



# CLUB HANDBOOK

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Updated: September 2016



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## About Us

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The Sunshine Coast Skating Club is a member of Skate Canada. We are located on the Sunshine Coast and are part of the BC Coast Region of the BC/YT Section of Skate Canada. We operate of the Gibsons Area Community Complex and the Sunshine Coast (Sechelt) Arena. We offer skating programs for all ages and abilities and follow the standards that have been set by Skate Canada. We are a non-profit organization.

The Club is an organization committed to developing all skaters to their full potential.

### Our Mission Statement

“The Sunshine Coast Skating Club is dedicated to providing the highest quality programs and opportunities at every level of development within the sport of skating and to offering our programs as a direct service to the community.”

### SCSC Goals

- Represent the interest of all Club skaters
- Offer programs of excellence
- High standards of coaching
- Access to superior training facilities
- Strong and effective leadership

**Board of Directors:** The Board is responsible for the overall management of the Club. Individual members have duties such as hiring professional coaches, setting the budget, obtaining ice, scheduling programs, setting policy and procedure, and planning events.

**Chairs:** Some members of the Board lead committees to accomplish specific jobs. For example, the Fundraising Chair will lead a committee to plan and put on fundraising events; Test Chair will organize and run the test day; Hospitality Chair will lead a party/event planning committee.

**Committee Members:** For many committees, any member of the Club can join in and help with planning, organization etc of a specific area (for example, Special Events).

**Event Volunteers:** Every event needs people to come out and help, including our day to day sessions which require a session chairperson to assist with set up, take down, badge distribution, tying of skates etc.

**Session Coordinators:** Assist with session operations and effective communication with session membership.

The Club Board is comprised of ‘volunteers’. As we are a non-profit organization run by volunteer Club members, everyone needs to take part and help in some capacity.



**Professional Coaches:** Coaches are invaluable in the development of an athlete's skills. They are teachers and mentors for the thousands of young athletes they interact with in their day-to-day work. They work not only with athletes but also the athlete's parents in setting realistic goals and the training required to reach their potential and their goals. All Skate Canada coaches are required to be trained and/or certified in the National Coaches Certification Program (NCCP).

## **ATHLETE CENTERED – COACH DRIVEN – VOLUNTEER SUPPORTED**



## Skate Canada Membership Fees

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All skaters must be registered with Skate Canada for the current skating year. The annual membership fee is \$32.65 plus \$3.00 Safe Sport Fee. This fee must be paid at the time of registration. Membership year is from September 1 to August 31. This fee is included in the CanSkate, CanPower, Junior Academy, STAR, and competitive skaters registration fees. This fee is non-refundable in all programs.

### **Membership Benefits include**

- Become part of the skating family and a national recognized association with a strong history and an outstanding national and international reputation.
- Participation in the Member Accident insurance program at a reduced rate
- Access to Skate Canada Programs and program incentive materials
- Expertly developed and professional delivered Skate Canada Programs
- The opportunity to participate in inter-Club and invitational competitions
- Special member prices on merchandise from the on-line store
- 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

## Safe Sport



# SAFE SPORT

Skate Canada places the highest priority on a safe and fun learning environment for all of its participants.

Several programs are planned for roll-out in the coming years based on Skate Canada's Safe Sport Framework. These programs will help facilitate best-in-class safety initiatives. It is Skate Canada's goal and commitment to be the leading Safe Sport organization in Canada and the World.

The Safe Sport Framework includes:

**HARASSMENT, BULLYING AND ABUSE PREVENTION  
SCREENING ENHANCEMENT  
CONCUSSION EDUCATION AND PROTOCOLS  
INCLUSION  
ENTERPRISE RISK MANAGEMENT  
INSURANCE PROGRAM  
RESPONSIBLE COACHING MOVEMENT  
OTHER SAFE SPORT INITIATIVES**

For more information, visit  
[SKATECANADA.CA/SAFESPORT](https://www.skatecanada.ca/safesport)







## Registration Fees

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CanSkate, CanPowerSkate, and Junior Academy registration fees include instruction. On STAR level sessions, unless indicated by “Group Session”, the registration fee is for the ice only and does not include instruction. Skaters receive instruction from professional coaches in private, semi-private or group lessons. All ice fees are paid to the Club. All instruction fees are paid directly to the professional coach. Please contact the Director of Skating for more information.



## Refunds

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Skate Canada and Safe Sport fees are non-refundable (\$35.65).

Refunds are subject to a \$25.00 refund fee. Refunds will be pro-rated after Oct. 1st to the last day skated. All requests must be addressed to the Board in writing. Under the following circumstances, the SCSC will issue refunds to Adult Skate, CanPower, CanSkate, Junior Academy, and Figure Skating programs:

1. Season ending injury
2. Relocation outside of the Sunshine Coast
3. Doctors order to refrain from sporting activities.

Voluntary withdrawal of any participant does not entitle the skater to a refund; however each case may be reviewed and decided upon by the SCSC Board (i.e. in cases of severe financial hardship or terminal illness in the family) if requested in writing. All decisions of the Board will be final.

To be considered, refund requests for all programs must be submitted in writing to the SCSC Board of Directors within fourteen (14) days of the last day skated.

### Refund Policy

Any requests for refunds must be put **in writing** and addressed to the Board of Directors. No refunds will be given to skaters leaving on their own accord. All refunds will be at the discretion of the Board and will be pro-rated. The Skate Canada fees, insurance, and Safe Sport fees are non-refundable. A \$25.00 administration fee will be charged for any refund or credit. Should a refund be granted, it will be in the form of a credit voucher. A credit voucher may be **transferable to alternate family members and is useable within a 1-year period, after which time it will expire. Refunds will only be considered and potentially given for major medical conditions or injuries affecting the skater and confirmed by a physician's statement.** The skater must miss a minimum of 5 consecutive registered skating days to qualify. A cash refund will only be considered for those moving off the Coast with sufficient documentation.

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Athlete or Parent/Legal Guardian Signature

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Date



## Returned Cheques

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Any families having two or more returned cheques to the SCSC must make all future payments to the Club in cash only.

