



Meeting of the Board of Directors

January 13, 2014, 7:15pm, Greely Community Centre

In Attendance:

Heather Patterson, acting-President
Lauriel Wills, Vice President
Christine Tague, Treasurer
Claire Johnstone, Registrar
Chantal LeBlanc, Secretary
Stephen Karl, PR
Laurie Rail, Test Chair
Stacy Duguay, Coaching Rep

Review of Minutes from December 16, 2013

Edits are made to presented minutes for accuracy. Laurie moves to approve the updated minutes. Lauriel seconds. **Approved. Action:** Minutes to be posted online by Secretary.

Report on Actions from last meeting:

Action: Lauriel, Laurie, Christine and Heather will be taking on the recruitment committee works with possibly input from Stacy. **Ongoing.**

Action: Chantal will approach Long & McQuade for a PA rental donation. **Complete**

Action: Minutes to be posted online by Secretary.-**Complete**

Action: Lauriel and Chantal will check the mailboxes at both arenas. **Ongoing**

Action: Chantal to send survey link to Heather for mailing out to families. **Complete**

Action: Allison offers to build new dropboxes for the Metcalfe rink. **Ongoing**

Action: Once the sponsor letter is edited Allison will send it to board members for distribution to potential sponsors. **Complete**

President's Report:

Summer ice: *I think we should get the registration forms out ASAP while our skaters are keen on skating and not wait until the spring when people are thinking of doing other things.*

We now have our dates, and Heather will meet with Christine within the next 2 weeks to review the coach availability, etc. to get the process started for Spring registration. **Action**

Vice President Report:

MSC awards update: Has a draft ready for fleshing out with Amanda and Heather before presenting to the board for approval. **Action**

Treasurer's Report:

Christine hands out printed reports for review by members. (to be added as **Addendum 1** to these minutes). Bank fees amount seems high and we should look into reviewing these with the bank.

Secretary's Report/Website:

- *The approved minutes from November 18, 2013 have been posted online to our website.*
- *Mid-year survey fill-in form was loaded to our website under "About Us" and link was sent to Heather for distribution to our members. **Action.***

Action: Once the survey is closed Chantal to send the data to Stephen and Amanda.

- *I approached Long & McQuade for sponsorship of a PA rental for our Gala show. They say it should be no problem to arrange. I am to follow-up with the rentals manager in February, at least one month ahead of our event to ensure equipment availability.*

Registrar's report:

- *Signed up 7 new skaters during the Christmas holidays.*
- *Plus many MORE enquiries for Leitrim.*
- *Leitrim is once again full. Metcalfe.....spaces in all classes.*
- *Spring Registration.....what do I need to do and when?*

Question from Claire regarding not having been charging late fees to recently registered skaters. If they were on a waiting list then, we may use that reason to waive it. Also, as some CanSkaters move up to Intro, then those new skaters are filling up those recently opened spots.

As the Leitrim area seems to be growing, there is some discussion regarding the feasibility of opening more CanSkate ice at this location in the future to accommodate the growing needs.

PR Report:

Should we wait until after Gala to bring in Rob Young for logo decision? Consensus is yes.

Coaches Report:

1. *PA training will have to be held on Saturday September 13 or Saturday September 20, 2014—**Robyn & Amanda will do the training.***

Action: Stacy will approach Amanda about booking the ice for this unless she would rather one of the board members, either Heather or Lauriel to do it.

2. *Private lesson booklet will be presented to the board (**Added as addendum 2**)*

Stacy presents the printed package. Some edits are still required and the board will review and suggest edits. i.e. 1c) is incorrect information. Also, a decision is required on which coaches will be listed in the package as available for StarSkate students.

- a. Coaches concern about posting rates are as follows:
 - i. If this is a document being published on the club's website coaches would prefer rates not be published online. That could be considered as advertising or soliciting which is against our code of ethics. Rates change regularly so we may wish to leave that information off the booklet and include a clause showing the range of our coaches rates to say \$28-\$43 per hour based on the coaches experience and certification level.
- 3. Full – Time / Part-Time Contracts for Next Year
 - a. I don't think that coaches can be asked to give away students once they started coaching them. For example one coach is ask to do StarSkate for this year but the next year they are not needed. Their skaters should not have to switch coaches. I do think that coaches should only be asked to coach StarSkate when all pre-existing StarSkate coaches are full. I do not think that coaching Intro should be counted as StarSkate coaching.

Discussion follows regarding limiting the list of available coaches to a select group vs. including all coaches which would show the full range of rates and experience available. **Action:** Lauriel and Laurie will add review of this document as part of their policy review discussion.

