



# Reference Handbook

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### MESSAGE FROM THE EXECUTIVE

We would like to extend a warm welcome to all new and returning members of the Metcalfe Skating Club (MSC).

In an ongoing effort to improve our organization, the Metcalfe Skating Club encourages feedback from its members. Contact information for the coaches and board members can easily be located on our website: [www.metcalfeskiingclub.ca](http://www.metcalfeskiingclub.ca)

As a member of Skate Canada, Metcalfe Skating Club executive and coaches are working to assist your skater to reach their goals, whether preparing for hockey, ringette, figure skating, or simply learning to skate for enjoyment.

### Mission Statement

The Metcalfe Skating Club is a not-for-profit organization that has served the skating needs of Metcalfe and surrounding areas for over 40 years. We welcome all skaters and endeavor to help them develop solid skating skills in a safe and friendly environment. To further the sport of skating, it is our goal to provide stimulating, positive training programs and sufficient and competent coaching, in order to enable all skaters to reach their desired potential. We trust that by promoting fitness, as well as enjoyment and advancement of its members, we can help skaters achieve their personal goals, learn valuable life skills, as well as encourage a lasting interest in the sport of skating.

### VOLUNTEERING

Metcalfe Skating Club is a volunteer organization. We are always looking for support and parent involvement in the Club. Parents, coaches and skaters are all important members of the Club, and we welcome your assistance, ideas and knowledge.

Without volunteers, the Metcalfe Skating Club would not exist. It takes a large number of volunteers each year to ensure that the Club operates smoothly.

The volunteer positions that must be filled annually (either with incumbent or new resources) are as follows:

1. President
2. Vice President
3. Registrar
4. Treasurer
5. Secretary
6. Test Chair
7. Communications
8. Social Coordinator
9. Gala Coordinator

Please contact one of the board members (see website for contact information) if you are able to assist the club in any capacity throughout the year.

## **METCALFE SKATING CLUB PROGRAMS**

### **Pre-CanSkate (Pre-school aged children)**

The MSC's Pre-CanSkate program is geared towards the younger skater with little-to-no skating experience. This program is a wonderful beginning, usually intended for skaters pre-school years of age, who are ready to go on the ice without an accompanying adult.

Skaters will learn how to skate, get up by themselves, stop, glide and much more. All learning progressions are presented in a fun-filled format. Coaches engage skaters in creative games, imaginative play and action songs to maximize fun and learning. Completion of this program ensures that your skater is ready for the CanSkate program.

### **CanSkate**

The CanSkate program is Skate Canada's national "Learn to Skate" program for beginners of all ages and is the feeder program to all other Skate Canada programs.

Skaters are taught in a group lesson format with a ratio of 1:10 by a certified professional coach, who ensures that the skaters are learning and working through each of the levels of this program. Volunteer Program Assistants (PA's) also work with the coaches to assist in effectively implementing the CanSkate program to the skaters. The CanSkate program is currently 50 minutes.

### **Program Structure**

The CanSkate program consists of the development of three fundamental movements: Balance, Agility and Control, organized in six levels of learning known as Stages 1-6. (\* Stage 7 has been eliminated in the new CanSkate program.)

The skills are progressively arranged from simple to complex with each level having a primary focus. Once the skills in each fundamental movement are mastered, a ribbon is awarded. Ribbons are awarded on assessment nights. Once the skills in each level are mastered, a badge is awarded.

The skaters will rotate through several coaches during the session. One coach will be the skater's point of contact and will bring home a note identifying their coach and the color of their group. Report cards are issued in December and March. If you have any questions do not hesitate to contact your child's coach. The program has a warm up period at the beginning of the session and a cool down at the end. The children will rotate through different circuits during the remainder of the time. Each circuit will have a different focus.

### **Clothing for Pre-CanSkate or CanSkate Programs:**

Proper clothing is required for all of MSC's programs

- For Pre-CanSkate and CanSkate, we encourage skaters to wear a pair of warm pants and a sweater or jacket (preferably without a hood).