**Any returned cheques are subject to a \$50.00 fee.**



## Buy-Ons

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A "buy-on" is to purchase extra ice time for which the skater is not regularly registered on. The skater wishing to buy-on to a session must have a current Skate Canada membership. Skaters wishing to buy-on must have purchased a skating package with the Club and are expected to skate on the sessions for the package they have purchased. Skaters wishing to buy-on must check for availability of ice with Director of Skating and have received approval for skating on that session by the Director of Skating and the Board of Directors.

A buy-on envelope is available from the Director of Skating. Please pay for your buy-on and sign in before accessing the ice surface. Skaters not wishing to skate for the entire session must pay the full fee for the entire session. Partial buy-on fees do not apply. Payment can be either in cash or by cheque.

Please note that unless you have purchased a package for your level which includes group instruction, group instruction is not included in the buy-on. The paid class has the right of way. Please refer to Ice Rules for more information.

**IMPORTANT NOTE:** punch cards and buy-ons are not generally available for the 2016-17 season. Please refer to Buy-On Rules in the Club Policies and Procedures Manual for further information governing Buy-Ons and/or see the Director of Skating for more information.

Please NOTE: Maximum skaters on ice: 22 Junior/Open; 20 Intermediate; 18 Senior.



## Volunteers

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Skate Canada is a very successful national organization and one of the reasons for this is the involvement of thousands of volunteers that help to keep things running. Some individuals have been volunteering for more than 50 years! There are many types of volunteer positions available and these can range from playing music at a Club skating session to making policy at the national Board level. Each year Skate Canada pays tribute to its volunteers at its annual meeting and awards are presented to those whose contributions have been recognized by their peers.

The volunteer work of all participants is essential to the quality and success of our Club, and to your child's experience here. Prior experience is not required. Volunteering in the Club is a great opportunity to learn about the sport of figure skating and how the Club runs, as well as a fun way to meet other Club members and have a good time while helping out.

As a non-profit organization, the Sunshine Coast Skating Club is run and managed by a group of volunteers: the Sunshine Coast Skating Club Board. The members of the Club, which includes the parents of skaters, elect some of the parents to the Board to make decisions about running the Club. Members are given an explanation of a variety of program policies at parent meetings as well as at the Annual General Meeting (AGM).

### **Why do I have to volunteer?**

In an effort to keep programs affordable, we rely on volunteerism not only for the Board but also for gaming applications, grants, fundraising events etc. It is almost too big a job to run this Club with volunteers, but we would rather keep our prices affordable than hire out each Board position - we could not afford it and the Club would not survive. We imagine all of you would rather volunteer and keep skating affordable, than have the registration fees skyrocket!

It is not fair or reasonable to expect or force some members to do more volunteering than others who want to do less, when all the skaters benefit from the work of volunteers. Eventually, Club services to skaters would suffer. There has been a suggestion that people be able to partially fulfill their hours and buy out the rest. By allowing people to buy out the remainder of their hours, we would again be encouraging people who benefit from the Club services to avoid sharing the workload. The work that those people chose to opt out of would again be loaded onto the shoulders of those doing more than their minimum hours, who would also appreciate a bit of time off from volunteer duties

Therefore, in an effort to share the workload, we have a list of volunteer events and duties that need to be fulfilled. Please select from the list one or several tasks from the Volunteer Positions Available List to fill your volunteer commitment.



## Volunteer Levy / Fees

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1. All CanSkaters, Junior Academy, STAR, and Competitive Skaters who have registered with SCSC as their Home Club will pay a volunteer levy.
2. Skaters whose Home Club is not the SCSC shall pay the applicable levy fee immediately upon registering with the SCSC.
3. Families with more than one skater will pay 100% of the levy for the skater in the family who would be charged the highest levy.
4. Payment of the levy will be provided in the form of a post-dated cheque for March 1st of the skating season.
5. The levy will be worked off at the rate of \$10.00 per hour.
6. Time sheets are to be submitted for reimbursement no later than March 15th of the skating season. Cheques are either returned or destroyed dependent on the families' request.

### Volunteer Levy / Fees Table

CanSkate	6 hours for full season (3 hours per session)	\$ 60.00
Junior Academy	12 hours	\$120.00
STAR/Competitive	18 hours	\$180.00



## Volunteer Policy

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The Sunshine Coast Skating Club is a volunteer-run organization, and as such, it depends on the volunteer assistance of its members to function successfully. Volunteers are essential to maintaining and growing our club. The more volunteers we have, the better our club becomes!

### Overview of 2016-17 Volunteer Levy Program:

- Every family is required to complete their volunteer hours unless they have paid the volunteer opt-out fee.
- It is important to note that we would rather have the family complete a volunteer commitment and contribute to the success of the club than pay the opt-out fee.
- Each SCSC Family is required to complete **6 Volunteer Hours (CanSkate), 12 Volunteer Hours (Junior Academy) and 18 Volunteer Hours (STAR) per year.**
- There are no exemptions to the volunteer requirements.
- There is no maximum number of hours that a family can contribute in a given year.
- There is no roll-over of volunteer hours from year to year.
- Volunteer deposit cheques will be collected for **every skater (one per family at the highest commitment level)** prior to their first skate or they will not be permitted on the ice.
- In the event that a family does not complete their volunteer commitments, the deposit cheque will be cashed.
- A deposit cheque, post-dated to **April 1st**, will be required. Should the volunteer hours not be completed by **March 31st**, the deposit cheques will be cashed.



### **Opportunities that count towards Volunteer Hours:**

- CanSkate Parent Coordinator\*
- Junior Academy Parent Coordinator\*
- STAR Parent Coordinator\*
- Fundraising Chair (Board Position)
- Hospitality Chair
- Try-it-Free Day Helper (1-Fall lesson, 1-Winter lesson)
- Major Raffle Draw
- Fall Fair - Solicit Baking Donations from Members/Donation of Baking Items
- Halloween Skate/Party
- Christmas/Santa Skate/Party
- Photo Day Coordinator
- Highway/School Registration Signage
- Ice Show Performance
- 50/50 Raffle Seller
- Meet and Greet volunteer
- Concession
- Silent Auction and Raffle Table
- Silent Auction and Raffle Item Solicitations
- Decorating Committee
- Door/Program Director
- Dressing Room Helper (must have Criminal Record Check on File with SCSC)
- Costumes
- Set Design and Construction
- Nominating Committee
- Special Events as communicated from the Club

\*Program Parent Coordinators are responsible to communicate club information to the session parents. This position does require you to be on hand during skating lessons.

