



**SKATE CANADA
EVENT VOLUNTEER AGREEMENT
2024-2025**

By receiving this Event Volunteer Agreement, you consent to our collection, use and disclosure of your personal information as part of your selection as an event volunteer. You will need to agree to the Privacy Code at the end of this agreement. For more information on the [Privacy Code](#), please read the [Privacy Code](#) (click on Privacy Code). The [Privacy Code](#) includes details such as:

- what information we collect such as information for identification, background, and communication;
- how we collect information about you such as information you provide us, programs, and services, etc.;
- the purpose for which we collect, use, and disclose information; and
- your consent rights and choices.

EVENT VOLUNTEER INFORMATION

First Name		Middle Initial	Last Name	
Date of birth (dd/mm/yyyy)	Street Address		City / Province	Postal Code
Home Phone:	Cell Phone		Email Address	

Your selection as an event volunteer requires that you enter into this Event Volunteer Agreement (“Agreement”) and abide by its terms.

This is a legally binding Agreement between you and Skate Canada. If you do not understand the contents of this Agreement you may wish to consult with a lawyer. Please read this document carefully, as by signing this Agreement you are confirming that you have read and understood it.

Please complete all information as requested and submit the Agreement electronically.

Once you have submitted the Agreement, please retain a copy for your records.



**SKATE CANADA
EVENT VOLUNTEER AGREEMENT
2024-2025**

BETWEEN:

Name: _____

Hereinafter referred to as the "Event Volunteer"

AND

SKATE CANADA

Box 15, 261-1200 St Laurent Blvd.
Ottawa, Ontario
K1K 3B8

Hereinafter referred to as the "Skate Canada", the "National Sport Organization" or "NSO"

BACKGROUND INFORMATION

- A. Skate Canada is recognized by the International Skating Union (ISU), the Government of Canada and the Canadian Olympic Committee (COC) as the national governing body of the sport of figure skating in Canada; and
- B. Skate Canada organizes competitions and events; and
- C. The Event Volunteer has been selected to and wishes to be an active event volunteer at events and competitions.
- D. Through the execution of this Agreement, Skate Canada and the Event Volunteer wish to clarify the relationship between them by establishing their respective obligations as set out in this Agreement, including their mutual responsibility to comply with requirements of external sport governance bodies as applicable.

TERMS AND SCOPE OF THE AGREEMENT

This Agreement is effective from September 1, 2024 to August 31, 2025.



RELATED POLICIES AND AGREEMENTS

- a. Skate Canada Code of Ethics
- b. Skate Canada Privacy Code
- c. Misconduct Reporting and Resolution Policy
- d. Misconduct Reporting and Resolution Procedure
- e. Anti-doping Policy
- f. Concussion Management Policy
- g. Concussion Protocol
- h. Electronic Communication Standards of Conduct

From time to time, the NSO's existing policies may be updated or changed and the Board of Directors of the NSO may approve new policies. This Agreement contains the most recent policies and procedures at the time of signing. The NSO will inform the Event Volunteer of any changes to its policies and agreements and will always have the most current version of its policies available through the usual communications of the NSO.

DEFINITIONS

Certain terms used herein may not be capitalized; however, for the purposes of this Agreement, the following terms herein have the ascribed meanings as set forth below. In addition, all references to the singular include the plural and vice versa.

Agreement means this written agreement

Confidential business information means non-public information. It is information about Skate Canada that has not been disclosed to the public. Confidential business information may include, but is not limited to, financial information projections, intellectual property, proprietary processes, proposed transactions, trade secrets, and information that might be useful to competitors or information about members, registrants, suppliers, or service providers. All information about, or received from, sponsors should be presumed to be confidential business information unless the contrary is clear

Confidential information comprises individual's personal information, personal health information, confidential business information, and any other information about Skate Canada that has not been generally disclosed to the public. See also "Personal Information", "Personal Health Information" and "Confidential Business Information"

Event means the name given to a group of skaters entered in a category. There may be one event per category or several events per category depending on the number of total entries. Each event is independent of the other events within the category

Event Volunteer means one of the parties to the Agreement, listed above

LOC means Local Organizing Committee

Personal Information means information about an identifiable individual (which for the purposes of this Agreement includes an Event Volunteer as defined within this Agreement). This may include without limitation, the individual's name, contact information (residential address, home and/or cellular telephone number(s), email or other electronic communication address, social media account name, fax number), date of birth, gender, government issued identification number (e.g., Social Insurance Number, passport number), personal health



information, criminal record, payroll/employee identification, employment history, personal references, salary/compensation history, financial status, pension contributions, employee benefit information, emergency contact information, financial information (such as credit card and direct deposit banking information). Personal information also includes information that may relate to the work performance of the individual (performance appraisals), absenteeism, and training history/evaluations.

