

Columbia Valley Skating Club

Welcome to The CVSC this
book provides all the
information regarding skating
with our club and the world of
figure skating



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Welcome



The Columbia Valley Skating Club would like to welcome all our new and old members with a copy of this handbook in an effort to better communicate with our skaters and their parents in the Starskate programs. Inside our handbook you will find a great deal of valuable information covering the many facets of the sport of skating including Competitions, Seminars, Club Rules, Code of Ethics, Bylaws, Safety and more. You will be able to obtain information throughout the skating season from the Club bulletin board in the club room, our club website, and our Facebook page. Information within this handbook is backed up by Skate Canada and our local Board Members.

Club Information:

What Is a Club? (As defined by Skate Canada)

CLUB – A not-for-profit organization that is operating for the general purpose of providing Skate Canada skating programs and is managed by a volunteer board of directors.

The Columbia Valley Skating Club (CVSC) is proud to offer the sport of Skating to our community. Our goal is to provide the opportunity for all our skaters to learn and have fun. We wish to provide equal opportunity and support to all our skaters. NCCP Certified professional coaches instruct our programs and private lessons. All programs have been developed by Skate Canada and follow the guidelines of Sport Canada. More information can be found throughout the season on our website.

<https://columbiavsc.uplifterinc.com>

If you have any questions or concerns, please let any coach or executive member know. The Columbia Valley Skating Club meets once a month via zoom. The deadline for submissions to the executive meeting agenda is the Friday prior to the meeting. Please come join us, and “Skate for Life” For more information about skating, please check out these websites:

Skate Canada- www.skatecanada.ca

Skating in BC- www.skatinginbc.com

Purpose of the Club:

- The purpose of the Club shall be to encourage the instruction, practice, enjoyment, and advancement of its members in all aspects of skating in accordance with the Rules, Policies and Procedures of Skate Canada.
- The Club, regarding any aspect of its operation, is to be managed and operated by eligible persons who are duly registered as Associate Members of Skate Canada
- The Club shall protect the eligibility status of its members. The Club shall not take or omit any action that would knowingly jeopardize the eligible status of its members.
- The Club shall operate only Skate Canada figure skating and skating programs.
- Only Skate Canada Professional Coaches are permitted to teach figure skating and skating in the Club.



History:

The Columbia Valley Skating Club (CVSC) was established around the year 1970. It was a great sports activity for boys and girls. At that time, the club's average enrollment was 80 members. Today we have an average of 130 members.

Since its inception, CVSC skaters have achieved many successes. After passing silver and gold tests, competing, and winning at all levels of competition including BC Winter Games, some of our skaters have gone on to skate for ice shows or chose coaching as a career.

This tradition of excellence continues with our young skaters achieving many of their goals on a continuous basis. Through hard work and perseverance these young athletes learn many lessons that will remain with them throughout their lives. Skaters learn to work on their own, pick themselves up when they fall, enjoy the feeling of achievement after a great deal of hard work and some experience the thrill of competition. They also have the opportunity to give back to skating as a volunteer through the Program Assistants option.

Belonging to a skating club may be a little costly but placing a price tag on the qualities described above seems somewhat unimportant as our children develop into mature, hardworking, responsible individuals with goals. The Club has worked hard and will continue to do so to keep fees as reasonable as possible. It is our wish to provide skating to all who wish to take part, not just to those who can afford to take part. Only through fund-raising and volunteering can we make this possible.

Volunteering and Fundraising:

The Columbia Valley Skating Club is a non-profit organization that relies upon its volunteers to thrive and run efficiently. The volunteer work is essential to the quality and success of our club, and to your child's experience here. 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.