It is in the best interest of the Sunshine Coast Skating Club and its members to have you volunteer, that said, if there is nothing listed that you are interested in volunteering for and you have a further suggestion, we would be delighted to hear from you!

Please email: [registrar@sunshinecoastskatingclub.ca](mailto:registrar@sunshinecoastskatingclub.ca)





## **Volunteer Deposit Program FAQs**

### **How do I find volunteer opportunities?**

The Sunshine Coast Skating Club identifies those interested in volunteer opportunities during registration, so please note your interest on your child's registration. Many club opportunities will come out via email and involve a sign up process to participate in those opportunities.

Still not sure where to sign up? Please email [registrar@sunshinecoastskatingclub](mailto:registrar@sunshinecoastskatingclub) for more information.

### **If I complete all my volunteer hours, when will I receive my cheque back?**

After completing the minimum number of volunteer hours your deposit cheque will be shredded by April 15th.

### **How are these volunteer jobs tracked?**

A Board member will track the volunteer hours. Program Parent Coordinators will submit a list of commitments twice during the year directly to the SCSC Registrar. Please make sure you track your hours on the available timesheet and submit them directly to your Program Parent Coordinator.

### **What if I have more than 1 child enrolled with The Sunshine Coast Skating Club?**

Each Family is required to complete one Volunteer commitment, at the highest commitment level, regardless of the number of skaters they have registered. However, more hands make light work!

### **Will I be contacted prior to my volunteer time as a reminder?**

No, it is your responsibility to manage your volunteer hours.

### **Will I be contacted prior to my volunteer deposit cheque being cashed?**

The Sunshine Coast Skating Club will send out opportunities to volunteer to all members, but the responsibility is the family's to ensure they have volunteered so their cheque is not cashed. Our hope is we have no cheques to deposit.



## Volunteer Timesheet

Parent(s) Name \_\_\_\_\_

Skater Name \_\_\_\_\_

Date	Event/What Was Done	Time In	Time Out

Supervising Board Member Name \_\_\_\_\_

Board Member Signature \_\_\_\_\_

Date \_\_\_\_\_



## Ice Rules

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Skaters must sign in prior to entering the ice on all STAR sessions. If skating on a session not registered for, skaters are expected to follow buy-on procedures.

### **Freeskate Sessions**

1. Soloists in a lesson have the right of way.
2. Soloists not in a lesson have second priority.
3. When the jump harness is in use, the skater in it has the right of way.
4. Skater's music may be played once per program per session, time permitting.
5. Spins are to be practiced in the center except when skating a program or in a lesson.
6. Dance is not permitted during freeskate sessions.

### **Dance / Skill Sessions**

1. Skaters in a lesson dancing to the music being played have the right of way.
2. Skaters dancing to the music being play have second priority.
3. Freeskating, spins, and jumps are not permitted.

Skaters are expected to skate on the sessions for which they are qualified. Skaters are not permitted to sell or trade sessions. If you miss your regular session for particular day you may not skate on another session in lieu of the one you missed. You may not have another skater skate on sessions you are not able to attend. Also see page 11 for Buy-Ons.

Star and Competitive skaters are expected to fill large holes in the ice surface with ice provided by the SCRD on each ice session.

Only water bottles are permitted at the ice surface. No pop, juice, etc. at rink side.



## Off-Ice Training

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Off-ice training is essential for all Skate Canada members – right from CanSkate to the elite athletes competing at the Olympics.

Incorporating fitness training into a Club's CanSkate program ensures that Canadian children are getting the appropriate level of physical activity, as outlined in Health Canada's "Guide to Physical Activity for Youth" ([www.phac-aspc.gc.ca/pau-uap/paguide/child\\_youth/youth/index.html](http://www.phac-aspc.gc.ca/pau-uap/paguide/child_youth/youth/index.html)). It also ensures that young figure skaters recognize that off-ice training is part of training for our sport. Fitness classes at the CanSkate level should focus on fun, games and group participation. As the athlete develops, training will become more specific and should include the following areas:

1. Core Stability / Strength Training / Functional Movement
2. Aerobic / Anaerobic Training
3. Flexibility Training
4. Creative Movement / Dance Movement
5. Nutrition
6. Mental Training

Incorporating regular off-ice training into an athlete's annual training plan will help ensure that our members are doing all that they can to achieve their own level of personal excellence – in whatever Skate Canada program they are enrolled.



## Sport for Life - Figure Skating

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Skating is considered an integral part of Canadian sport culture, and can act as a source of national pride when athletes excel at the international, world and Olympic levels. Yet skating also provides the opportunity for Canadians to achieve better health and well-being, to learn sport-specific skills, to develop or enhance life skills, and to build and foster relationships with others.

Along with teamwork, figure skating teaches participants fundamental movement skills, fundamental sport skills and the ABCs – agility, balance, coordination and speed – of physical literacy.

Figure skating's Long-Term Athlete Development (LTAD) model consists of six stages.

**Learn to Skate** (M 3-9, F 3-8) – Covers Active Start and FUNdamentals by providing opportunities for all Canadians to learn to skate in fun, safe and engaging environments.

**Learn to Train** (M 8-12, F 7-11) – Builds a skill set that will allow children to reach the highest level of proficiency that their unique talent and commitment will allow.

**Learn to Compete** (M 10-14, F 9-13) – Exposes athletes to greater performance and competition opportunities, with the competition focused on performance and not solely on results.

**Train to Compete** (M 11-17, F 10-16) – Emphasizes the pursuit of excellence at the national level through refinement and consolidation of skills.

**Learn/Live to Win** (M 14-21, F 13-19 – 15+) – Ensures athletes are fully prepared (physically, mentally, technically and strategically) with the confidence and attitude that they can win at the highest levels of international competition.

**Active for Life** (M, F any age) – Provides the opportunity for lifelong participation in skating, in either a competitive or recreational capacity.

### **In Pursuit of Personal Excellence: Skate Canada's Guide to LTAD**

This model defines the optimal training, competition and recovery programs necessary to succeed in the sport of figure skating.



**CanSkate** is Skate Canada's flagship Learn to Skate program. It addresses the Active Start, FUNdamentals and Active for Life stages, and is designed for beginners of all ages. CanSkate programs focus on fun, participation and basic skill development.

