



# **Membership Handbook**

2015 Version 1.1

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## Introduction

Welcome to the Skate Canada Pickering Skating Club (SCPSC)!

Since 1972, SCPSC is a not-for-profit, volunteer run organization offering complete instructional skating programs that range from learn-to-skate to competitive. SCPSC is the only skating club in Pickering that is sanctioned by Skate Canada. This ensures that the programs offered, the skills developed, and the instruction provided to our skaters all meet a specified standard that is consistent across Canada.

All of our coaches are certified by Skate Canada through the National Coaching Certification Program (NCCP), and have First Aid training and police clearance checks.

All SCPSC skating programs take place on the Delaney “genuine ice” rink in the Pickering Recreation Complex.

We encourage you to take time to browse through the Membership Handbook information to familiarize yourself with our programs. Please note that some changes may be necessary to the programs and policies each season. The SCPSC Board of Directors reserves the right to make adjustments for the benefit of all members.

### **We hope you find this handbook helpful!**

Suggestions can be sent to [info@pickeringsskatingclub.ca](mailto:info@pickeringsskatingclub.ca) for future versions.

*The executive Board of the Skate Canada Pickering Skating Club reserves the right to make changes to club policies, rules, and regulations in the best interest of all members. Information contained in this handbook is therefore subject to change. Board approved changes will be posted on club bulletin boards and on the website throughout the season. Every attempt is made to satisfy the guidelines described in this handbook, however members should consider that the Club is run by volunteers and the satisfactory fulfillment of some activities, etc. may be dependent on the availability of a Club volunteer.*

Revised September 2015

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## Contact Us

### Office Location

1867 Valley Farm Road  
Pickering Recreation Complex  
Delaney Rink

### Office Hours

Volunteers staff the SCPSC office during every CanSkate session throughout the season.

Monday 6:00 pm - 7:00 pm  
Tuesday 6:00 pm - 7:00 pm  
Wednesday Closed  
Thursday 6:00 pm - 7:00 pm  
Friday Closed  
Saturday 11:00 am - 12:00 pm  
Sunday 11:10 am - 12:10 pm  
Sunday 2:30 pm - 3:30 pm

### Mailing Address

P.O. Box 215  
Pickering, ON  
L1V 2R4

### Phone & Email

*Messages left on phone voicemail or emailed to SCPSC,  
will be returned by an office volunteer as soon as possible.*

905-420-4117  
info@pickering skatingclub.ca

### Website & Social Media

*Updates, news and information will be distributed on SCPSC's  
website and social media.*

**Website:** [www.pickering skatingclub.ca](http://www.pickering skatingclub.ca)

**Facebook:** Pickering Skating Club

**Twitter:** @PickeringSC

**Instagram:** pickering\_skating\_club

**YouTube:** <http://www.youtube.com/c/Pickering skatingclubCa2015>

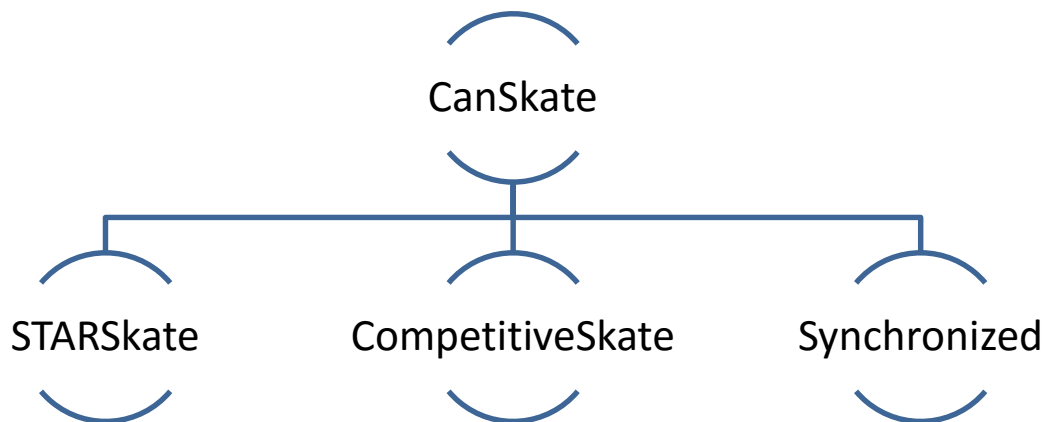
## Skate Canada

Canadians love skating! Every winter, millions of Canadians take to the ice, indoors and outdoors in search of fun and fitness. Skate Canada skating programs are designed to allow individuals to participate in skating for life. Participants are provided with basic skating skills, advanced skating techniques, test and competitive opportunities, awards and incentives and the chance to learn new skills in a fun and positive environment.

**Skate Canada Vision:** Inspiring all Canadians to Embrace the Joy of Skating.

**Skate Canada Mission:** Skate Canada will have a continuing legacy of champions and be recognized as a leader in the delivery of skating programs.

## Skate Canada Program Structure



Skate Canada Pickering Skating Club (SCPSC) follows the Skate Canada nationally developed program structure and therefore offers skaters and their families a variety of choices and growth opportunities.

CanSkate is the foundation for all other Skate Canada programs. Skaters have the flexibility to move from CanSkate into the other streams and may also participate in combinations of programs.

Skate Canada organizes figure skating into two streams: STARSkate and CompetitiveSkate. Skaters start in the STARSkate stream and may choose to participate in CompetitiveSkate stream after they pass the Junior Bronze freeskate test.

Advancement in the STARSkate stream is based on the successful completion of tests and not on the skater's age or competitive achievements. Skaters who enjoy skating as a recreational sport typically choose the STARSkate stream. The STARSkate stream offers a variety of local club competitions that use fun and awards to encourage skater of all levels.

The CompetitiveSkate stream offers the skater a variety of competitive events eventually leading to the national championships. The skater’s age and achievement of a qualifying test determine the level of participation within the CompetitiveSkate stream. Many skaters who compete in the qualifying event structure also take tests in Skate Canada’s STARSkate Program or participate on synchronized skating teams. The only events that you may not be able to compete in are club, and STARSkate events, some which restrict entry of skaters who have competed in the qualifying event system.

## Skate Canada Pickering Skating Club (SCPSC) Programs

SCPSC skating programs complement each other and allow for unrestricted movement and development through the system. All programs are taught by professional coaches certified through the National Coaching Certification Program (NCCP). SCPSC programs are offered on a variety of days and times. Please refer to the Fall and Winter schedules posted on our website for the most up-to-date information.