- Gloves or mitts should also be worn for warmth and safety (this is usually the first body part to feel the cold). Mitts keep hands warmer for skaters.
- Long scarves / hoods and large hats should be avoided, as they can be dangerous.
- CSA Approved Hockey Helmets are mandatory until Stage 5 is passed. Full face masks are recommended for Pre-CanSkate.

*Note:* bicycle or ski helmets do not cover the full skull and the skater will not be permitted on the ice if wearing this type of helmet.

### **Advanced CanSkate**

This program is for skaters interested in continuing to work on their badge skills at a more advanced level with a concentration on the hockey and ringette skills included in the program. Hockey skates can be worn. Skills are taught focussing on power and technique to improve the skaters all around basic skating for use in other sports or for recreational purposes. Lessons will use circuits. This is a 45 minute program with a ratio of 1 to 6.

### **Introductory A & B**

The Introductory to Figure Skating Program (Intro) is a program that serves as a transition between CanSkate and STARSkate. This program offers the perfect blend of a dynamic group program along with an introduction to the sport of figure skating. It is geared to skaters who show an interest in figure skating and have a basic skating background. Skaters are typically on CanSkate Stage 3 badge. Intro provides both parents and skaters an opportunity to be introduced to figure skating in a group lesson format. There will be an emphasis on edge quality and stroking in this program. The cost of this program includes coaching costs.

In this program, skaters will continue to complete their CanSkate levels, as well as be introduced to all disciplines of figure skating. The goal is to have the skaters pass Level 4 by the end of the first year and Level 5 by the end of the second year. These are the general goals; however, each skater is different and factors such as the frequency and duration of lessons attended will impact how quickly skaters will attain these goals. In the Introductory program, rather than semi-annual evaluation (as in CanSkate), coaches will monitor progress on an ongoing basis. Ribbons and badges will be given out as they are earned. Report cards will be completed at the end of the season. However, skaters are instructed on what they should focus on to complete their level throughout the season. When a skater is ready for the STARSkate program the skater and parent will be advised. Please refer to the STARSkate section for more information.

### **Program Structure**

The Introductory programs are provided within group lessons in a low ratio format by a certified coach.

Coaching fees are included in the registration fees. There is a 45 minutes of group lessons, with 15 minutes of supervised individual practice time where skaters will be encouraged by a coach to

practice on their own but at the same time begin to learn the rules associated with right of way rules on the ice.

The session will be coached in a circuit format. In this format the coaches will teach balance, agility and control.

*Note: Parents may opt to arrange private lessons for their skater to occur during their individual practice time with the coach of their choice, or utilize this time to have their skater practice on their own. Please note private lesson fees are not included in the skater's registration fee and will be billed to the student directly by their private coach. As the cost of the introductory group is based on a group lesson and includes the cost of supervision during supervised practice there will be no refund if the parent chooses to take a private lesson during an Intro session. See how to choose a base coach on page 8.*

### **STARSkate**

In the STARSkate program the skaters will continue to work on their CanSkate badges and have the opportunity to learn more advanced figure skating techniques.

The STAR in STARSkate stands for: Skills, Tests, Achievement, and Recognition. Our experienced coaching team creates an individualized plan for each skater to ensure they are challenged to reach their full potential as a skater, set and attain personal goals, and have fun. The MSC's STARSkate program offers opportunities for skaters to develop more advanced figure skating techniques in three disciplines; namely Freestyle, Ice Dance and Skating Skills, with the option of taking Skate Canada sanctioned [and evaluated] tests in each of these disciplines.

Each of these disciplines is divided into three levels; junior, intermediate and senior.

### **Program Structure**

#### **Why are all 3 disciplines important?**

The learning of all three of these disciplines is important because each discipline has specific basic skills that must be mastered in order to advance to the next (higher) level. All of these skills and elements assist the skater to improve their ability in every aspect of this sport. It is important to understand the disciplines and the terms so you can discuss your child's progress and determine the best session to place them in.

**Freestyle:** incorporates jumps, spins, field moves, footwork and individual programs to music. Skaters can test and compete in this discipline at a variety of levels. This session is not considered free time but is a session where the skater practices the above elements.

**Interpretive:** is a part of the freestyle discipline that incorporates an individual program where the main focus is on the interpretation of the music and quality of the skating rather than specific jumps or spins. Skaters can both test and compete at a variety of levels in this discipline ranging from Introductory, Bronze, Silver and Gold.