Our club requires a minimum of 15 hours' volunteer time per skater, registered in the Junior or Senior Star skate program, in the current Skate Canada year. A postdated (March 30th) cheque in the amount of \$100.00 for the Volunteer Deposit or the Volunteer Fee, must be submitted at the time of registration (Fall/Winter or Spring sessions) along with the signed volunteer form. Hours must be completed within the year and recorded by March 30th. Deposit and Hours will be prorated for mid-year promotions, and those joining the club or registering mid-year. The volunteer fee of \$100 will be refunded if the total hours have been completed.

All parents will be notified of volunteer opportunities as they come up. For the organized events, tasks will be assigned on a first come, first served basis. Please see one of the club's board members, to make arrangements to sign up for volunteer hours and have them approved. It is the responsibility of parents to ensure that they provide a valid email address & fulfill the minimum hours' requirement if they would like their volunteer deposit or fee returned. Hours performed by children are not accepted unless approved in advance by a board member.

Members with an elected position on the Board of Directors are not required to pay this fee, as the volunteer time will be mandatory with the duties involved in each position held.

Fundraising has become an essential activity for most clubs and organizations today. With the rising costs of ice rental, equipment, and coaches' salaries, it is imperative for our club to have fundraisers. Registration fees account for approximately 55% of the Clubs' annual revenues and without

fundraising we would have to increase membership fees substantially each year making skating too expensive for many. Fundraising is our only option.

The has Club conducted the following fundraisers:

- Home Hardware BBQ
- 50/50 Tickets
- Skating Carnival
- Movie in the Park

The club encourages every member to participate fully in our fundraising activities in order to achieve their volunteer hours. By group participation we can achieve our goals more quickly and keep our registration fees as low as possible which is a benefit to everyone.

We are confident that this year, with your participation and support, the club will be able to keep moving forward and continue to offer quality programs at an affordable price. New fundraising ideas are always welcome!

Board Information:

Name	Position	Phone Number	E-Mail
Bailey Yeats	<i>President</i>	(250) 270-2100	baileyyeats@gmail.com
Jen Tagg	<i>Vice-President</i>	(250) 341-7455	jentagg@hotmail.com
Nadyia Fry	<i>Secretary</i>	(250) 688-0599	nadyia2@hotmail.com
Wendy Johnson	<i>Treasurer</i>	(403) 479-1917	wendycurt.johnson@gmail.com
Heather Kakuno	<i>Register</i>	(778) 526-5237	hpkakuno@gmail.com
Jana Van Urk	<i>Assessment Chair</i>	(250) 347-6998	mjvanurk@telus.com
Miel Dubliwicz	<i>Director</i>	(250) 341-5159	mountianlife00@gmail.com
Arlyann Franson	<i>Director</i>	(250) 342-1208	arly29@icloud.com
Virginia Jopp	<i>Director</i>	(250) 341-1419	iangin@telus.net
Nadine Robb	<i>Director</i>	(778) 526-5191	jamesnadine1@gmail.com
Leanne Beddie	<i>Director</i>	(250) 342-6607	leannebeddie@hotmail.com
Marni Kreutzer	<i>Coach</i>	(250) 409-4208	mlwil@live.ca
Hailey Beddie	<i>Coach</i>	(250) 688-4888	haweybeddie@hotmail.com
Sara Zylka	<i>Coach</i>	(250) 688-9447	sarazylka@hotmail.com

Facilities

The Columbia Valley Skating Club uses three facilities in the Columbia Valley.

Eddie Mountain Memorial Arena

The Eddie Mountain Memorial Arena is the main arena used by the CVSC. It is centrally located in Invermere BC. It is the base of the CVSC offering all programs, Pre-Canskate all the way to StarSkate. It is home to the beginning of the skating club and is where our Annual Ice Show is performed. Programs in this arena are offered by Coaches Marni Kreutzer and Hailey Beddie.