SCPSC currently offers the following learn-to-skate and figure skating programs:

### **CanSkate (Learn-to-Skate)**

- ✓ Preschool CanSkate
- ✓ CanSkate

### **STARSkate (Figure Skating)**

- ✓ STARSkate Junior
- ✓ STARSkate Intermediate
- ✓ STARSkate Senior

## SCPSC CanSkate Programs

CanSkate is SCPSC’s learn-to-skate program for beginners of any age that teaches fundamental movements and basic skills.

*Prerequisites:* None

*Benefits:*

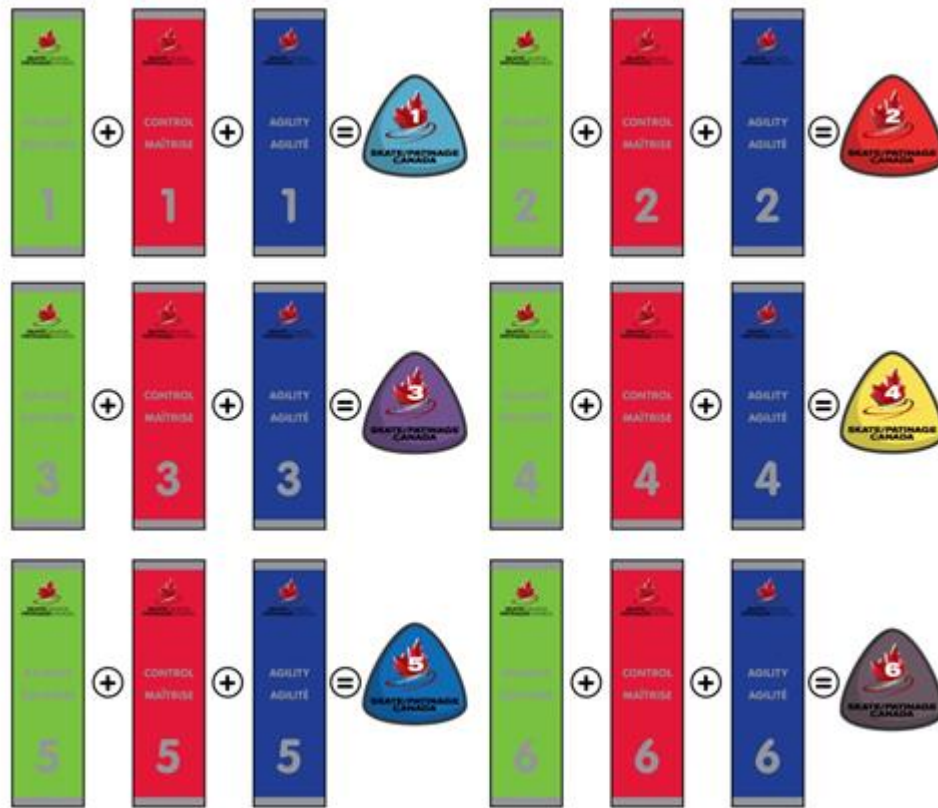
- Canada’s only national learn-to-skate program.
- Learn skating fundamentals in a progressive and sequential manner.
- Focus is on fun, continuous movement, and skill development.
- Group lesson format.
- Skaters progress at their own rate.
- Instructed by professional coaches supported by trained volunteer program assistants.

At their own speed, skaters work through a six stage system earning ribbons in three categories during each level: Agility, Balance, and Control. Badges, ribbons and other incentives are used to benchmark skaters’ progress and reward effort and participation.

**IMPORTANT**



**CSA APPROVED  
HOCKEY HELMETS are  
MANDATORY for  
CANSKATE**



The SCPC CanSkate program is divided into two sections based on the skater's age - Preschool & Canskate.

### *Preschool Program*

*Who:* Program designed for children ages 3 to 5.

*Skills:* Independent movement, gliding, balance

*Format:*

- ✓ 30 minute learn-to-skate program.
- ✓ Introduces basic skating skills utilizing music, games, and toys.
- ✓ Groups are taught by professional coaches with the help of program assistants.
- ✓ The ratio of skaters to professional coach is approximately 7:1.

*Equipment:*

- Figure skates or hockey skates may be worn.
- CSA approved hockey helmets are **MANDATORY**. Bicycle helmets are not permitted.
- Face masks are strongly recommended for all skaters until completion of Stage 5.
- Recommended skating attire includes water resistant pants, layered tops and gloves.

*Next Step:* SCPC CanSkate Program



## CanSkate

*Who:* Program designed for ages 5 to adult.

*Skills:* Independent movement, gliding, balance

*Format:*

- ✓ Each 60 minute session includes warm-up, 30 minutes of instruction by a professional coach in a group lesson then work with a trained Program Assistant to practice the skills introduced by the professional coach, followed by a cool down period.
- ✓ A six stage badge system with skaters earning ribbons in three categories during each level: Agility, Balance, and Control. Skaters earn their ribbons and badges at their own speed. There are no specific test days for CanSkate skaters.
- ✓ The ratio of skaters to professional coach is approximately 8:1.
- ✓ Private lessons are available on all sessions. For more information please refer to the Private Lesson section of this handbook.
- ✓ Skaters with a private coach may participate in competitions featuring the CanSkate stages.

*Equipment:*

- Figure skates or hockey skates may be worn.
- CSA approved hockey helmets are **MANDATORY**. Bicycle helmets are not permitted.
- Face masks are strongly recommended for all skaters until completion of Stage 5
- Recommended skating attire includes water resistant pants, layered tops and gloves.

*Next Step:* Skaters working on stage 6 should consider hiring a private coach if they do not already have one. In order to move into the Junior STARSkate program, the skater must have a private coach and completed Canskate Stage 6. Please refer to section on “Private Coach Lessons” for more information.

## SCPSC STARSkate Programs

STARSkate offers opportunities for skaters of all ages to develop fundamental figure skating skills in the areas of ice dance, skating skills, free skate and interpretive skating. Unique in Canada, this program teaches figure skating skills in a group and/or private lesson format in a progressive and sequential manner and includes specifically designed awards and incentives. Skaters have the opportunity to take Skate Canada Tests through a nationally standardized testing system.

When you/your child registers for a STARSkate program at SCPSC, you also become a member of Skate Canada and will have access to:

- ✓ STARSkate opportunities to be recognized through a nationally standardized testing system for achieving specific figure skating skills.
- ✓ Complimentary Gold Test pins.
- ✓ Invitational and interclub competitions, including the STARSkate championship stream specifically designed awards and incentives such as badges and stickers.