Levels: Star 1 to 4, Preliminary, Junior Bronze, Senior Bronze, Junior Silver, Gold

**Ice Dance:** incorporates posture, timing, stroking, edges and turns, and has the skaters learn patterns to music. This discipline requires skaters to dance in partnership with another skater. Usually a male dance partner if one is available. Skaters can compete and test in this discipline at a variety of levels including the new Solo Dance option in competition where a skater performs the compulsory dances on their own rather than in a team.

Levels: Preliminary, Junior Bronze, Senior Bronze, Junior Silver, Senior Silver, Gold, Diamond

**Skating Skills:** incorporates the learning of required patterns, including edges, turns and stroking. Music is optional for this discipline. Skaters can test in this discipline and compete at a variety of levels. As the skater gets into the higher levels the Triathlon event is an option where the skater completes 3 programs, 1 freeskate, 1 skill and 1 interpretive program. Please speak to your coach for more information.

Levels: Preliminary, Junior Bronze, Senior Bronze, Junior Silver, Senior Silver, Gold

*Note: A skater, whether moving from Intro into STARSkate or a skater who is already in the STARSkate program, should approach the coach or coaches they wish to work with next season at the end of the current season to inquire as to their availability to ensure a spot is available. Many coaches do their estimated winter private lesson schedules in the spring for the next season. See Frequently asked questions on how to choose a base coach who will assist you in booking supplementary coaches.*

## SynchroSkate

Synchronized skating or "Synchro" is a specialized discipline of skating involving groups of skaters performing various group formations and maneuvers. The objective is for the team to perform as one unit; executing circles, blocks, lines, wheels and intersections, in unison to the music, while demonstrating quality edges, power and flow. Our club is most fortunate to have this program available to our skaters and our hope is that with increased interest, our synchro team will continue grow. The coaching fees are included in the session. This is a 20 min session on the ice with the coach and only the synchro team on the ice.

## Off Ice Training:

Off-ice training is part of the schedule for all Star Skaters. The program is offered weekly and is recommended for skaters in Intro and STARSkate. Skaters need to be on time and ready to fully participate. The instructor may vary each year but will hold qualifications to ensure a safe and enjoyable program. Off-ice training will assist skaters in increasing their balance, flexibility and core strength all of which may help in avoiding injuries when skaters are on the ice.

## **FREQUENTLY ASKED QUESTIONS**

### **Regarding coaching, sessions, and costs...**

#### **1. What types of coaches are there?**

There are 2 types of coaches:

- i. Base Coach: This coach is your skater's main coach and is responsible for the skater's goal and training planning, music & choreography, skill development and booking any necessary supplementary lessons. Once you have selected your base coach, all lessons with other coaches **MUST** be arranged through them.
- ii. Supplementary Coach: This coach's lessons will be booked through your base coach. This coach will cover whatever skills and disciplines requested by your base coach. This coach will not be involved with any of the above topics listed under the base coach description unless otherwise requested by said base coach.

#### **2. How do we choose a base coach?**

Choosing a base coach is an important decision as you want to choose someone who will work well with your skater and you as a family to ensure a successful skating lesson. You will also need to keep your budget in mind as this may impact your choice of coach. Remember, in the STARSkate program you will be paying for your ice time plus your coaching time.

Steps to take when choosing a base coach:

- Read through all the coaches' bios on our website to get a feel for the coaches backgrounds and training.
- Come out and watch a session to see the coaches interacting with their skaters to determine what style you think would best suit you and your skater.
- Many coaches offer free trial lessons to allow the skater to try out a variety of coaches before choosing their base coach. If you wish to book a trial lesson please contact the club for information.
- Meet with the coaches you are considering to get a better feel for their philosophy, what disciplines they teach and to get a feeling for the services they provide to their students.
- Once you have done the research and feel confident you know which coach you wish to work with you can arrange lessons directly with that coach for the upcoming season.
- Remember you can change base coaches at any time as you need to, as long as you inform your current base coach and ensure all outstanding invoices are paid. Every coach wants what is best for all the skaters so making a coaching change can be part of that process.