**CanPowerSkate**, focusing on the Learn to Skate stage, is an action-packed, high energy instructional power skating program geared toward hockey and ringette skaters. It focuses on balance, power, agility, speed and endurance.

**STAR** consists of Skills, Tests, Achievement and Recognition, and centers on the Learn to Train stage. It 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.

The **CompetitiveSkate** Test Program addresses the Learn to Compete, Train to Compete and Learn/Live to Win stages. It is a testing program for skaters in singles, pairs and dance who wish to compete in qualifying events within Skate Canada.

**CollegiateSkate** centers on Active for Life. Schools are getting into the competitive spirit through the CollegiateSkate program, which brings together skaters from different test and/or competitive backgrounds to skate together as a team representing their school.

**AdultSkate** covers Active for Life. Adult skating is growing in popularity and more Clubs are offering recreational, test and competitive opportunities to this segment of the population.

Skate Canada – [skatecanada.ca](http://skatecanada.ca)



## CanSkate

CanSkate is Skate Canada's flagship learn-to-skate program, designed for beginners of all ages. The program focuses on fun, participation and basic skill development. Participants earn badges and other incentives as they learn fundamental skating skills. Lessons are given in a group format and led by an NCCP certified professional coach. Professional coaches are assisted by trained Program Assistants. The coach to student ratio is a maximum of 1:10. Skater's progress at their own rate and coaches make sessions active using teaching aids, music and a wide variety of activities that create a fun environment and promote learning.

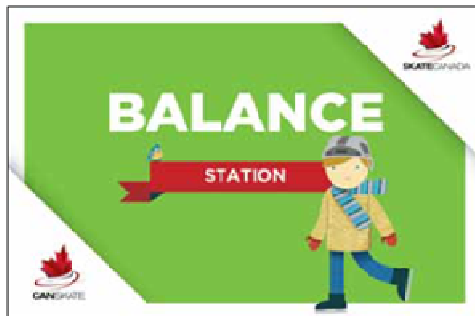
## CanSkate Information

CanSkate is our program for ages 3+. Parents may get their little skaters ready in a designated dressing room or front lobby. Skaters will take the ice at the first ice door at the far end of the rink after a 15 minute off-ice coach or assistant directed warm-up. Parents are not permitted to remain at the boards - parents may watch from the lobby or the stands. Canskate begins with a 10 minute warm-up and then the skaters divide into 3 (or more) groups on the ice. The skaters rotate through 3 stations, each with a different skill goal. Canskate ends with game time and cool down.

## Program Structure And Awards

The CanSkate program curriculum is organized into six progressive stages of learning. Each stage is broken down into three Fundamental Areas:

- **Balance:** Concentrating on forward skills, pushing technique, and edges
- **Control:** Concentrating on backwards skills, stopping and speed elements
- **Agility:** Concentrating on turning and jumping skills



The awards consist of:

- Three Fundamental Area ribbons for each stage
- Six stage badges

To pass a stage badge, skaters must achieve all Fundamental Area ribbons (Balance, Control and Agility) from the corresponding stage. The skill requirements for each Fundamental Area are indicated on the report card.







### Parental Supervision

Parents are neither required or permitted on the ice during the CanSkate skating sessions, however parents or legal guardians of skaters under 18 years are required to remain in the arena at all times during the sessions.

### Skates

Trail Bay Sports (local), Cyclone Taylors and Skater's Edge (Vancouver), and other sporting goods stores sell skating equipment in a variety of price and quality ranges. Before buying skates, check carefully for:

- Proper fit
- Firm Ankle support
- Laces and hooks, not buckles
- Good quality leather (no plastic)

Avoid buying larger size skates for skaters to “grow into”. If you buy children's skates too loose, they will interfere with the skating and may actually be dangerous because of lack of support.

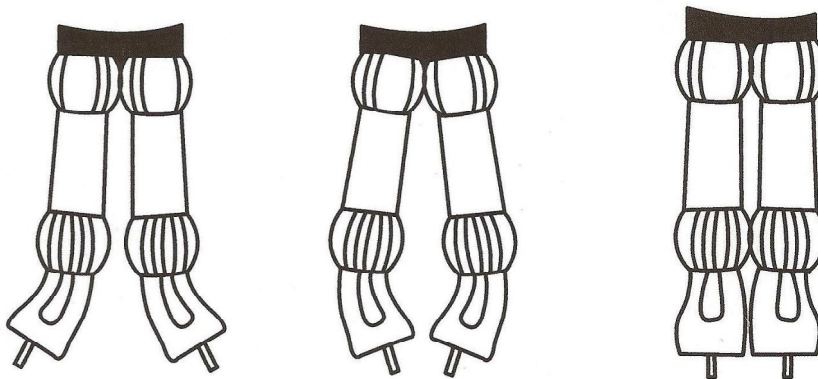
### How To Ensure Correct Size Of Skates

2. Wear only one pair of socks or tights (the same pair that will be worn when skating).
3. Partially unlace boot through instep.
4. Slide foot forward so toe can touch the front but not cramped.
5. Stand with weight equally distributed over both feet—bend knees.
6. The space at the back of the heel should be no more than a pencil width.
7. Don't forget to check if the width of the skates fit the foot—they should be snug but comfortable.
8. Walk around in the skates off the ice; they should feel comfortable.

### How To Tie Skates

Once foot is placed comfortably in the boot:

1. Be sure the tongue is centered and pulled all the way up.
2. Start at the toe of the skate and tighten laces comfortably over the toe and front of the boot
3. Before tightening the hooks, wiggle your toes to make sure the skates feel comfortable.
4. Tie laces snugly around the ankle and tie a tight bow or double knot.
5. Make sure extra lace is tucked away (inside the tongue or laces).



Poorly Equipped Skater

Properly Equipped Skater

**Please Note:**

When tying skates, do not wrap laces around the ankle. If you feel you need to do this for more support, you probably need a new pair of skates! If you are doing this because the laces are too long – just cut them.

**Sharpening Your Skates**

All new skates and skates that have not been skated on for a month will need to be sharpened before you skate on them. Re-sharpen skates after approximately 20-30 hours of skating. More frequent sharpening may be required, if the skater walks on concrete, rubber or carpeted surfaces without guards, if the blades are not wiped dry, or if there are severe nicks and rough surfaces on the edges of the blade.