- ✓ STARSkate Skater of the Year awards program.
- ✓ Progress updates and report cards.
- ✓ Special STARSkate events and club functions.
- ✓ Opportunity to be talent-scouted.
- ✓ Opportunity for personal growth and the development of important life skills such as goal-setting, self-discipline, confidence, time management, healthy lifestyle and coping strategies to deal with success and failure.

The SCPSC offers three STARSkate levels based on successful completion of Skate Canada Test Requirements:

1. STARSkate Junior Program
2. STARSkate Intermediate Program
3. STARSkate Senior Program

### STARSkate Junior Program

STARSkate Junior program is designed to introduce skaters to Skate Canada and the STARSkate program. Skaters learn the skills necessary to pass their Preliminary tests.

*Prerequisites:* Skaters interested in participating in the STARSkate Junior Program must have the following requirements:

- Achieved CanSkate Stage 6.
- Retained a professional coach.

*Skills:* Introduction to the three primary disciplines: ice dance, skating skills, and freeskate.

*Format:*

- ✓ Maximum of 24 skaters per session.
- ✓ Combines private lessons with group stroking lessons.
- ✓ One 15-minute group stroking/skills lesson led by a professional coach.
- ✓ One 15-minute instructional dance segment led by a Program Assistant.
- ✓ During the remaining 30 minutes of freeskate, a skater typically has one 15-minute lesson with their private coach.
- ✓ Skaters are expected to practice independently and safely and follow club rules and regulations. See Code of Conduct in this handbook for complete rules.
- ✓ Skaters have the opportunity to take Skate Canada tests through a nationally standardized testing system.
- ✓ Tests are offered on specific days throughout the season and are taken at the discretion of the skater and his/her private coach.
- ✓ Parents/guardians of Junior program skaters must participate in the SCPSC Volunteer program by completing a minimum of Club designated volunteer hours per skater per skating year. These hours must include a mandatory number of bingo duties at Delta Bingo and the other hours may be selected from a varied list of club activities. Refer to the volunteer information page for specific requirements.
- ✓ Skaters are given the opportunity to participate in competitions.

*Equipment:* SCPSC recommends that skaters wear comfortable exercise attire, skating pants or skirts with tights, or Club wear. Tests and competitions will require skating costumes. Junior skaters should wear good quality, proper-fitting figure skates in order to maximize their learning potential.

*Next step:* Skaters who successfully complete at least 1 full part of the 3 Preliminary Tests may advance to the SCPSC STARSkate Intermediate Program.

## **SCPSC STARSkate Intermediate Program**

SCPSC STARSkate Intermediate Program is a continuation of the Junior STARSkate program.

*Prerequisites:* Skaters must have successfully passed a minimum of 1 of the 3 Preliminary Tests of the Preliminary Program:

1. Three Preliminary Dances (Dutch Waltz, Canasta Tango, and Baby Blues)
2. Preliminary Skills
3. Preliminary Freeskate Elements & Program

*Skills:* Skaters continue to work on the three primary disciplines: ice dance, skating skills, and freeskate and may be introduced to interpretive programs. Skaters learn the skills necessary to pass their Junior Bronze and Senior Bronze tests.

*Format:*

- ✓ Maximum of 21 skaters per session
- ✓ Combines private lessons with group stroking lessons.
- ✓ A short warm up.
- ✓ During the remaining time, a skater typically has one 15-minute lesson with their private coach. A private dance lesson may also be offered.
- ✓ Skaters are expected to practice independently and safely and follow club rules and regulations. See Code of Conduct in this handbook for complete rules.
- ✓ Skaters have the opportunity to take Skate Canada tests through a nationally standardized testing system.
- ✓ Tests are offered on specific days throughout the season and are taken at the discretion of the skater and his/her private coach.
- ✓ Parents/guardians of Intermediate program skaters must participate in the SCPSC Volunteer program by completing a minimum of Club designated volunteer hours per skater per skating year. These hours must include a mandatory number of bingo duties at Delta Bingo and the other hours may be selected from a varied list of club activities. Refer to the volunteer information page for specific requirements.
- ✓ Skaters are given the opportunity to participate in competitions.

*Equipment:* SCPSC recommends that skaters wear comfortable exercise attire, skating pants or skirts with tights, or Club wear. Tests and competitions will require skating costumes. Intermediate skaters should wear good quality, proper-fitting figure skates in order to maximize their learning potential.

*Next step:* Skaters who successfully complete at least 2 full parts of the 3 Senior Bronze Tests may advance to SCPSC STARSkate Senior Program.

## SCPSC STARSkate Senior Program

SCPSC STARSkate Senior Program is a continuation of the Intermediate STARSkate program.

*Prerequisites:* Skaters must have successfully passed a minimum of 2 full parts of the 3 Senior Bronze Tests to advance to the SCPSC STARSkate Senior Program.

1. Three Senior Bronze Dances (Ten Fox, Fourteen Step, European Waltz)
2. Senior Bronze Skills
3. Senior Bronze Freeskate Elements & Program

*Skills:* Skaters continue to work on the three primary disciplines: ice dance, skating skills, and freeskate. May be introduced to or continue interpretive programs. Skills may include triple jumps. Skaters learn the skills necessary to pass their Junior Silver, Senior Silver, Gold, and Diamond tests.

*Format:*

- ✓ Maximum of 18 skaters per session.
- ✓ Combines private lessons with group stroking lessons.
- ✓ Each session typically includes a short warm up.
- ✓ During the remaining time, a skater typically has one 15-minute lesson with their private coach. A private dance lesson may also be offered.
- ✓ Skaters are expected to practice independently and safely and follow club rules and regulations. See Code of Conduct in this handbook for complete rules.
- ✓ Skaters have the opportunity to take Skate Canada tests through a nationally standardized testing system.
- ✓ Tests are offered on specific days throughout the season and are taken at the discretion of the skater and his/her private coach.
- ✓ Parents/guardians of Senior program skaters must participate in the SCPSC Volunteer program by completing a minimum of Club designated volunteer hours per skater per skating year. These hours must include a mandatory number of bingo duties at Delta Bingo and the other hours may be selected from a varied list of club activities. Refer to the volunteer information page for specific requirements.
- ✓ Skaters are given the opportunity to participate in competitions.

*Equipment:* SCPSC recommends that skaters wear comfortable exercise attire, skating pants or skirts with tights, or Club wear. Tests and competitions will require skating costumes. Senior skaters should wear good quality, proper-fitting figure skates in order to maximize their learning potential.