- 4. Paid Coordinator Position – **waiting to get year-end financials**
- 5. Have stroking for 10 minutes from 5:40pm to 5:50pm and then a flood before – Canskate starts on Mondays – **Reasoning behind this proposal is that the skaters and coaches cannot see the circuits and they have to be drawn multiple times a session. Buying additional markers is not going to help visibility.**

Further review from the board is required.

- 6. Partnering for Test Day: **Jeff Hough is coming out on Friday's for four weeks before test day and will be at test day. Robyn has already started working on a schedule for him but is waiting for confirmation from some skaters who do not normally skate on Friday's. Also waiting on confirmation from Jeff on his rate and how he wants the skaters to pay him ex. week by week, upfront or at the end**
- 7. We need to formally decide on our awards processes and criteria and the rate scale for next year → **Amanda did you and Lauriel meet about this?**

Above discussion is planned as a recruitment committee action item for Lauriel, Heather and Amanda.

- 8. The wage scale.
 - a. I like both the amounts and inclining scale. I do not agree that years of service should be related to years of service at our specific club. I am not sure if that is what was meant by the wording as it seems unclear but I think it is important that we do not put in place restrictions on experienced and qualified coaches coming in with say 20 years' experience elsewhere and have them listed as 1 year coaches in our years of service. This was something all the coaches agreed was not in the best interest of the coaches or the club in our meetings last year so hopefully everyone will provide that feedback to you and the board in their responses. If there is concern about coaches coming in for very brief periods jumping to a very high rate then maybe we could compromise by setting a probationary

period before the coach jumps to their proper category based on their years of experience.

Once the maximum wage is received I would expect that we would not receive any further wage increases except cost of living or for additional training we take unless at some point in the future we had coaches continuing into the 30-40 year experience range. We could put in place a clause that raises for those coaches with 30+ years of service could request a review of the wage scale to include the longer categories. We are very far from that now.

For cost of living increase I think a review of both cost of living and the market within the area should be planned for every 2-5 years depending on the board's preference to ensure that we are keeping in line with inflation and the market to ensure we won't be losing coaches to other clubs in the area.

Review of the pay scale grid shows that the above concerns are explained by showing the years of experience in the top left box. **Action:** Stacy to return feedback re: pay grid concerns to coaches.

b. *Cost of living should not be increased as this is everyone second job.*

Christine: Grid is reviewed and approved annually based on the revenue that the club is budgeting and able to disburse.

9. *As for the emergency plan. How are we going to replace a session when we do not have extra ice?*

Christine: One of the Family Skate days would be a last resort option for re-scheduling.

A review discussion of the printed plan draft follows.

Test Chair Report

Forwarded email request to Coaches requesting preliminary numbers by Jan. 17th.

Emailed same section clubs an invitation to participate.

Emailed Bruce Malanka to re-confirm his availability.

Laurie has only heard back from 2 coaches so far. Numbers are low so far so we're hoping for outside skaters from area clubs to fill up our test day. She will know within the week if they are interested. i.e. Embrun and Russell, etc. Laurie will need to know from Christine if we will be able to give back ice in time if we have too much or save it for warm-up and free skate afterwards if numbers stay low.

Gala:

Christine runs down her task list, re: popcorn, former sponsors, etc...

Action: Chantal to send updated sponsor letter received from Allison, around to all board members for potential sponsors.

Action: For Heather: Gala meeting with coordinators, board members and an available coach should be scheduled in the next few weeks to finalize tasks and event details.

Adjournement.

Moved by Heather. Seconded by Chantal. Adjourned at 9:25pm.

Next Meeting:

Next meeting will be February 10th at 7:15pm at the Greely Community Centre.

Welcome to Introductory and StarSkate Information Package

1. What is the Introductory Program?

The Introductory program is a program we developed as a transition between CanSkate and StarSkate. It gives both parents and skaters an opportunity to be introduced to figure skating in a group lesson format.

- a) Group lessons are arranged by the club with a staff coach
- b) The content of the group lessons will include a continuation of the skaters CanSkate badges as well as an introduction to all disciplines of figure skating (please see descriptions below for the disciplines)
- c) Lesson fees are not included in the registration fees but are instead are divided by the skaters in the group and invoiced directly to the parent's bi-weekly or monthly depending on the coaches billing policies.
- d) Introductory A:
 - a. Provides 45mins of group lessons, with 15mins of individual practice time
- e) Introductory B:
 - a. Provides 30mins of group lessons, with 30mins of individual practice time
 - b. Skaters can opt to arrange private lessons during their individual practice time with the coach of their choice or practice on their own

2. What is covered in the StarSkate program?

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

The StarSkate program has 3 disciplines Freestyle, Ice Dance and Skating Skills.