Do NOT remove the bottom pick on figure skates. The pick is part of the design of figure skates and is essential to proper balance.

**Helmets**

Helmets are mandatory for all skaters in the Pre CanSkate and CanSkate programs and MUST be CSA approved!

Bike Helmets are not permitted.

Helmets should fit snug and both the helmet and strap should be adjustable.

**Care of Equipment**

Always wear protective guards when not on the ice. Do NOT walk on concrete surfaces without skate guards. Sharpening and blades will wear much faster, and are damaged severely by the surface.

After a lesson, dry blades and sole plate completely with a cloth. This will prevent the blades from rusting. Always remove guards and allow skates to air dry completely after each skate.

When not in use, remove skates from the skate bag and leave them in the open so that they can air dry thoroughly, allowing the leather to breath.



## **Skating Clothing**

The rink is cold so remember to bring extra clothing and layer when possible.

**Pants/Jackets** - To keep your child warm, snow pants or windbreaker pants over long pants are recommended. NO jeans! Sweaters and turtlenecks or a winter jacket on top should be sufficient. Try to avoid clothing that is too bulky, restrictive or not waterproof.

**Mitts/Gloves** – Bring at least 1 pair of warm gloves each day and have a back up pair in case they get wet. Put a few pairs of gloves in the skating bag at the beginning of the season and you won't have to remember to bring them each time.

**Other** - Please watch that you do not send your child onto the ice with gum, candy or food in their mouth as this is a choking hazard.

## **Making The First Day A Success**

Our coaches recommend that you have your child put their skates on at home a couple of times and walk around on the carpet with guards on.

Make sure to also put the helmet on at home a couple of times. Doing this will take some of the anxiety out of the first day as they will at least be familiar with the feeling of the skating equipment.

For young skaters just starting skating lessons, it is beneficial to have some exposure to the ice prior to their first lesson.

Another recommendation is to tell your child that you will not be going on the ice with them but will be watching from the stands or lobby. You will however see everything that they are achieving and you hope that they HAVE FUN!



## Junior Academy

The Sunshine Coast Skating Club is excited to include the Junior Academy program. It is a bridging program to ease the transition between CanSkate and Skate Canada's STAR program.

While taught in the group format for the majority of the time skaters are now given the opportunity to book onto a STAR session to work on skills independently and are encouraged to obtain private or semi-private lessons from one of our available coaches. Special ice times are available for skaters to take private lessons, 'open' sessions (in the mornings) and Jr. Academy/STAR combined sessions. Skaters should be skating two sessions per week along with a third session for optimal skill progression.

Parents need to become aware of budgeting and other related costs involved beyond the CanSkate level. Costs can include Club ice fees, coaching fees, test fees, competition entry fees & expenses, choreography, skates and off-ice fees.

Moving from Junior Academy to the STAR program at the junior level, skaters must be able to do a waltz jump, salchow, toe loop jump, loop jump, forward 1 foot spin, backwards 1 foot spin and a spiral. This prepares them for half of the elements for the STAR 1 Freeskate test.

## Selecting a Coach

Hiring a coach is done privately between the parent and the coach. Communication is a very important aspect at this level of skating. It is a parental/skater decision on who to hire to coach their skater. Currently the procedure is to contact the Club Coach / Director of Skating, Lesleigh Farr, who will direct you to the best possible session and coach for you. Daryl Austman, also a Club coach, specializes in video analysis and jump harness private lessons. All private lesson bookings are done through the Director of Skating.

- A CanSkater or CanPowerSkater interested in private lessons may also book lessons on an open session in the mornings. This will involve an extra fee for ice time as well as for the private lesson.

Some factors to consider when hiring a coach include:

- What is the coach's availability for lessons? Can the coach be at the rink when your child is skating?
- What is the coach's fee structure? 15 minute private lessons vary, dependent on the number of years coaching, the level of the certification and the background of the coach. Ensure the coach's certification meets the needs of your child. Please refer to our coaching page for bios of all our



coaches. Other factors to consider when hiring a coach can include billing procedures, cancellation procedures and how open the coach may be in providing semi private lessons.

- Is the coach willing to work as part of a team? Skaters can have different coaches for different disciplines.
- What if my child wants to change coaches? If at any time you are finding that your coach is not a good fit for your child you can switch coaches simply by filling out a change of coach form and notifying the coach and after you have paid your bill, you may switch. Please refer to the appropriate Policy & Procedures page.

### **The Four Disciplines of Skating**

At the Junior Academy level skaters are encouraged to take lessons in all four disciplines to become a well-rounded skater and athlete.

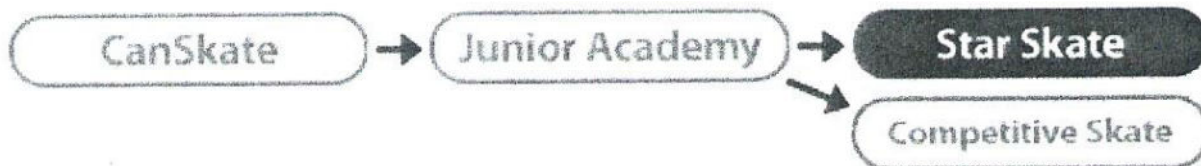
1. Freeskate: Skaters practice their jumps, spins, footwork, and field moves as well as requirements for competition during this ice time. Skaters typically receive a 15 minute private or semi-private lesson during the freeskate time.
2. Ice Dance: Skaters work on dance patterns. There are currently 23 basic ice dances starting with the preliminary dances of the Dutch Waltz, Canasta, and Baby Blues. Dance lessons can be taught in private or semi-private group lesson format.
3. Skills: Consist of 5 levels. They are a combination fundamental skating movements, executed on a pattern and skated solo to prescribed music or without music to a consistent timing. The objective is the mastery of the basic fundamentals of skating (edge quality, control power and speed).
4. Interpretive: Encourages creativity and movement to music. Provides the opportunity to explore the performance aspect to skating, without the pressure of technical elements such as jumps. Skaters can take tests at 4 different levels: Introductory, Bronze, Silver and Gold.

### **Equipment**

Junior Academy and higher should discuss boot and blade options with their coach. More advanced skaters buy boot and blades separately. Skates are now bought at stores specializing in figure skating.