NOTE: Depending on the number of skater registered annually, SCPSC may decide to split the Senior Program into two groups: Senior A and Senior B session. Senior B qualifications will remain as listed above. Senior A prerequisites will include successful completion of a minimum of 2 out of 3 of the following requirements:

1. Three Junior Silver Dances
2. Junior Silver Skills
3. Junior Silver Freeskate Elements & Program

## Skate Canada STARSkate Test Requirements

### Low Tests:

*Preliminary:* Dances (Dutch Waltz, Canasta Tango, Baby Blues), Skills, and Freeskate (Program & Elements)

*Junior Bronze:* Dances (Swing, Fiesta Tango, Willow Waltz), Skills, Freeskate (Program & Elements), and Introductory Interpretive

*Senior Bronze:* Dances (Ten Fox, Fourteen Step, European Waltz), Skills, Freeskate (Program & Elements), and Bronze Interpretive

### High Tests:

*Junior Silver:* Dances (Keats's Foxtrot, Harris Tango, American, Rocker), Skills, Freeskate (Program & Elements), and Silver Interpretive

*Senior Silver:* Dances (Paso Doble, Blues, Starlight Waltz, Killian, Cha-Cha), Skills, and Freeskate (Program & Elements)

*Gold:* Dances (Quickstep, Viennese, Westminster, Argentine, Silver Samba), Skills, Freeskate (Program & Elements), and Gold Interpretive

*Diamond:* Dances (Ravensburger Waltz, Austrian Waltz, Tango Romantica, Golden Waltz, Yankee Polka, Rhumba)

## SCPSC Test Days

Several test days are held throughout the season. In most cases, a single judge assesses the tests, using a scale of "needs improvement, satisfactory, good, and excellent". Each test has its own specifications as to what must be performed at a satisfactory or better level in order to pass the test.

Test Days for the season will be posted on the club bulletin boards, Club Calendar, and website. ***Tests may be scheduled during the day and/or evening and may require the skater to request an absence from school.***

The private coach determines if a skater is ready to try a test and will provide the skater with a test envelope indicating the amount of payment necessary and the name of the test to be tried. Fees must be submitted before the deadline posted by the Test Chair or the skater will not be permitted to take the test. There are no refunds for test fees after the deadline has passed. Money received for a test is remitted to Skate Canada. The social fee is used to help offset expenses incurred by the Club on Test Day.

## STARSkate Competitions

STARSkate skaters also have the opportunity to compete. There are usually several local competitions to choose from and the selection is made in consultation with the skater's private coach. Information about upcoming competitions may be found on our club bulletin boards, from our coaches and on the Skate

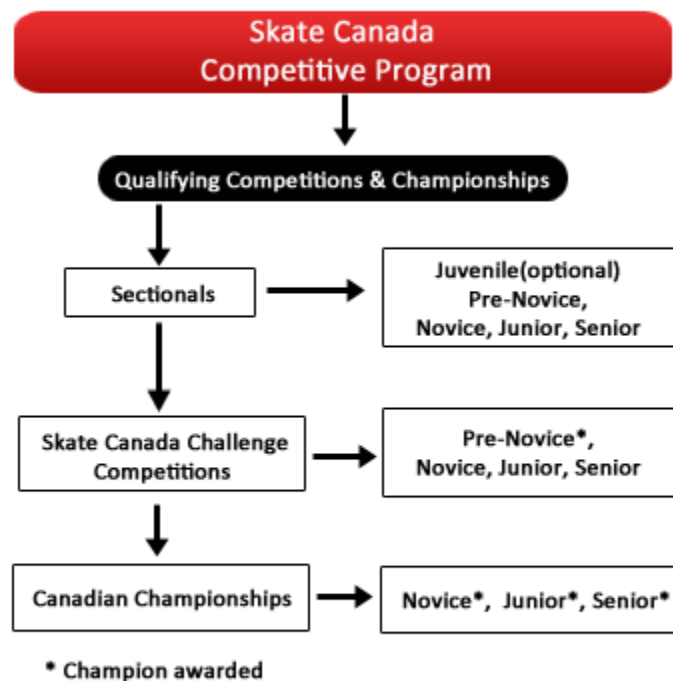
Canada Section websites such as: [www.skatecanada-centralontario.com](http://www.skatecanada-centralontario.com) and [www.skate-eos.on.ca](http://www.skate-eos.on.ca). Refer to the Competition Binder in the club office for more information.

## Skate Canada Competitive Skate Stream

The Competitive Skate stream includes singles, pairs, and dance skaters. Skaters may enter the Competitive Skate stream at any time and may choose to switch back to the STAR Skate stream at any time. However, depending on the level, they may not be able to participate in STAR Skate stream competitions. There are no prerequisites for competitive tests, meaning that a skater may begin testing at the level at which they wish to compete.

There are several opportunities throughout the season for skaters to participate in competitive events.

The Skate Canada Competitive Skate Program offers nationally standardized competitions to competitive skaters. These events are the stepping stones to things such as the National Team and the World and Olympic teams. Skaters competing in the qualifying event structure can do so at the Juvenile (optional), Pre-Novice, Novice, Junior and Senior levels in singles, pair and ice dance.



For more information on the competitive stream, please visit [skatecanada.ca](http://skatecanada.ca).

## Membership and Registration

Registration is available in person, by mail or email and is ongoing throughout the season. Until our office receives payment with the registration, we are unable to hold a place in our program. All registration forms are available on our website. STAR Skaters must print forms and submit to the office. Only returning CanSkate members will receive a membership package in the mail during the summer. Skaters who register after the start of a season will be provided with a pro-rated program fee. The registration

form and payment should be submitted at least seven days before the skater's first day of lessons. ***Skaters are not permitted on the ice unless registration documents and payments have been received.***

Registration charges include program costs and the Skate Canada fee. The Skate Canada fee registers the skaters as a member of the national Skate Canada organization and is non-refundable. Every member of a skating club that is sanctioned by Skate Canada is required to pay this annual registration fee. Approximately half the fee is returned to the geographical section for the member's club (SCPSC is in the Central Ontario section) and is used for regional programming and development.