3. What are Freestyle, Ice Dance and Skating Skills?

- a. Freestyle: incorporates jumps, spins, field moves, and footwork and individual programs to music.
- b. Ice Dance: incorporates posture, timing, stroking, edges and turns and has the skaters learn required patterns to music.
- c. Skating Skills: incorporates edges, turns and stroking skaters learn required patterns.

4. Why are all 3 disciplines important?

Learning all 3 disciplines is important because each discipline has specific basic skills that must be mastered to move to the next level. All these skills and elements help the skater improve their ability in all other aspects of the sport.

5. When are the StarSkate sessions?

- a. Metcalfe Arena (Larry Robinson Arena)
 - i. Mondays 4-6pm
 - ii. Wednesdays 5-6:30pm
 - iii. Fridays 6-7:50pm
- b. Fred Barrett Arena
 - i. Thursdays 7:20-8:20pm

6. How do the lessons work for the StarSkate program?

Lessons are booked directly with the StarSkate coach of the skaters/parents choice.

StarSkate lessons are not included in your ice registration fees. The lessons will be invoiced to the skater directly by the coach monthly or bi-weekly depending on the coach's preference.

7. Are Group Lessons available in the StarSkate program?

Both group and private lessons are available on the StarSkate sessions in most cases. Group lesson availability does depend on whether there are other skaters of the same ability level on the session you choose. Some sessions also include club provided group lessons like stroking classes. This information is available in our program information brochure.

8. 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 because the required notice was not given.

9. 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.

10. Coaching Information

- a. 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 Coaches: These 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.
- b. 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.

Our StarSkate coaches and their contact information are listed below for your reference.

StarSkate Coaches

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

Level 1 Certification – 13 Years experience

Amanda has been the head coach of the Metcalfe Skating Club for the past 5 years. She has been coaching for 13 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

Amy Duguay: [613-850-0308](tel:613-850-0308) amy.skating@yahoo.com

Level 1 Certification – 13 Years 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

Brandi Young: [613-823-0840](tel:613-823-0840) brandifs@yahoo.com

Level 2 Certification – 16 Years experience

Brandi has been coaching for 16 years, is a fully certified Level II Singles and Dance coach and has completed her Level III General Subjects and Singles courses and her Competition and Development Theory Course. She is currently working to complete her Level III requirements. 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

Robyn Van Schie: [613-791-3418](tel:613-791-3418) robyn.vanschie@gmail.com

Level 1 Certification – 8 Years experience

Robyn has been coaching for 8 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: Monday, Wednesday, Thursday and Friday

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

Level 1 Certification – 12 years 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

11. What additional costs can there be for figure skating?

- a. Skates and Skate Sharpening
 - i. 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.
1. For Sharpening we recommend:
Blades and Things
Phone/Fax: (613) 723-5992
Address: 1950 Merivale Road, Nepean, Ontario
Email: blades.things@rogers.com
- b. 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 themselves.
- c. 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.
- d. Proper clothing is also required (NO JEANS). Clothing does not have to be expensive but pants, skirts or dresses that are worn on the ice must fit properly (not be bulky or too large or long) and must be in a fabric that is

stretchy and does not freeze in cold temperatures. For more information please speak to your base coach.

12. Important Things to Remember!!

- a. **Motivation** is key for all skaters in this program at any age. 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.
- b. **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 is regarding the skater's appearance (weight related criticism) or negative comparisons between skaters at our club or elsewhere.

Metcalf 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.

- c. **Nutrition:**
Proper nutrition is essential for athletic success; although junk food snacks are often quick and easily available at the arena. They do not provide the proper nutrients and calories athletes require to achieve their full potential. At every level and age proper healthy snacks will help the skaters grow and develop properly.
- d. **Off ice exercise and training:**
10-15 minutes of Off Ice Warm-up (jogging/skipping) is highly recommended followed by some stretching. Doing this before each session not only prevents injuries but also prepares the skaters body for the session. A properly warmed up body can get right to work on elements and perform at it's maximum potential rather than needing to warm up on the ice taking time from valuable practice and lesson time.
- e. **StarSkate is a self-study program to a degree it is necessary for students in this program to be able to work on their own when not having a lesson.**
- f. **Safety** is one of our biggest concerns. There are very specific on ice rules that are attached in the Appendix. Please review this with you skater before their first session. This will also be covered on the ice with all the skaters throughout the year.