#### **3. How to Choose a Session:**

- Both group and private lessons are available on MSC's STARSkate sessions [in most cases]. Group lesson availability depends on whether there are other skaters of the same ability level



on the session of choice. *Note:* some of MSC's sessions also include club provided group lessons (i.e. stroking).

- Private STARSkate lessons are booked directly with a certified STARSkate coach of the parents/skaters choosing (see Appendix A).
- Private STARSkate lesson fees are not included in the registration fees, but are instead invoiced directly to parents by the coach (either bi-weekly or monthly depending on the coach's invoicing policies).
- Deciding what session(s) to register for is an important decision for family scheduling but also to ensure that your skater is registering for the sessions they need to progress and succeed in their skating.
- Steps to take when choosing a session:
  - Have a discussion with your child's coach to determine their availability and their recommendations for your skater's level and training required to reach their goals for the season.
  - Choose sessions that start at a time that is convenient for you and your skater to ensure that you will be able to arrive on time for each week.
  - Choose full sessions rather than partial sessions to ensure your skater has adequate time to practice the skills they are being taught in their lessons.
  - The sessions have been set up to the appropriate length to allow for proper time for individual practice. For example skating on a 30 min freeskate does not allow for enough time for a skater to practice and apply their lesson content and progress because there are too many elements that need attention. Dance and Skills is set up such that there are set steps and patterns and do not incorporate as many different elements per level so a shorter time period of practice for that is sufficient. Registration for the full sessions also allows for warm up time to be incorporated to avoid injuries.

#### **4. Can we change Base Coaches?**

Changes to your base coach can be made but the transfer must be initiated by informing your Base Coach of your wishes to make the change first. All outstanding invoices must be paid in full before any other coach is permitted to take your skater on as a new student. Changes to supplementary coaches will be made after discussion with your base coach.

#### **5. How do I know what the charges will be for my skater's lessons?**

Most of the coaches have a standard letter that they give to their students that outline their fees for lessons, music & choreography, competition and test expenses. All the coaches can outline this information for you when you book their initial lessons.

#### **6. What if I am unable to attend my scheduled lesson?**

Most coaches require 24 hours' notice to cancel lessons and failure to do so results in a lesson charge. Please check with your base and supplementary coaches to confirm their policy to ensure you are not charged for missed lessons due to the required notice not being given.

### 7. What additional costs are there for figure skating?

- I. SKATES and skate sharpening are a given; we recommend that you speak to your coach before purchasing or sharpening your skates to ensure you have all the necessary information and go to a recommended retailer.
- II. Dance partnering or supplementary lessons are not covered in your base coach lessons. These lessons will also be invoiced directly to you either by your base coach, the club or the partner or supplementary coach him/herself.
- III. Competition expenses include registration fees, coaching fees, mileage, and can also include fees for missed lessons, hotel & food expenses. These expenses should be outlined and discussed with your base coach before the event and when booking initial lessons.
- IV. Test Day fees are currently \$25 per test (subject to change) for Metcalfe Skating Club Members. Note that if your skater tests at another club, the visiting club's test fees will apply. Coaching and partnering fees may also apply.

## GENERAL INFORMATION ON SKATES

### 1. Purchasing Skates:

We recommend you speak to your coach before purchasing your skates to ensure you have all the necessary information before visiting a recommended retailer.

### 2. Proper Fit of Skates:

Skates should fit snugly and you should avoid trying to buy skates in a size the skater will grow into. When trying on skates it is important to check the following things:

- Skates should not bend or crease at the ankle when a skater bends their knees and ankles if the skates do this they are not strong enough for the skater
- When a skater ties up their skates halfway and bends their knees and ankles they should still be able to wiggle their toes and fit a pencil down the back of their ankle
- Skates should fit snugly and may feel stiff or uncomfortable but should not be extremely painful. Although skates do loosen with use if they are causing a lot of pain in the store they will not feel differently on the ice.

### 3. Lacing Skates:

Skates should be laced loosely over the toe and front of the boot but snugly over the ankles. Be sure the tongue is centred and pulled all the way up. Laces should be hooked securely with sufficient tension to permit one finger down at the back of the boot. Laces should be long enough to go through all eyelet and be tied in a double bow. Never wrap laces around the top of the boot!