- Moisture must be wiped off the blade and boots after each session.
- After skating boots must be allowed to air dry.
- Sharpen skates regularly. Generally skates are sharpened every 20 hours of skating by an individual experienced in sharpening figure skates.

The Club does host used skate/dress sales where parents can purchase used skates and dresses. Please check the bulletin Board at both rinks and our [www.sunshinecoastskatingclub.ca](http://www.sunshinecoastskatingclub.ca) website for upcoming skate and dress sales.



## STAR

STAR stands for Skills, Tests, Achievement, and Recognition. Skate Canada's STAR program offers opportunities for skaters to develop basic figure skating skills in four different disciplines with the option of taking Skate Canada Tests while earning awards and incentives designed for this group of skaters.

Figure skating skills are taught in group and or private lesson format in the following disciplines: Interpretive, Ice Dance, Freeskating, and Skating Skills which are grouped into three levels.

### STAR Program Structure

The structure of the STAR program differs from CanSkate and Junior Academy. Unless otherwise specified, the session fee is for ice time only. Skaters receive private or semi private lessons from a professional coach they have booked lessons with privately. These sessions are designated for skaters at a particular skill level. This is done for safety reasons.

In Freeskating sessions, skaters practice jumps, spins, footwork and programs independently. Private lessons are booked with a coach during these ice times. During stroking or group time, skaters receive group instruction from a professional coach. Coaching fees are included in the group or stroking session fees.

In Skating Skills sessions, skaters again work independently unless they have a booked lesson with their coach. There are several levels, which contains specific exercises and elements such as turns, stops and field movements.

Ice Dance has levels of specific dances the skaters learn. The skaters work independently on the dance sessions unless in a booked lesson with their coach.

NOTE: 2016-17 is a transition period whereby STAR 1-5 is in place and STAR 6-10 is being implemented this year and will be finalized by next season.



## **STAR 1-5 PROGRAM**

The STAR 1-5 program will introduce skaters to the sport of figure skating and its disciplines:

- Freeskate, Skills, Dance, and Edges.

As explained in the LTAD Philosophies, the importance of strong technical development is critical at this stage.

### **STAR 1-5 Content Format**

Colour Coded: Each discipline has been assigned a colour to assist in easy recognition of documents and reference.

Skills = Green

Freeskate = Purple

Dance = Blue



Overview STAR 1-5 Test Content				
	SKILLS	FREESKATE		DANCE
	Elements	Elements	Program	Elements/Pattern Dance
<b>STAR 1</b>	Fwd edges Fwd 3-turns Fl-MoH turn sequence STAR 1 stroking (basic) Fwd spiral circles Choice of Field Move: (Fwd 1 ft sit glide, inside spread eagle or Ina Bauer)	Waltz jump Single salchow Single toe loop Fwd upright spin Bwd upright spin	No program	Fwd progressives Fwd chasses Fwd swing rolls Fwd slide chasses Fwd outside cross rolls
<b>STAR 2</b>	Bwd edges Bwd 3 turns Fwd circle on circle 2ft to 1 foot multi turns FO turn sequence	Single salchow Single loop Single flip Waltz/toe loop combo Fwd sit spin Change foot upright spin Fwd camel spin	STAR 2 Program	STAR 2a: Dutch Waltz STAR 2b: Canasta Tango
<b>STAR 3</b>	STAR 3 stroking (power) Fwd spiral circles Choice of Field Move: (Bwd 1 ft sit glide, spread eagle, Y-spiral or Ina Bauer)	Single flip Single lutz Single loop/loop combination Bwd upright spin Bwd sit spin Fwd camel/sit spin	STAR 3 Program	STAR 3a: Baby Blues STAR 3b: Bwd progressives Bwd chasses Bwd swing rolls Fwd inside open mohawk x-roll/x-behind Fwd 3-turn/BO edge
<b>STAR 4</b>	Fwd brackets Bwd brackets Fwd double threes Bwd circle on circle Fwd change of edge	Single lutz jump Single axel Single flip/toe loop combo Single loop/loop combo Bwd camel spin Change foot sit spin Flying camel or sit spin Fwd combination spin (change of foot optional)	STAR 4 Program *MUST attempt axel	STAR 4a: Swing Dance STAR 4b: Fiesta Tango
<b>STAR 5</b>	STAR 5 Stroking 1 (quick edges) STAR 5 Stroking 2 (bwd slalom)  Spiral Sequence	Single axel Any double jump (2S – 2Lz) Single lutz/Toe Loop combo Spin in 1 position with any variation Sit or camel spin (entry optional) Combination spin (change of foot optional)	STAR 5 Program *MUST land axel at < or better	STAR 5a: Willow Waltz (M & F) STAR 5b: LFO open Mohawk Double knee bend Fwd progressive/swing roll Bwd progressive/swing roll Tenfox progressive LFO x-behind chasse Bwd rolls Fwd x-roll/3-turn Fwd x-rolls





## Competitive Skate

The Competitive Skate Program incorporates a series of tests and other training opportunities to help skaters with potential advance from the provincial to the national championships and beyond.

Skaters can take tests in the Competitive Skate Program in Singles, Pairs, and Ice Dancing and by doing so become eligible to compete in events referred to as Qualifying Events. Skaters who compete at Canadian championships, world championships and Olympics are registered in the Competitive Skate program.

Some competitive skaters can and do work on dance, skills and interpretive levels as described in the STAR Program in conjunction with the competitive stream. There are age restrictions in some categories. This program is similar to the Star Skate Program (and differs from CanSkate and Star Academy) in that the session fee is for ice time only.

## Competitive Skate Program Levels

Juvenile      Pre-Novice                      Novice                      Junior                      Senior

Skaters can move between the STAR and Competitive Skate programs. There are some restrictions, so seek advice from your coach on which is the best choice for your skater. Most skaters and coaches make desired changes prior to the start of the new season. Both streams allow skaters to learn a variety of life skills, which can include goal setting, focus, ability to deal with success/failure, time management and principles of fair play and sportsmanship.

## STAR Program and Competitive Program

The STAR Programs are Star1, Star 2, Star3, Star 4 and Star5, Star6, Star7, Star8, Star9, Star10 and Gold. 2016-17 is a transition period whereby STAR 1-5 is in place and STAR 6-10 is being implemented this year and will be finalized by next season.

The Competitive Stream is Juvenile to Senior.

