committee members for their continued contribution, support, and meaningful engagement this past year. We endeavour to keep our finger on the pulse of essential matters impacting our members across all sections. I also thank the National Service Centre staff who were tremendously supportive and guided – Debra Armstrong, Jeff Partrick, Kathie Cloutier and Breanna Schmeer.

Joni McPhail
Membership Policy Committee Chair