## Benefits

Every Skate Canada Pickering Skating Club member receives the following benefits:

- ✓ Automatically associated with Skate Canada and its outstanding national & international reputation.
- ✓ Expertly developed and professional delivered Skate Canada Programs.
- ✓ Participation in the Member Accident insurance program at a reduced rate.
- ✓ Access to Skate Canada Programs and program incentive materials.
- ✓ Opportunity to participate in interclub and invitational competitions.
- ✓ Receive the option to purchase selected Skate Canada event tickets prior to the general public or at a discounted prices for members.
- ✓ Opportunities to be recognized through a nationally standardized testing system for achieving specific figure skating skills.
- ✓ Membership discounts/prices:
  - Special pricing on merchandise from Skate Canada's on-line store (<http://skate-canada-shop.myshopify.com/>)
  - Year round 20% discount on Bloomex orders (<https://bloomex.ca/>).
  - Corporate discount on Pickering Recreation Centre Memberships (<http://www.pickering.ca/en/living/membershipsadmissions.asp>).

## Payments

Skaters registering for both the Fall and the full season (Fall and Winter) may make payments with post-dated cheques in installments. For eligibility requirements, please contact the Club office or consult the registration form. Our program qualifies for the Child Fitness Tax Credit and receipts will be provided upon request after February 1 of the following year. Payment methods include: Cheques (payable to SCPSC) and/or Cash. Additional payment methods may be available. Please verify options with the office.

## Discounts

SCPSC offers skaters various discount opportunities.

### CanSkate Family Discount

Families with more than one immediate family member registered in a SCPSC program OR registering one family member for two or more CanSkate sessions per week will receive a discount off of the second and lowest priced session, after paying the full fee for the first family member or session. Please see the registration form or inquire at the Club office for details. We regret we are unable to discount the Skate Canada fee.

## STARSkate Program Discounts

Discounts are available. For eligibility requirements and details regarding junior to senior program discounts, please see the registration form or inquire at the Club office. We regret we are unable to discount the Skate Canada fee.

## Refunds

The Skate Canada fee is non-refundable. Refunds are subject to an administrative fee. Refunds may be pro-rated and may only be issued if a written request or doctor's note is submitted to the Club Treasurer. Please allow at least 60 days for processing. Any refunds are applied first to any balance owed to the Club by the member and then a credit note or cheque will be issued.

## NSF Cheques

NSF cheques are subject to a service charge set annually. SCPSC will suspend the member's privilege to pay by cheque if two consecutive NSF cheques are received. Payment by cash, certified cheque, or money order will be accepted instead of a personal cheque.

## Members in Good Standing

SCPSC reserves the right to suspend a member's skating privileges including regular skating sessions, test days, all competitions and other special events should the member's account not be in good standing. An account in good standing is defined as an account that is not more than 30 days past due. The right to participate will be restored after the outstanding amounts are paid in full and cheques have cleared the financial institution.

## Private Coach Lessons

All CanSkate programs have group lessons taught by professional SCPSC approved coaches certified through the National Coaching Certification Program (NCCP). CanSkaters who are interested in more personalized attention may be interested in hiring a private SCPSC approved coach.

Private or semi-private lessons are available and usually take place during the skater's regular skating session. Every skater participating at the Junior level and above must have their own private SCPSC approved coach.

## Selecting a Private Coach

It is up to the skater and parents/guardians to contact an approved SCPSC coach directly to inquire about private lessons. To assist with the selection, families may wish to review the approved SCPSC Coach qualifications and Bios on the SCPSC website and/or the Coaching Staff Binder in the SCPSC office. This binder includes the resumes and contact information of all SCPSC Board approved coaches.

When selecting a private SCPSC coach, skating families should consider the following:

- Arrangements for private and semi-private lessons are made directly between the skater's family and the SCPSC coach.
- Coaching rates vary & skaters receive invoices directly from their SCPSC coach for private lessons.
- Check on coaches' availability to ensure they have time during the day and session(s) you require.
- Define your skater's objectives and plan for the number of lessons needed per week to achieve your goals.



- Get to know your SCPSC coach and their philosophies to ensure they match your skater's goals. Coaches have different strategies with respect to competitions, test, etc.
- Keeping in mind that the SCPSC coach and skater typically form a long lasting relationship and spend many hours together, ensure your skater is comfortable with the coach.
- To avoid disappointment, SCPSC recommends you book private lessons well in advance and always confirm if you are returning for another season.
- Office volunteers and Board members may not recommend any specific coach.

## Consulting Coach

At times, to assist SCPSC Coaches and Board Members in addressing coaching skill gaps, SCPSC recognizes the need to supplement current coaching staff skills to meet members' needs by bringing in Consulting Coaches with unique qualifications such as dance, choreography, power skating, competition, etc.. The Consulting Coach Policy is designed to accommodate SCPSC Coaches in need of supplementing their skills by bringing in an external Coach while the SCPSC Coach is still in attendance during coaching sessions. This policy is not designed for replacing coaching staff. Only SCPSC approved consulting coaches are allowed to be used. The full policy can be obtained in the SCPSC office. SCPSC Coaches requiring a consulting coach must submit the "Consulting Coach Form" to the 1<sup>st</sup> Vice President in advance for approval.

## Replacement Coach

The Replacement Coach policy is designed for situations when a SCPSC contracted Coach is unable to fulfill their requirements due to competitions, vacation, illness and all other circumstances in good standing with the club. Coaches requiring a replacement coach must complete and submit the "replacement coach form" to the 1<sup>st</sup> Vice President for approval. Replacement coach policy is not designed for a current SCPSC Coach to bring in or subcontract services while the SCPSC Coach is on the ice or at the rink. If the current SCPSC Coach returns to the facility or Ice, then the replacement coach contract will be considered null and void. To obtain a copy of the complete "Replacement Coach Policy, please visit the SCPSC Office.

## Program Assistants

Program Assistants (PAs) are more advanced skaters in the Club selected to help deliver the CanSkate program. All of our Program Assistants are volunteers. Under the direction of the CanSkate Coordinator and session coaches, the Program Assistants:

- ✓ Supervise practice sessions
- ✓ Demonstrate and reinforce skating skills
- ✓ Lead the warm up and cool down exercises
- ✓ Assist the professional coaches in facilitating the sessions
- ✓ Act as a role model for younger skaters

## Who is eligible to become a Program Assistant?

- All STARSkaters age 12 or older are required to perform this duty
- Strong STARSkaters under the age of 12 with approval of Club Coach
- A buy-out option is available for any STARSkater wishing to opt out

## How do I apply to be a Program Assistant?

Availability of Program Assistant positions is based on enrollment for each particular season.