Asking your coach about these two programs and which way you would like your child to go would be advisable when they enter the STAR Program.



## **CanPowerSkate**

**CanPowerSkate** is an action-packed, high energy, instructional power skating program geared to hockey and ringette skaters that focuses on balance, power, agility, speed, and endurance. Skills, techniques and conditioning drills are taught in a progressive format that emphasizes how the skills apply to game situations. CanPowerSkate provides an alternative to figure skating and is an excellent complement for those athletes playing on hockey or ringette teams. Its unique skill award program provides incentives and motivation for skaters to continue to achieve.

CanPowerSkate is geared to skaters aged approximately six or older who already have basic forward and backward skating skills (they must be able to skate the length of the rink using alternate strides) and are able to stop on command without use of the Boards. For safety reasons participants should wear full hockey/ringette equipment that is CSA approved. The coach to skater ratio is 1:10.

## **What Are The Benefits Of Participating In CanPowerSkate?**

CanPowerSkate is the only nationally regulated power skating program in Canada. It was developed by a team of hockey, figure skating and ringette experts to teach the fundamentals of power skating in a progressive and sequential manner.

When you/your child registers for a CanPowerSkate program at your local Skate Canada Club, you also become a member of Skate Canada, the national sport governing body for figure skating in Canada. Membership benefits in the CanPowerSkate program can include:

- participation in a unique skill testing system which includes award bars and ribbons
- parent information sheets
- progress updates and report cards
- special CanPowerSkate events and Club functions
- opportunity to be talent-scouted
- opportunity to participate in a healthy lifestyle activity

## **How Does CanPowerSkate Work?**

The CanPowerSkate program consists of skills divided into six levels, arranged in progressions gradually increasing in complexity. Levels 1 to 3 focus on the fundamentals of skating, Levels 4 to 6 place additional focus on the acquisition of efficient technique, speed, agility, technical aspects of stride and acceleration and skating with the puck/ring. Skaters are evaluated on skill level and are timed as they perform a test involving skills in a course-like pattern. The skater receives a mark combining his skill performance plus test time. This determines whether the skater receives a Bronze, Silver or Gold award bar for that Level.



**Please note:** The CanPowerSkate program is exclusive to Skate Canada and is available only to Skate Canada member Clubs and sanctioned skating schools. All participants must be registered with Skate Canada. Only Skate Canada member Coaches trained and certified at a CanPowerSkate Coaches Course are qualified to instruct the CanPowerSkate program.



## **AdultSkate**

**Adult skating** is growing in popularity and more and more Clubs are offering recreational, test and competitive opportunities to this segment of the population. Adults participate in CanSkate, STAR, and CanPowerSkate programs as well as on synchronized skating teams. Adult championships are currently held internationally provide opportunities to adult skaters to experience the challenge of a competition in a fun, social environment. Some of the local competitions may include adult events. Skate Canada is currently expanding its programming in this area.

**IMPORTANT NOTE:** The Sunshine Coast Skating Club only offers Adult skating programs on a limited basis when ice times and/or demand is high enough. Contact the Director of Skating directly about these programs.



## **Program Assistants**

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Program Assistants are trained skating members of the Club who help deliver the CanSkate Program. They perform a wide variety of duties. Training is provided in September. Skaters who are 12 years and older and have passed preliminary freeski or have a skating background may participate in this program.

### **Benefits Of Being A Program Assistant**

- PAs can give back to the club and beginning skaters
- Teaches the importance of being a volunteer
- Learn to be a role model
- Provides coaching experience
- Provides community or volunteer hours for school
- Provides volunteer experience for their resume

Please contact the Director of Skating, Lesleigh Farr, if you are interested in becoming a Program Assistant



## Parent Code Of Conduct

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Skate Canada is committed to ensuring that all skaters have the opportunity to participate in a safe and welcoming environment that is encouraging and promotes their overall development. Parents have an enormous influence on skaters' experiences in the sport.

The quality of a skater's experience is determined by their relationships with parents and the manner in which parents conduct themselves in the Skate Canada environment.

In this code "parents" shall refer to "parents and guardians". This code applies to all parents who are members of Skate Canada or have children who are members of Skate Canada. Parents shall abide by this code at all times while participating in any Skate Canada Club or school, competition, or activity.

- All parents are expected to conduct themselves in a responsible manner consistent with the values of fair play, integrity, open communication and mutual respect.
- Parents shall always model positive and responsible behaviour, and communicate with their son/daughter that they expect them to do the same.
- Parents will assume the major responsibility for their son/daughter's on ice conduct and attitude.
- Parents shall at all times treat all individuals and property with dignity, courtesy and respect, including but not limited to skaters, coaches, officials, volunteers, other parents, and all other individuals that are part of the Club, skating school, Section or Skate Canada.
- Parents shall refrain from any behaviour or comments, which are profane, insulting, harassing, sexist, racist, abusive, disrespectful or otherwise offensive without hostility or violence.
- Parents shall emphasize the importance of values like sportsmanship, respect, cooperation, competition and teamwork to their son/daughter offering praise for competing fairly, participation and skill development.
- Parents shall model and encourage their son/daughter to maintain a healthy balance between skating and life. (i.e., school, other activities, social life, etc.)
- Parents shall model and encourage balanced, healthy food choices and subscribing to an active and healthy lifestyle.
- Parents shall set high, but reasonable expectations for their son/daughter's participation in skating focusing on development and enjoyment for the child.



- Parents shall instill confidence in their son/daughter's ability and skill development, always avoiding comparisons with other skaters.
- Parents shall celebrate the acquisition of skills and goals achieved by their son/daughter.
- Parents, along with the professional coach and the athlete, shall be considered members of a team whose main concern is the child's overall progress and development. Parents shall respect that the professional coach is responsible and empowered for the on-ice and off-ice development of the athlete. A parent's role shall be to take a healthy interest in their child's progress and development and be responsible for the child's nutrition, rest, adherence to off-ice training regimen set by the coach or other fitness professional, overall health, life-balance, and moral and emotional support.
- Parents shall ensure their son/daughter wears proper skating clothing and equipment.
- Parents shall never provide alcohol or drugs to minors in a Skate Canada environment.
- Parents shall never provide or advocate the use of performance enhancing drugs or substances.
- Parents shall avoid any conduct, which brings their Club, skating school, Section or Skate Canada, into disrepute, including but not limited to abusive use of alcohol, nonmedical use of drugs and gambling.
- Parents shall openly support and uphold this code of conduct policy and take action and steps to ensure other parents follow and uphold this code of conduct policy.
- Parents shall adhere to the policies, procedures, rules, standards, and ethics of Skate Canada at all times.

