Boardroom Use Policy

Boardroom Usage – Expectations Moving Forward

The boardroom will continue to be a shared space for both board members and coaching staff. It is important that everyone understands the intended use of the room and respects the needs of both groups.

Coaches' Use of the Boardroom

- Coaches are welcome to use the boardroom to put on and take off their skates and to take breaks between sessions.
- The room may be used to store skating supplies and other coaching-related materials that coaches need access to.
- Coaches may use the room during their scheduled skating sessions, provided there are no board meetings or discussions taking place.
- Once a coach has finished their scheduled coaching responsibilities for the day, they are expected to leave the boardroom unless they have another assigned responsibility or have been asked to remain. The boardroom area should not be used as a place to socialize or remain after coaching duties are complete.

Board Meetings and Discussions

- Ultimately, the boardroom is a space designated for board meetings, discussions, and club business.
- When board members need to meet or have discussions, coaches will be expected to remove themselves from the room to allow board business to take place without interruption.
- Board members must also have reasonable access to the room to conduct club business in a private and professional setting.

Coaches' Discussion Time

- To ensure coaches also have an opportunity to discuss coaching matters privately, board members will make the boardroom available to the coaches who worked that session for 10 minutes before and 10 minutes after each coaching session.
- During this designated time, board members will remove themselves from the room.
- Any coaches who did not coach during that particular session will also be expected to leave the room during this time.
- The Board representatives for CanSkate, StarSkate, and Synchro may also be invited by the coaches to participate in these discussions when the coaches feel their presence would be beneficial.
- This will provide the coaches involved in that session with an opportunity to openly discuss skater progress, concerns, situations, and any other coaching-related matters without interruption or others overhearing their conversations.

Respect and Confidentiality

The goal is to ensure that the boardroom remains a functional space for board business while also providing coaches with reasonable access and an opportunity for private discussions. Respecting these designated times and boundaries is important for maintaining confidentiality, open communication, and a positive working relationship between the board and coaching staff.

Ultimately, the space is shared, and everyone is expected to be respectful and cooperative so that the needs of the club, board, and coaching staff are all met.