### 4. Caring for Blades:

Keep your blades sharp, as a sharp blade grabs the ice better than a dull one. When you have your skates sharpened, be sure to have it done by a professional with experience sharpening skates. There have been cases where picks have been lost during a sharpening.

After each wearing, blades should be dried with a cloth and stored with soft guards. This will help soak up any excess moisture remaining on your blades after they have been wiped and warmed up. Another recommendation is to air them once at home by uncovering the blade and setting upside down.

Skate guards should be worn when walking to and from the ice. Skate guards are necessary because they protect the edges of the blade, prolong the life of the skates and are a safety factor when walking on various surfaces. Permanent damage can be done to a blade by walking on concrete without guards. Hard guards should be washed out occasionally as grit builds up inside and can cause nicks in your blades. The dishwasher works great for this, or soaking in sink of soap (just ensure adequate drying time before putting back on skates).

Retailers for Skate Sharpening:

**B-Sharp**                      <http://bsharp.appointy.com/>

3 Chartwell Ave, Unit 2,  
Ottawa, Ontario, Canada - K2G 4K3

Call: 613-680-4800

Email: [bsharpottawa@gmail.com](mailto:bsharpottawa@gmail.com)

**Vince Derochie**

Carlsbad Springs

Call: (613) 822-1570      Call for an appointment.

If you have any further questions in regards to skate sharpening speak with your child's coach for more information.

### 5. Caring For Skates (Boots):

You may choose to polish your skate boots as this helps them to repel water and maintain their look. Be sure to let your skates air out on a regular basis rather than leave them sealed in your skating bag all of the time. When not in use, leave your laces loose and the tongue pulled out. You should also check to see that your screws are tight on a regular basis.

### 6. Clothing:

For STARSSkate, skaters should not wear jeans. Clothing does not need be costly, but pants, skirts and/or dresses worn on the ice must fit properly (not bulky, or too large or long), and must be made of a fabric that is stretchy and does not freeze in cold temperatures.

### 7. What Else Should I Remember?

1. Motivation is key for all skaters in any/all of the Metcalfe Skating Club's programs. We have found that skaters whose families are involved and support their skaters by watching their sessions regularly, excel and improve at a faster rate. We do understand that work and other commitments make spending a lot of time at the arena difficult but the difference to the skaters when they feel their activity is important, and a priority to their families, seems to make all the difference. We strongly encourage all parents to watch their skaters as much as they can so the skaters feel that support on and off the ice.
2. Criticism is a problem in skating as in all other sports. Constructive criticism can aid a skater in developing; however, negative criticism is very detrimental to the skater on and off the ice. Some areas where criticism is most problematic include the skater's appearance (weight related criticism) or negative comparisons between skaters at our club or elsewhere. The Metcalfe Skating Club strives to create a fun, challenging and positive environment for all our skaters and we ask for your assistance in continuing this off the ice with your athlete.
3. Proper nutrition is essential for athletic success. Although junk food snacks are often quick and readily available at the arena, they do not provide the proper nutrients and calories skaters required to help achieve their full potential. At every level, and age, proper healthy snacks will help the skaters grow and develop properly.
4. Off-ice exercise and training is strongly emphasized and recommended. 10-15 minutes of Off-Ice warm-up (jogging/skipping) is highly recommended before each session as this not only prevents injuries, but also prepares the skaters' body (muscle groups) for the session. A properly warmed- up body can get right to work on elements and perform at its maximum potential, rather than needing to warm-up on the ice [taking time from valuable practice and lesson time].

STARSSkate is a self-study program [to a degree]. Therefore, it is necessary for students in this program to be able to work on their own when not receiving instruction during a lesson.

### **CLUB EVENTS:**

Please check your e-mails, the club website, facebook, newsletter and the notice boards for updates on exciting events which will happen throughout the year with our club. There is something for everyone as we celebrate throughout the year. From visits to Santa, to joining a parade, to the Annual Gala and the Annual General Meeting and Awards ceremony.