### *Returning Program Assistants:*

- Download the Program Assistant application from the SCPSC website. Complete the application and return to the SCPSC office for processing. Applications will be reviewed and, provided previous performance and coaches' feedback are satisfactory, skaters will be notified of their acceptance as a Program Assistant.
- Program Assistants are required to attend one on-ice and one off-ice training session each season.

### *New Candidates*

- Download the Program Assistant application from the SCPSC website. Complete the application and return to the SCPSC office for processing. Be sure to include a written recommendation from a SCPSC coach.
- Applicants may be asked to attend a short interview with the Coaching Coordinator.
- Successful applicants are required to attend one on-ice and one off-ice training session each season.

## Program Assistant Training

All Program Assistants must attend on-ice and off-ice training sessions scheduled in September. If additional positions become available, additional training sessions will be added.

Attendance at training sessions is mandatory and must be completed annually. Short meetings throughout the season will provide updates and feedback.

After completing 3 years as a Program Assistant, skaters do not have to complete off-ice training. On-ice training is still mandatory.

## Program Assistant Code of Conduct

Representing SCPSC, Program Assistants are required to display the highest level of professionalism. This includes, but is not limited to, the following:

- Act as ambassadors for the SCPSC.
- Be a positive role model for newer members.
- Be ready and dressed before the assigned session start time.
- Put the needs of the CanSkaters first and follow the direction of the professional coaches.
- Always be on time and ready to assist when the session begins.
- Stay with their assigned groups and encourage the continuous movement of the skater.
- Inform the program coordinator and find a trained replacement if you are unable to attend an assigned session.

## Benefits of being a Program Assistant

- ✓ Develop leadership skills
- ✓ Be a role model for younger skaters
- ✓ Give back to your club
- ✓ Use this experience as an employment reference
- ✓ Earn club credits that can be used for club clothing, test days, registration, etc.
- ✓ Apply the hours to high school community service credits

## Club Volunteer Hours

The first 20 hours completed are considered volunteer hours for the club. **This is a one- time only requirement.**

## High School Community Service Credits

Program Assistant hours may qualify for high school community service credits. Please note however, that hours applied to the high school credit may not also be applied to the club credit system. The Skater Development Rep will complete forms required for school

## Club Credits

Once the initial 20 Club Volunteer Hours have been fulfilled, Program Assistants start to earn club credits for each hour they serve. Club credit certificates with a \$ value are issued before the start of the new season and are valid for 12 months only and should be redeemed for expenses in the next skating season. Expenses that qualify include registration fees, club clothing, and test fees.

## Volunteers and Fundraising

The Skate Canada Pickering Skating Club (SCPSC) is a not for profit association and is run entirely by volunteers. Major costs include the cost of ice (purchased from the City of Pickering) and the fees of the professional coaching staff. In order to keep the fees from programs as economical as possible, the Club must actively fundraise and look for corporate sponsorship.

All Junior, Intermediate, and Senior skater families are required to assist with fundraising and volunteer for club activities. A Volunteer deposit cheque and two Bingo volunteer deposit cheques are required per skater at the time of skater registration, and must be submitted in the form of a cheque payable to SCPSC (see registration form for amount). These cheques will be DESTROYED after the Club's minimum number of volunteer duties are completed per skater, per skating season (September 1 to August 31 annually). Parents will be required to volunteer for 2 Bingo volunteer shifts at Delta Bingo, as designated by the Club annually, and 4 other hours of volunteering by selecting any task on the club's varied volunteer jobs list. Sign up for volunteer tasks is on a "first-come, first-serve" basis. Parents may sign up by filling out the necessary paperwork in the club office or on our website. A list of eligible tasks will be available in the office and on our web site.

## Bingo Volunteer

SCPSC has a Sunday afternoon bingo (12:30-2:30 p.m.) time slot at the Delta Bingo in Pickering. Each volunteer must complete a mandatory bingo training session prior to signing up for a bingo session. Questions regarding bingo may be directed to the Second Vice President.

## Corporate Sponsorship

SCPSC welcomes all community businesses to participate in our corporate sponsorship program.

## Other Fundraising

SCPSC may organize other fundraising efforts throughout the season in order to keep the costs of running the club reasonable.

## Volunteers

Volunteers are vital to the success of the SCPSC. The volunteer Executive Board manages all aspects of club business, including hiring coaches, purchasing ice time and arranging program schedules, organizing test days, competitions and special events, accounting, advertising, and publicity.

Volunteers are needed to help with day-to-day operations, special events, and to fill vacant board positions.

Board members are exempt from the fundraising/volunteer fee and bingo duties and receive a discount on club program fees for their skaters.

Volunteering with the SCPSC is a great way to meet other parents and learn more about the sport of figure skating.



**“VOLUNTEERS DO  
NOT NECESSARILY  
HAVE THE TIME,  
BUT THEY DO HAVE  
THE HEART!”**

## General Club Information

### Makeup Classes

SCPSC regrets we are unable to offer makeup classes when a skater is away due to illness, vacation, or injury.

### Communication

Club news and event information will be posted on our website and the bulletin boards near the club office and dressing rooms. Please note that it is the responsibility of the skater and his/her family to be informed about non-skating days. This information will be communicated by coaches and posted on the bulletin boards, website and Social Media as much as possible.

NOTE: We regret that we are unable to telephone all members to notify regarding cancellations, etc.

To ensure our email is properly received, and not sent to a “junk” folder, please identify email address, **info@pickering skatingclub.ca** and **pickering skatingclub@gmail.com** as a trusted source and adding to your “Never Block” list.

To be connected, and receive timely information, please follow us on Social Media. Links to our social media can be found at the top of our website page ( [www.pickering skatingclub.ca](http://www.pickering skatingclub.ca) ).

- ❖ Facebook: Pickering Skating Club
- ❖ Twitter: @PickeringSC
- ❖ Instagram: pickering\_skating\_club
- ❖ YouTube: <http://www.youtube.com/c/Pickering skatingclubCa2015>

## Dressing Rooms

Skaters should use the assigned dressing rooms to put on and take off skates. CanSkate is typically assigned to dressing room #4 and the STARSkaters to dressing room #3. Male STARSkaters may use the referee change room. Please do not leave valuables in the dressing rooms. The Pickering Recreation Complex is a public facility operated by the City of Pickering. During any skating session, anyone could access unlocked dressing rooms. SCPSC is not responsible for lost or stolen items. The use of camera cell phones is not permitted in the dressing rooms.

## Clothing and Skates for Sale

SCPSC clothing with the Club logo may be available for sale each season for a limited time. In addition, the club office may sell gloves, mitts, skating tights, and skate guards. Please see the bulletin boards for more information.