Skate Canada October, 2008



## Athlete Code of Conduct

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### 1.0 Athlete Expectations for all On- and Off-Ice sessions

- Athletes will make every effort to be punctual for all sessions. Athletes must ask permission before entering the ice late for group sessions.
- Under no circumstances is an athlete to be on the ice while the zamboni doors are open. A coach (or other ice supervisor) must be present before entering the ice.
- Food and drink (other than water) are not permitted at the ice surface.
- Athletes are encouraged to keep water bottles at the ice surface.
- Athletes are expected to utilize their ice time effectively and to refrain from engaging in activity that would potentially jeopardize the safety of other athletes or coaches.
- Right of way is given firstly to the athlete in a lesson and secondly to athlete whose music is playing.
- Athletes are expected to refrain from interrupting lessons of other athletes.
- Athletes will exhibit respectful behaviour and engage in constructive conversation with others while engaged in Club activities, including in the dressing rooms.
- Electronic devices are not permitted on the ice.
- Athletes are expected to show respect for Club and city property and keep locker and dressing rooms tidy.
- Athletes must knock and ask permission before entering the coaches room.
- Athletes must ask permission from a coach before leaving the ice surface during a session.

### 2.0 Dress Code

- Athletes will dress appropriately for all sessions; girls are expected to wear skating dresses or pants appropriate for skating (tight-fitting, no sweatpants or jeans); boys are expected to wear skating pants or form-fitting pants appropriate for skating; hair must be kept off of the athlete's face; hoodies, and bulky jackets are not permitted in on- and off-ice classes.
- Please bring a yoga mat, skipping rope, and water bottle to all off-ice classes.

### 3.0 Parent/Guardian Expectations

- Notify your coach as soon as possible if an athlete is unable to attend a session; coaches reserve the right to charge for lessons missed without advance notice.
- Parents are not permitted in the player's box.
- Parents and siblings of athletes are not permitted to coach from the Boards or the stands.
- Parents should not interrupt lessons to talk to a coach, please wait for a flood/ice clean or a break.
- Parents must communicate in a positive manner with athletes, coaches, other parents, and executive members.





**Failure to abide by the Club Code of Conduct may result in the athlete being asked to leave the ice without refund. Questions regarding any SCSC policy are to be directed to the President.**

Athlete

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## FAQ

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### **Frequently Asked Questions**

For any questions or concerns not addressed in this handbook, please contact an SCSC Board Member, the Director of Skating, Lesleigh Farr, or our Policies & Procedures page of our website [www.sunshinecoastskatingclub.ca](http://www.sunshinecoastskatingclub.ca).

#### **What is a “buy-on”?**

A buy-on is to purchase extra ice time for which a skater is not regularly registered on. The procedures for purchasing buy-on ice are on page 11 of this Handbook.

#### **Can I receive a refund?**

Please refer to Refunds on page 9 of this Handbook.

#### **Are helmets mandatory in CanSkate?**

Yes they are. Please refer to the CanSkate program page in this Handbook for more information.

#### **What is the ratio of CanSkaters to coaches?**

The ratio of professional coaches to CanSkaters is 1:10. This is the recommended number of skaters per coach as set by Skate Canada. Program Assistants (skaters/former skaters) are trained to help our professional coaches deliver the program. The SCSC follows the standards set by the Skate Canada national organization in all our programming.

#### **Are there any grants or financial assistance available?**

Yes, for families whose income is low enough to qualify, there are several programs to assist with registration fees. Most seasons the SCSC offers a ParticipACTION Teen Challenge Grant up to \$500 (or 2 grants of \$250 each) to provide financial assistance to low income families. There is also funding available through JumpStart (<http://jumpstart.canadiantire.ca/>), KIDSport (<http://www.kidsportcanada.ca/british-columbia/>), and Athletics 4 Kids (<http://www.a4k.ca/>).

#### **Why do I have to pay for private lessons in the STAR program?**

See Registration Fees on page 8 for clarification on what is included with registration fees for the various programs.



## Liability Waivers

Skater: \_\_\_\_\_

It is understood and agreed, as a condition of participation in programs offered by The Sunshine Coast Skating Club and Skate Canada, that neither the Club nor Skate Canada shall be liable for any injury, loss or damage suffered by the above-noted member while travelling to or from or while participating in skating practices, competitions or other activities, however caused.

It is further agreed that neither the Club nor Skate Canada is responsible for any injury, loss or damage caused by the member while travelling to or from or while participating in the said practices, competitions or other activities.

The member, or his/her parent/legal guardian if under the age of 18 years, who has signed this form, shall indemnify the Club and Skate Canada and hold them harmless from any claims, demands or actions arising from or in respect of such injury, loss or damage.

\_\_\_\_\_  
Athlete or Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

## Publicity Waiver

I, as parent/guardian of the aforementioned registered skater, hereby give my consent to the Sunshine Coast Skating Club to use the above named skaters image in the form of a photograph, videotape, likeness or any other recording or reproductions for promotional purposes without payment of any fee or charge.

\_\_\_\_\_  
Athlete or Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

## Disclaimer

By registering, participants agree that they have read, acknowledge, and consent to abide by the SCSC Policies, Procedures, Rules and Regulations, Privacy Policy, and Publicity Waiver as determined by Skate Canada, and the Board of Directors, and as posted on the SCSC website. The SCSC, its Board members, coaches, and volunteers are not responsible for any accidents, injuries or loss of personal belongings either on or off the ice. The SCSC is not responsible for cancellation of classes due to unavailable ice, and does not provide refunds, but will make every effort to reschedule, if possible. Any notices including changes in ice time will be posted on the website and notice board, when possible. We reserve the right to cancel sessions with low registration. Schedule and all programs subject to change or cancellation.

***All Parents/Legal Guardians are responsible for their children while at the arena. Do not leave your children unattended. The Club (including Board, volunteers, and professional coaches) is not responsible to provide child supervision.***

Parent/Legal Guardian Initials \_\_\_\_\_