### **AWARDS AND ANNUAL GENERAL MEETING (AGM)**

Every year, the Metcalfe Skating Club ends its year with the Metcalfe Skating Club awards and Annual General Meeting. This combined event serves as the point in time in which we recognize the achievements of our club's skaters, as well as providing our members with the financial and registration details of the past year. The Annual General Meeting is time when any changes to the Metcalfe Skating club's constitution/by-laws are voted on by our members and new members to the board are voted into their positions.

### **TEST DAYS AND COMPETITIONS**

Your child's coach will determine with the skater and their family if the skater is ready, and would like to participate in upcoming competitions or will advise them when they are ready for a test day. If you would like more information on these two events please speak with your child's base coach.

The following tips and guidelines will help our Metcalfe Skating Club skaters be well prepared for both their competitions and test days.

Parents should be aware that for Test Day or Competition Events will include a registration fee for the event. Coaching or partnering fees will also apply each coach should provide a breakdown at the beginning of a year of what their charges are for attending these events. Be sure to confirm these expenses/costs before committing to the event.

1. Know your event, your time and (testing and/or competition) location. Scrambling at the last minute causes unnecessary stress.
2. Arrive a minimum of one hour prior to your event time. Events like these can run both ahead and behind schedule. We must be prepared for both. You don't want to miss your event.
3. Upon arrival, skaters should check in and find their appropriate dressing room.
4. Skaters should be dressed and ready to go (except skates on) thirty minutes prior to their event time. Skaters should remain in their dressing room area during this time so their coach can locate them easily.
5. Skaters can begin warm-up tasks and focus exercises so they are ready when their coach arrives.

6. Your coach will make every attempt to be present at these events. If for some reason it is not possible, they will arrange for another coach to watch over you.
7. Remember to SMILE and HAVE FUN!

### **List of Items to pack for Test Day and Competitions:**

- Bring your Skates. Skates should be cleaned or polished – including laces. Double and triple check that you have both skates & guards and that they are indeed yours.
- 2 copies of your music on CD if skating in Star 2 or higher categories.
- Running Shoes for Off-Ice warm-up.
- Tights should be clean and without holes.
- A suitable skating dress should be worn for these events. A discussion with your coach is always helpful. You may require a different dress for solo vs team events.
- A black or white sweater for the ice warm up is required (no hoods or patterns). Club jackets are okay.
- Black or white gloves are required for the on ice warm up.
- Hair should be done in a tidy fashion. Pack a brush, comb, hairspray, pins, scrunchies if required. .
- It is always a good idea to pack extra things in case of emergency. Be sure you have extra laces, tights, dresses, sweaters, screws and a screw driver, drink, and healthy snacks. This will help to alleviate extra and unnecessary stress.

## **SKATER'S CODE OF CONDUCT**

The Metcalfe Skating Club requires skaters to abide by this code of conduct at all time, for all sessions.

- Treat all skaters as you like to be treated. Do not bully or take unfair advantage of another skater.
- Participate for your own enjoyment and benefit, not just to please parents and coaches.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.
- Refrain from any behaviour or comments which are profane, insulting, harassing, sexist, racist, abusive, disrespectful or otherwise offensive without hostility or violence.
- Be a good sport. Applaud all accomplishments, both your own and those of others

## **ICE RULES**

Each Metcalfe Skating Club skater is responsible for being aware of, and adhering to, the ice rules of the Club.

1. Skaters must respect themselves, all coaches, volunteers and peers.
2. Parents and other skaters are requested not to interrupt coaches while lessons are in progress.
3. Skaters are expected to be on time and to skate the duration of their session. If you must leave a session, permission must be obtained from a coach (this includes bathroom and warm-up breaks).
4. Skaters must be dressed in appropriate, properly fitting skating attire according to their program. Be sure to tie long hair back and pin bangs to the side where necessary.
5. The dressing room is a privilege. Please keep your belongings and space clean and orderly. Valuables should be given to your parent for safe keeping
5. Water is the only beverage allowed at the ice surface.
6. No gum, food or candy is allowed on the ice surface. If you must snack, please do so in the lobby or dressing room. Dispose of your garbage in the receptacles provided.
7. When standing near the boards, do not enter the flow of skaters without checking to make sure you are not going to cut someone off.
8. Pay attention to the position of other skaters at all times. Be especially alert for reverse jumpers.
9. Look in the direction of travel when skating backwards.
10. Do not sit or lie on the ice. Get up as quickly as possible after falling.
11. Avoid skating in the centre of the rink for prolonged periods as this impedes other skaters' ability to perform the elements of their programs.
12. Refrain from standing around and socializing on the ice. This wastes expensive ice time, interferes with other skaters' training and presents an additional hazard for other skaters to avoid.
13. Sitting or climbing on the boards in the arena is not permitted.

