



PATINAGE QUÉBEC Athlete Release Policy		
Code:	POL-25	This Policy is subject to a triennial review.
Date of approval by the Board of Directors:	08/07/2019	
Date of coming into force:	09/01/2019	
Amended on:	05/18/2020	
Public/Private:	Public	
Recipients:	<input type="checkbox"/> PATINAGE QUÉBEC Stakeholders <input type="checkbox"/> Manuel de l'administrateur (available in French only)	

1. PREAMBLE

PATINAGE QUÉBEC is an organization funded in part by its members and through government assistance. As a result, PATINAGE QUÉBEC must be prepared to publicly justify its expenses in various sectors. As PATINAGE QUÉBEC invests considerable time, effort and financial resources in skaters who compete for the Province of Québec on the national and international scene, an athlete release policy is essential to fair and transparent management of the organization's resources.

With this document, PATINAGE QUÉBEC can address release requests submitted by one or more PATINAGE QUÉBEC single, pair, dance and synchronized skaters, in order to allow this or these skaters to compete for another section or country.

2. OBJECTIVES

PATINAGE QUÉBEC wishes to allow skaters who represent the Province of Québec to fully benefit from any assistance PATINAGE QUÉBEC can provide. Furthermore, the organization wishes to remain fair and equitable in the manner in which funds are allocated to the development of athletes, and to provide as much support as possible to athletes who represent the organization on the national and international scene.

This Policy aims to inform as to the procedure to follow and the parameters to respect when a request for release of an athlete who has benefited from services and financial support from PATINAGE QUÉBEC is submitted in order to allow the athlete in question to represent another section or country.

3. ATHLETE RELEASE

Any request to release a single, pair, dance or synchronized skater representing PATINAGE QUÉBEC in order to compete for another Skate Canada section or another ISU member country will be taken into consideration as follows:

3.1 CONSIDERATIONS AND PROCEDURES

1. In the case of a single, pair, dance or synchronized skater who has never represented PATINAGE QUÉBEC at a national or international competition that appears in the Skate Canada or ISU calendar, or a Skate Canada or ISU event, the Board of Directors of PATINAGE QUÉBEC shall be authorized to release that skater upon receipt of a duly completed and signed *PATINAGE QUÉBEC Athlete Release Form* (Appendix A of this document). This form includes a written attestation from the Skate Canada or ISU member for which the skater or couple wishes to compete.

2. In the case of a single, pair, dance or synchronized skater who has represented PATINAGE QUÉBEC at a national and/or international competition within the five (5) year period that precedes the date of the request, the Board of Directors of PATINAGE QUÉBEC shall be authorized to release that skater based on either of the following conditions:
 - a. One (1) year after receiving the duly completed and signed *PATINAGE QUÉBEC Athlete Release Form*, provided the conditions for release have been met;
OR
 - b. Upon receipt of the duly completed and signed *PATINAGE QUÉBEC Athlete Release Form*, provided that immediate payment of the amount to be reimbursed as determined in article 4.2 of this Policy is enclosed with the form.

The release is subject to a majority vote by the members of the Board of Directors.

4. PROCESSING RELEASE REQUESTS

- 4.1 When a written athlete release request is received at the offices of PATINAGE QUÉBEC, it is immediately sent to the Director–High Performance, who then ensures the request includes the *PATINAGE QUÉBEC Athlete Release Form*, duly completed, and signed by the skater or couple as well as the Skate Canada or ISU member for which the skater or couple intends to compete.
- 4.2 If the form is duly completed and signed, the Director–High Performance checks whether the conditions have been met and the procedures followed, calculates the amount to be reimbursed by the skater or couple (if applicable) and presents it to PATINAGE QUÉBEC management.

Method used to calculate the amount to be reimbursed

The amount to be reimbursed is the sum of all of the following amounts:

1. The amount granted by PATINAGE QUÉBEC to the skater or couple for PATINAGE QUÉBEC's skater development program over the course of the previous season;
2. The amount granted by PATINAGE QUÉBEC to the skater or couple for PATINAGE QUÉBEC's bursary program–performance and international components, over the course of the previous season;
3. The amount granted by PATINAGE QUÉBEC to the skater or couple for the Team Québec over the course of the previous season;
4. The amount granted by PATINAGE QUÉBEC to the skater or couple for an international development competition, whose assignment was determined by PATINAGE QUÉBEC in collaboration with Skate Canada over the course of the previous season.

- 4.3 PATINAGE QUÉBEC management submits the request to the Board of Directors for approval.
- 4.4 The Director–High Performance notifies the skater or couple in writing of PATINAGE QUÉBEC's decision and the conditions to be met in order to obtain the release requested by the skater or couple.

- 4.5 If the conditions are met, the Director–High Performance drafts a letter of release that will be sent to the skater or couple.

5. KNOWN INFORMATION

In order to facilitate the implementation of this Policy, all athletes who are contemplating a change in the section or country they represent must quickly communicate their intentions to PATINAGE QUÉBEC by contacting the Director–High Performance.

6. BUDGET

The amounts recovered in connection with this Policy shall be given back to eligible skaters in accordance with PATINAGE QUÉBEC's *Politique 22* sur la reconnaissance des athlètes (available in French only).

7. RESPONSIBILITY

Implementation and monitoring of this Policy is under the responsibility of the Director–High Performance at PATINAGE QUÉBEC.

8. COMING INTO FORCE

This *PATINAGE QUÉBEC Athlete Release Policy* came into force on September 1, 2019. Although it may be amended in writing from time to time, it is subject to a triennial review.

Appendix A

PATINAGE QUÉBEC ATHLETE RELEASE FORM

Athlete or Couple

Athlete's name		Partner's name (if required)	
Complete address		Complete address	
Telephone number		Telephone number	
Email address		Email address	
Discipline		Discipline	
Category		Category	

Details Concerning the Release

Reason(s) for the release request

Please indicate the reason(s) for the request specify whether there is a change of discipline and provide any other relevant information.

The skater or couple requests being released for the AAAA-AAAA season.

Member for which you wish to be released (section or country)

Member's name (section or country)	
Name of the person in charge	
Complete address	
Telephone number	
Email address	

I, **Name of the Skate Canada or ISU member for which the skater or couple intends to compete**, hereby certify that all of the above information is true and accurate, and that we agree to welcome the skater or couple indicated above and abide by the PATINAGE QUÉBEC Athlete Release Policy (POL-25).

Signed on **YYYY-MM-DD**.

Signature of the person in charge: _____

Name of the person in charge: **Name of the person in charge**

I, **Name of the skater**, hereby certify that all of the above information is true and accurate. I agree to abide by the conditions set forth by PATINAGE QUÉBEC for my release and to pay the amount to be reimbursed as determined by PATINAGE QUÉBEC, if applicable.

Signed on **YYYY-MM-DD**.

Signature of the skater or legal guardian in the case of a minor: _____

I, **Name of the partner (couple)**, hereby certify that all of the above information is true and accurate. I agree to abide by the conditions set forth by PATINAGE QUÉBEC for my release and to pay the amount to be reimbursed as determined by PATINAGE QUÉBEC, if applicable.

Signed on **YYYY-MM-DD**.

Signature of the partner or legal guardian in the case of a minor: _____