For all individuals including sections, personal information includes any injury claim reports, allegations, investigations or findings of wrongdoing, misconduct or discipline stemming from (i) a complaint through the internal Ombudsperson process, and/or (ii) a complaint of misconduct, complaint of a breach of the Code of Ethics, incident of injury report and/or general dispute complaint through the Safe Sport process (including the Safe Sport division of Skate Canada, and , external authorities as applicable)

For registrants, in addition to the information outlined above, personal information also includes but is not limited to information related to test results and program information for skaters, and qualifications for officials.

For event volunteers, in addition to the information outlined above, personal information may also include information related to training, education, work experience, volunteer experience and qualifications, and expense information.

In general, personal information includes any information that could be used to commit identity theft or other forms of fraud. All information about or received from individuals and/or third-party service providers should be presumed to be personal information unless the contrary is clear.

By virtue of applicable privacy legislation, personal information does not include business contact information that is collected, used, or disclosed solely for the purpose of communication or facilitating communication with an individual in relation to their employment, business, or profession such as the individual's name, position name or title, work address, work telephone number, work fax number or work electronic addresses.

This information can be in any form including but not limited to correspondence, paper, electronic, electronic communications, video or voice recording, photograph, film, sound recording, videotape, machine-readable record, and any other documentary material, regardless of physical form or characteristics, and any copy of any of those things.

Personal Health Information, with respect to an individual, as applicable, means identifying information about an individual in oral or recorded form if the information:

- relates to the physical or mental health of the individual, including information that consists of the health history of the individual's family
- relates to the provision of health care to the individual, including the identification of a person as a provider of health care to the individual
- is collected incidentally to the provision of health services to the individual (such as the individual's payments or eligibility for health care, eligibility for coverage for health care, the individual's entitlement to payment for an insurance claim for an injury)
- is the individual's health number
- identifies an individual's substitute decision-maker



OBLIGATIONS

WHEREAS Skate Canada requires and appreciates the support it receives from volunteers in connection with the delivery of world class skating competitions;

AND WHEREAS the undersigned (“Event Volunteer”) desires to provide services to Skate Canada on a voluntary basis in support of Skate Canada Events (the “Event”);

NOW THEREFORE the Event Volunteer :

1. agrees to provide voluntary services to Skate Canada at the Event without remuneration of any kind and to carry out such services as are requested by Skate Canada to the best of the Event Volunteers’ ability and to comply with all lawful directions and instructions received from Skate Canada in carrying out the services.
2. understands and acknowledges that there may be risk of personal injury associated with the provision of services and further agrees to perform such services in a safe manner.
3. agrees to attend any training or orientation session as prescribed from time to time in connection with services provided by Event Volunteer at the request of Skate Canada.
4. agrees that if they are unable to provide consent, due to illness or injury, they hereby consent to the administration of first aid and other emergency medical treatment for such injury or illness that may occur during their participation in the Event.
5. agrees to keep confidential all confidential information, including personal information and personal health information and other material of a sensitive nature, which they may receive or have access to with regard to the Event that Volunteer knows or ought reasonably to know is confidential.
6. agrees to provide a criminal records or background check at the request of Skate Canada or any Skate Canada affiliate, including the LOC. Furthermore, the Event Volunteer acknowledges that their right to provide services in respect of the Event is conditional on the satisfactory outcome of the criminal records or background check as determined by Skate Canada in its sole discretion.
7. acknowledges that they may provide their personal information and that of their emergency contact (and that you have the consent of the emergency contact individual to do so) to Skate Canada as a result of their participation in the Event, which personal information is subject to Skate Canada’s Privacy Code. The Event Volunteer expressly acknowledges that their personal information and that of their emergency contact may be shared with the LOC or other affiliates of Skate Canada for the purposes of administering the Event and such other purposes described in Skate Canada’s Privacy Code.
8. agrees to release and hold harmless Skate Canada and its affiliates, including LOC, and all others associated with the event including sponsors and other participants, from any and all liability, claims, demands and causes of action that may result, directly or indirectly, from their participation in the Event, including, without limitation, claims that arise as a result of the loss of or damage to personal property or claims arising from injury or illness or the provision of first aid or medical treatment of any kind.
9. acknowledges that this Agreement is governed by the laws of the Province of Ontario and the laws of Canada applicable therein.