14. Abide by session designations: No dance, skills or prolonged stroking exercises will be allowed on freeskate sessions, and no freeskating (jumps or spins) will be allowed on Dance/Skills sessions.

15. When the buzzer sounds and the Zamboni doors open, the session is over. Stop skating and clear the ice quickly.

16. Follow the rules for the right of way on ice at all times. (Rules follow)

### **RIGHT OF WAY ON THE ICE**

There are often times when skaters of varying abilities are sharing our ice at the same time. For everyone's safety, it is imperative that skaters understand who has the priority right of way when skating.

Priority goes to the following skaters in this specific order:

1. Skater already spinning – please move around them with enough space in case the spinning skater unexpectedly changes position;
2. Skater in a solo/skill/dance pattern with music;
3. Skater in a lesson;
4. Skater practicing alone.

Skaters will be asked to sign the Skaters' Code of Conduct at the beginning of the season.

### **PARENT'S CODE OF CONDUCT**

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/Guardians 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.

Parents shall abide by this code at all times while participating in the Metcalfe Skating Club.

- 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 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, 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 adhere to the policies, procedures, rules, standards, and ethics of Skate Canada at all times. Parents will be asked to sign a Parent Code of Conduct at the beginning of each season.

## **BULLYING**

### **Position Statement on Bullying**

Bullying is a form of harassment and is considered to be "personal harassment" as defined in the Skate Canada Membership Complaint Policy section 9. (c). Skate Canada's complaint policies are contained in the Policies and Procedures section of the rule book available on the Members Only portion of the Skate Canada web site under Technical & Programs > Rules > 2013 Official Rule Book > Policies & Procedures > Bylaws.

### **Statement of Intent**

Skate Canada strongly condemns bullying, will not tolerate bullying by any of its members and is committed to raising awareness of this issue and preventing and eliminating bullying behavior within Skate Canada. Skate Canada recognizes that bullying can have a serious adverse impact on personal dignity, self-esteem, confidence, personal safety, performance, enjoyment of skating and of life itself.

All Skate Canada members have the right to participate in a safe, supportive and caring environment free from harassment and they have the responsibility to contribute to the protection and maintenance of this environment.

Metcalfe Skating Club acknowledges the position of Skate Canada on Bullying and will adhere to the policies and guidelines on bullying as outlined. Please refer to the Skate Canada Policy on bullying. Any member of the Executive Board of Directors will assist any member with any concerns brought forth.

### APPENDIX A

The Metcalfe Skating Club StarSkate coaches and their contact information are listed below for your reference.

**Rhonda Convery** [rhondaconvery@gmail.com](mailto:rhondaconvery@gmail.com) 613-316-3774

#### **Level 1 Certification – 10 years of experience**

Rhonda began coaching with the Metcalfe Skating Club since the 2012/2013 season. Over the last 10+ years she has been coaching as a fully certified Level I coach with clubs in the Eastern Ontario, Western Ontario & BC Sections. As a skater, Rhonda completed her Gold Freeskate Elements, Gold Dances and Gold Skating Skills. She has taught skaters of all ages and levels ranging from CanSkate to STARSkate and has team coached Juvenile & Pre-Novice Competitive Skaters. For such a complex sport her philosophy is simple: work hard and have fun! Off ice Rhonda is a mom first but also works as an Event Services Professional.