Some used skating outfits and figure skates are available for sale in the Club office. A portion of the proceeds from these sales is directed back to the SCPSC.

Skaters should wear the same type of socks for fitting that they would wear to skating lessons. A proper fit should allow for movement at the toes but the instep and heel should be firmly supported.

## Skate Sharpening

A specialist should sharpen figure skates regularly. Please inquire in the office about local facilities for this service. Skaters should always wear skate guards when not on the ice – even on the rubber mats. Remove the guards after skating, and dry skate blades thoroughly with a clean towel.

## Ice Shows and Performance Opportunities

SCPSC holds a spectacular Ice Show every other year. Members of all ages and abilities are invited to participate. There is an additional fee for ice show registration and the rental of costumes. Photos and DVDs may also be available for sale.

During non-Ice Show years, the SCPSC endeavors to provide alternative performance opportunities. This may involve Mini Olympics, Theme Days, a Spring Gala, etc.

## Skater Development

The SCPSC aims to provide skaters with additional enrichment opportunities. During past seasons, the club has offered a Skater Development Seminar with guest coaches and special guest instructors in dance, cross-training, and judging.

The success of the Skater Development program may depend on the position of Skater Development Chair on the Board of Directors being filled in any given term.

## Recognition and Awards

Each skating season, the SCPSC has the privilege to recognize many club skaters for their skating accomplishments.

### CanSkate Awards

CanSkate awards are presented to top skaters in the CanSkate program and are selected by the coaching staff.

### STARSkate Awards

STARSkater of the Year and PA of the Year are two of the awards presented to the top STARSkaters in the program. Award winners are selected by the coaching staff.

### John Benton Awards

John Benton awards are presented for achievements in both STARSkate Tests and Competitions. John Benton was a past President and founder of the Skate Canada Pickering Skating Club. Mr. Benton donated the trophies and initiated the criteria for selecting award recipients.

The John Benton Award for Competition and the John Benton Award for Test are given out at the end of each season to the three skaters in both testing and competition who have earned the most points during the qualifying year which runs from approximately March 31 – April 1 each year. Points are awarded for each test passed with higher level tests receiving greater points. Points are awarded for each competition event entered. The higher the final placement of the skater the more points are awarded. Couple and team event divide the points by number of skaters. Qualifying competition events are given higher points.

To qualify for these awards, skaters must:

- ✓ Be a skater in good standing at the Skate Canada Pickering Skating Club.
- ✓ Be 18 years old or younger.
- ✓ For Test Award skaters must submit:
  - A summary sheet listing each test and date passed.
  - Copies of results from each test passed. Acceptable documentation for testing includes copies of the judges score sheets that are handed back to the skater after testing or the list from Skate Canada's Membership page that lists all recorded tests.
- ✓ For Competition Award skaters must submit:
  - A summary sheet listing each competition, date, and final placement.
  - Copies of results for each competition event. Acceptable documentation for competition includes copies of STAR 1- STAR 3 and other ribbon event certificates, printing the flight results on the Skate Canada website after each competition, taking

pictures of and printing the posted results at competitions, and copies of the results sheets handed back by judges in certain event, i.e. interpretive events. For competitions in late Spring (Thornhill Fun and Scarboro Skate) make sure to print results off the Skate Canada website immediately. Results will not be accessible the following Spring.

- ✓ Submitting copies by posted deadline to the Test Chair and/or Competition Chair.

You do not have to submit for both categories, but all skaters are encouraged to apply each year.

Questions can be directed to the Test Chair or Competition Chair on the Executive Board.

## Floods

Floods may take place at the beginning or end of any session. The Executive Board reserves the right to determine flood times in the best interest and safety of our skaters. Floods may be absorbed into the ice time of any program from Junior through Senior and every attempt will be made to share this responsibility evenly between sessions.

## Music Room

The Club attempts to provide staff or volunteers for the music room during all Junior, Intermediate, and Senior sessions.

*Guidelines for playing music:* Music room staff/volunteers will be provided with lists of skaters by day and session. Session music will be determined and played in the following priority sequence:

**Priority #1:** Professional coach request during a skater's private lesson. Coaches may request music for a skater during a private lesson a maximum of two times per lesson. Exceptions may be permitted if the session is not busy and no other requests are pending.

**Priority #2:** Dance partner request during a private dance lesson.

**Priority #3:** Skater play list. Skaters should advise what music they prefer (freestyle, dance, interpretive, etc.). One piece of music per session. If the skater is in a private lesson, staff will move to the next skater on the list. Exceptions may be permitted if the session is not busy and no other requests are pending.

**Priority #4:** The end of each session should include dance music with the piece determined by the professional coaching staff. Exceptions may be permitted if the session is not busy and no other requests are pending.

### “Right-of-Way”



Skater's whose music is playing has the right-of-way on the ice at all times!

NOTE: A skater whose music is being played has the “right of way” on the ice at all times. Skaters must not misuse their music ice time. If a skater is not using their given music time wisely, a coach may ask the music room staff to discontinue the skater's music and move ahead to the next request.

## Extra Ice for SCPSC skaters

Registered SCPSC members may wish to skate as a guest on a session they have not registered for in order to prepare for a competition or a test. Extra ice is a benefit for our Junior to Senior members and is therefore considered and respected as a privilege.

Registered members at the Junior level and above may guest skate at their level or on one level below if:

- The session is not at capacity, and/or
- The skater's private coach gives permission.

Books of tickers for extra ice privileges will be available for sale in the Club office and should be purchased in advance. Skaters must submit their ticket to a coach on the session, in order to take the ice. Failure to submit a ticket may result in the suspension of extra ice privileges. Club Alumni are limited to 15 tickets per year.

Ice tickets are sold in books of five with the following limitations:

- If skater is registered for 1 session per week, LIMIT is 5 tickets
- If skater is registered for 2 sessions per week, LIMIT is 10 tickets
- If skater is registered for 3 sessions per week, LIMIT is 15 tickets
- If skater is registered for 4 sessions per week, LIMIT is 20 tickets

## Extra Ice for Guest Skaters

Non-SCPSC member guest skaters, who are registered with Skate Canada, may use guest ice if the following conditions are met:

- Skater must present a current Skate Canada membership card to the office of an SCPSC coach.
- Skater has checked with a coach to verify that the session is not at capacity.
- Skater must pay the non-member guest fee of \$25.00 to the office or to a coach prior to going on the ice. A guest ice ticket including the skater's name, date, and extra ice session must accompany the payment. Receipts will be provided to the guest skater wherever possible.
- Guest skater ice may be purchased a maximum of 5 times per season.