General

- a) The NSO will conduct an annual review of its proposed Event Volunteer Agreement in accordance with internal procedures and consult as appropriate and distribute to Event Volunteers for execution.
- b) This Agreement constitutes the entire Agreement between the parties hereto and replaces all previous Agreements entered into between them.
- c) This Agreement may not be amended, modified, or altered in any respect except by written instrument signed by the parties.
- d) If any provision of this Agreement is deemed invalid or unenforceable, then the remaining provisions will not be affected, and every other provision will be valid and enforceable to the fullest extent permitted by law.
- e) This Agreement will be binding legal commitment upon the parties hereto.

Code of Ethics

Introduction: Skate Canada's reputation in the world of figure skating and our status as a governing body for the sport of figure skating in Canada imposes high expectations of professional and ethical behaviour.

Skate Canada's reputation depends on the integrity of all participants in the skating environment, including our event volunteers. Everyone in our skating community, including event volunteers, carry a high burden of trust. The way in which that trust is discharged to a great extent determines the success of Skate Canada and the place of pride that it enjoys in the figure skating community and in society at large.

Guidelines for Ethical Standards of Conduct: In addition to the commitments as outlined in the Skate Canada [Code of Ethics](#) for an individual, Event Volunteers will:

- remember that they represent Skate Canada
- act in the best interests of Skate Canada
- act in a way that promotes the welfare, image and reputation of Skate Canada.
- act with honesty and integrity and conduct themselves in a manner that is consistent with the nature and responsibilities of Skate Canada's business and the maintenance of member confidence
- conduct themselves openly, professional, lawfully, and in good faith
- respect the confidentiality of all confidential information, both personal information and Skate Canada business information, and that of any issues that may arise of a sensitive nature
- conform to the policies approved by Skate Canada, in particular, this [Code of Ethics](#), as well as the [Privacy Code](#), and the policies and procedure under the [National Safe Sport Program](#)
- not accept personal gifts, favours or hospitality except as in the ordinary course of business where promotion or courtesy may be offered. Receipt of such gifts is acceptable

Consent to Collection, Use and Disclosure of Personal Information

Skate Canada's Privacy Commitment

At Skate Canada, we take our legal obligations regarding privacy seriously. We are committed to protecting the privacy and confidentiality of the personal information and data of our employees, directors, members,



registrants, third-party service providers (including event volunteers), business partners, and other individuals who share their information with our organization.

The Skate Canada Privacy Code, as amended from time to time, informs you of the ways we help protect your privacy and the confidentiality of your confidential/personal information and data. To obtain more information about our policies and procedures in protecting your privacy, you can visit our website at <https://skatecanada.ca/our-privacy-commitment/> for complete details.

- a) Skate Canada collects, discloses, and processes information as part of the selection and agreement process, and participation in events/ competition of an Event Volunteer.
- b) The information we collect from time to time may include:
 - information to fulfill the requirements of the Event Volunteer team such as name, contact information (including cell phone and email address), date of birth
 - information for the provision of the program (for example, language)

By electronically agreeing to this Agreement, you consent to the collection, use and disclosure of your confidential information as provided to Skate Canada for the application and selection process as outlined herein this Agreement; and have read and agree to the terms as outlined above and the Skate Canada Privacy Code.



Event Volunteer Acknowledgement

- a) The Event Volunteer confirms that they have electronically signed this Event Volunteer Agreement voluntarily and with full understanding of the nature and consequences of the Agreement.
- b) The Event Volunteer freely accepts and fully assumes all of the risks associated with volunteering for the Event.

By checking this box and clicking Submit, I acknowledge that I have read, understand and agree to be bound by all statements as set out above, including acceptance and adherence to the Skate Canada Code of Ethics, Skate Canada Privacy Code, and all related policies and our commitments as outlined herein this training module, current and as amended from time to time.

Submit



APPENDIX

Direct links for policies and resources as outlined on page 3

Skate Canada

[Code of Ethics](#)

[Anti-Doping Policy](#)

[Misconduct Reporting and Resolution Policy](#)

[Misconduct Reporting and Resolution Procedure](#)

[Electronic Communication Standards of Conduct](#)

[Concussion Management Policy](#)

[Concussion Protocol](#)

[Privacy Code](#)