**Coaching availability:** Monday, Thursday, and Friday's.

**Amanda Cooper:** 613-821-3206 [amandacoopermsc@aol.com](mailto:amandacoopermsc@aol.com)

#### **Level 1 Certification – 14 Years of experience**

Amanda is the head coach of the Metcalfe Skating Club. She has been coaching for 14 years and is certified as a Level I coach. Amanda is currently working on her level II certification. Her outlook on skating is to have fun and be the best you can be, work hard you will be successful. Amanda has completed Gold free skate, Gold artistic and Gold dances along with novice competitive free skate, and a portion of Diamond dance

**Coaching availability:** Monday, Wednesday, Thursday and Friday

**Sarah Dooley:** 613-223-0775 [sarah.dooley@sympatico.ca](mailto:sarah.dooley@sympatico.ca)

#### **Level 1 Certification – 15 years of experience**

Sarah has been coaching for over 14 years and is a certified Level 1 coach with majority of her Level II certification complete (General Subjects, Theory and Singles). She has taught at Metcalfe Skating Club as well as Minto Skating club over the past 14 years. As a skater of more than 20 years, Sarah has completed her Gold Dance, Gold Free Skate, Junior Competitive Level Free Skate, and Level 2 Competitive Skating Skills. During her skating career, she attended many seminars and workshops with skaters such as Brian Orser, Marina Zoueva, Josee Chouinard, Donald Jackson, and Ekaterina Gordeeva. Her philosophy for skating is that all skaters should have fun and do the best that they can. When skaters work hard and put in the effort that is required then success will follow. She has taught skaters of various levels from KinderSkate through to Adult Skaters.

**Coaching availability:** Monday and Wednesday

**Amy Duguay:** 613-850-0308 amy2013.skating@gmail.com

### **Level 1 Certification – 14 Years of experience**

Amy has been coaching for the Metcalfe Skating Club for the past 13 years and is certified as a Level I coach. Amy is currently working towards her level II certification. Amy has completed Senior Silver Elements, Junior Silver FreeSkate, Junior Silver Dances and Skating Skills. She believes that her role as a coach is to assist all her skaters to develop a positive attitude towards the sport while developing them into the best athletes they can be. She has taught skaters of many ages and levels from KinderSkate/CanSkate to STARSkate and also adult programs

**Coaching availability:** Monday, Wednesday, Thursday and Friday

**Becky Ng:** beckyng2194@gmail.com

### **Level 1 Certification 5 years of experience**

This is Becky's fifth season coaching with the Metcalfe Skating Club. She is qualified as a StarSkate coach. She has been skating since she was 4 years old and has completed her Senior Silver Skills, Junior Silver Dances and Senior Bronze Freeskate. Becky competes on the Carleton Figure Skating Team as an ice dancer. Off-ice, Becky is a graduate of Osgoode Township High School and is now a third year Biomedical and Mechanical Engineering student at Carleton University.

**Coaching availability:** Thursday

**Robyn Van Schie:** 613-791-3418 robyn.vanschie@gmail.com

### **Level 1 Certification – 9 years of experience**

Robyn has been coaching for 9 years. She is fully level 1 certified and beginning to work on her level 2. She has been the STARSkate Coordinator with Metcalfe Skating Club for 2 years. She has been skating for 18 years and has completed her Gold Freeskate Elements, Jr. Silver Dances and Senior Bronze Skills. She has taught skaters of many ages and levels from CanSkate to STARSkate and also adult programs. She believes in helping her students to do their best while having fun.

**Coaching availability:** Thursday and Friday

**Brandi Young:** 613-292-9591 brandifs@yahoo.com

### **Level 2 Certification – 17 Years of experience**

Brandi has been coaching for 17 years, is a fully certified Level II Singles and Dance coach and has completed her Level III General Subjects, Singles, and Competition and Development Theory Courses. She is currently working to complete her Level III evaluation. She has also provided Mentoring for Level I Coaches. As a skater, Brandi completed her Gold Freeskate, Gold Interpretive and Diamond Dances. She has taught skaters from CanSkate to Gold Level in Freestyle, Preliminary to Diamond level in Dance and Preliminary to Gold level in Skills. She has attended seminars by Brian Orser, Jan Ullmark and Frank Carroll, Manon Perron and looks forward to attending many more seminars in the future.

**Coaching availability:** Monday and Thursday