## Code of Conduct

Skating is a competitive sport requiring safe and courteous behaviour from all participants, both on and off the ice. Skaters need to be aware of one another to ensure safety for everyone. Although skating is primarily an "individual" sport, all skaters must act as a team and exhibit team mentality while sharing the ice.

Each skater at the Pickering Skating Club is responsible for being aware of and practicing the rules of etiquette and safety as noted in this document. This Code of Conduct must be followed in all training sessions. Also, all Pickering skaters are expected to act in accordance with these rules while representing our Club at exhibitions, competitions and other events.



## On-Ice Conduct

While on-ice, all members agree to abide by the following:

1. Food, drink and gum are not permitted on the ice. Water bottles are acceptable but must be left at the boards. Glass bottles are prohibited.
2. Skaters are expected to be skating at all times when on the ice. They are expected to get up promptly after a fall, if uninjured, in order to keep pathways clear for other skaters.
3. Skaters must look in the direction of travel when skating backwards.
4. Skaters will pay attention to the position of other skaters and coaches at all times. Be especially alert for reverse jumpers, or coaches teaching with their back to you, as they may not be able to see you.
5. When practicing routines, skaters must learn to manoeuvre around each other and coaches, and still complete jumps, spins and footwork successfully. (See On Ice Right of Way Rules)
6. The ice surface should be used for practice and not chatting. Working in small groups with coach approval is acceptable.
7. Foul language, yelling, abusive or aggressive behaviour, including kicking or picking holes in the ice and intentional making of “snow” is prohibited.
8. Pushing, tripping, horseplay, tag, racing or intentional interference with other skaters is not permitted on the ice or elsewhere in the arena. Verbal and/or physical abuse will not be tolerated from skaters or parents and could result in immediate suspension.
9. Parents of skaters are responsible for the behaviour of their child during all sessions.
10. When standing near the boards (e.g. while taking direction from a coach), do not enter the flow of skaters without checking to make sure you’re not going to cut someone off.
11. Proper attire must be worn on all sessions (Girls: tights, skirt or leggings. Boys: athletic non-baggy pants). Long hair should always be tied back.
12. For safety, if you must leave a session before its completion, please tell a coach.
13. Skaters must clear the ice promptly at the end of the session.
14. Parents and board members should not interrupt a coach in a lesson unless it’s with their own child.
15. Skaters and parents must respect all coaches at all times. Coaches have absolute control during skating sessions.
16. The use of all electronic devices including cell phones by skaters is prohibited while on the ice. The taking of a video by a skater could be done from the penalty box.
17. The taking of pictures or videos is prohibited in the change rooms. Permission must be given by the skater and parent to post pictures or videos on social media by other skaters or parents. (By registering, parents have already agreed to have their child’s photograph posted on social media by the Skate Canada Pickering Skating Club publications, etc.)
18. The gates in the rink boards must be kept closed while a session is in progress, to ensure the safety of skaters on the ice. Sitting on the boards is not permitted.
19. Skaters must have equal opportunity to have their music played. Coaches may only ask for one solo at a time. Parents may not request a solo to be played.
20. A coach has the right to ask a skater to leave the ice due to improper conduct, and communication will follow to the parent.
21. Members will not cause damage to any arena, persons, or property of the Skate Canada Pickering Skating Club.
22. Only members in good standing with the club will be allowed to skate, take tests and participate in competitions. Members not in good standing may be suspended at the board’s discretion.

## On-Ice Right of Way Rules

Ice etiquette must be obeyed – Skaters in a lesson have the first right of way; skaters having their solo/music played have the second right of way. (Regardless of priority, safety must always come first. Use common sense, and regardless of who has the right of way, both skaters must stop before a collision!)

When a dance is played, the skater with the coach who requested the dance music will skate first.

Solo or dance music will be played in the order of coach request, followed by a skater request.

Spin in the centre. This allows room at the ends of the rink for preparations for jumps and for other skaters to manoeuvre around the spinning skater.

## General Rink Behaviour

For insurance reasons, and to ensure the smooth and safe operation of SCPSC, it is important that all members and parents abide by the following:

1. Be on time and ready to skate!
2. Only registered Skate Canada members are permitted on the ice, except in a medical emergency or during certain pre-arranged Club Events (e.g. Family Skate Day).
3. Spectators/Parents may watch from the stands and are requested not to stand by the boards.
4. Spectators/Parents must refrain from conversing with or offering direction to skaters on the ice. If a skater needs more direction, the coach should be consulted after the session and a plan developed to help the skater become more independent.
5. Young skaters and other children may not be left unattended while at the arena. Parents/guardians of Preschoolers, CanSkaters and STARSkaters under the age of 12 must remain in attendance during the entire session.
6. Money and valuables should not be left unattended. The SCPSC can bear no responsibility for lost or stolen items.
7. At team events and competitions, skaters are encouraged to make an effort to support their fellow skaters during their performance.
8. Skaters are allowed to skate only on the sessions they are qualified and registered for – or have board approval. If a skater wishes to skate on an extra session, a ticket should be purchased beforehand and given to a coach at the start of the session.
9. Drugs and/or alcohol use will not be tolerated at the club or at a competition by either skater or parent. This could result in immediate suspension of the skater.
10. The SPCSC office is manned by volunteers so please be respectful.
11. Skaters are to clean up after themselves in the change rooms.
12. Parents are not to talk to Program Assistants but are free to consult coaches when they are off the ice.

## Disciplinary Action

If a skater violates the Code of Conduct, or any other rule or policy instituted by SCPSC, the following disciplinary action will taken:

- 1<sup>st</sup> Offence:* Verbal warning by the skater's coach or the SCPSC Board of Directors. The Skater's parent/guardian will be informed of the warning if the skater is under the age of majority.
- 2<sup>nd</sup> Offence:* Letter from the Pickering Skating Club President to the skater or the skater's parent/guardian and coach if the skater is under the age of majority. The parent may request a meeting between the skater, their coach and at least 2 board members.
- 3<sup>rd</sup> Offence:* Suspension from all Club programs without compensation for 1 week. This includes all competitions and test days.
- 4<sup>th</sup> Offence:* Skater will be asked to leave the Club with no refund.

If the behaviour of a skater is considered to be in serious breach of conduct, said skater may be immediately suspended at the Board's discretion. In cases of suspension or expulsion, no refund of any kind will be granted.