For more information, please visit:

<https://www.rdek.bc.ca/departments/environmentalservices/parksandrec/emma/>

Location: 502-13th St. Invermere

Email: eddiemountainarena@gmail.com

Phone: 250-342-6712

Canal Flats Arena

The Canal Flats Arena has recently been brought back into use by the CVSC with the help of Sara Zylka. It is great to be able to offer the amazing sport of skating to outside communities. Sara offers CanSkate, CanPower and also helps in the coaching of our StarSkaters. She is a great asset to the club and has brought Skating back to the Canal Flats Area.

For more information, please contact the arena manager at 250.349.5617 or arena@canalflats.ca

Location: 4925 Burns Avenue, Canal Flats, British Columbia

Franks Rink

Franks Rink is located centrally in Edgewater B.C. and has been used by the CVSC for 3 years now offering CanSkate to outside communities. We have worked closely with Edgewater School in the past to encourage skating with all ages and have had children move into our Junior StarSkate program in Invermere. Programs at this arena are offered by Coaches Marni Kreutzer and Hailey Beddie.

For more information, please contact

Location: 5721 Vermillion St, Edgewater, BC V0A 1E0

Safety

Safe Sport:

Safe Sport covers all aspects of Safety including the helmet policy, concussion policy, anti-doping policy and Respect in Sport. Skate Canada places great importance on creating a fun and safe environment for our skating family, especially children and youth. We create this atmosphere as a reflection of our safety culture that extends throughout the organization. Our goal is to position ourselves as the Safe Sport leader in Canada and the world.

Skate Canada has always strived to create a positive sport environment built on the values of fairness, excellence, inclusion, and fun. We are proud to support the True Sport movement and its principles including Go for It; Keep It Fun; Play Fair; Stay Healthy; Respect Others; and Give Back.

Sport can also be a high-risk environment for misconduct, including bullying and harassment, physical and sexual abuse, and mental and physical injury. Our sections, clubs, skating schools, coaches, registrants, parents, and all other stakeholders expect best-in-class safety programs that will address the full spectrum of issues.

For questions on the Safe Sport Program, please contact safesport@skatecanada.ca

Helmet Policy:

On July 1, 2011, Skate Canada implemented a Helmet Use policy. According to our policy all Canskate participants must wear a CSA approved hockey helmet, this policy was implemented as a proactive safety measure to help protect members in the early stages of the CanSkate program that are learning how to skate. Skate Canada believes it is an appropriate time to implement such a policy to help prevent future injuries to its members that are learning how to skate. In the development of the policy Skate Canada consulted various groups of individuals including parents, and the policy was approved by the Skate Canada Board of Directors earlier in 2011.

Skate Canada is proud of its CanSkate program, the best learn-to-skate program in Canada, and we will continue to develop policies and programming that create a better and safer learn-to-skate experience for our skaters. If you would like more information on helmet use and injury prevention, we recommend you visit Parachute Canada.

- Skaters working on STAGE 5 and below, as well as all skaters in the CanPowerSkate program, MUST wear CSA approved hockey helmets.
- Skaters working on STAGE 6 or higher may choose to continue to wear a helmet at their discretion. The skater, parent/guardian have the final say as to whether or not the skater will or will not wear a helmet.
- Coaches are in charge of ensuring what a skater wears on the ice is safe. This applies to clothing, hair, skates etc.

Rowans Law/ Skate Canada App:

What is Rowan's Law?

Rowan's Law was named for Rowan Stringer, a high school rugby player from Ottawa, who died in the spring of 2013 from a condition known as second impact syndrome (swelling of the brain caused by a subsequent injury that occurred before a previous injury healed). Rowan is believed to have experienced three concussions over six days while playing rugby. She had a concussion but didn't know her brain needed time to heal. Neither did her parents, teachers, or coaches.

As a result of this tragedy Skate Canada has provided an app to help with concussion safety. Skate Canada's Concussion Ed is designed to give Canadians free access to critical concussion resources, it was developed together with Parachute Canada, a national injury prevention charity, under the guidance of expert advisors to select relevant, evidence-based material for Concussion Ed. Concussion Ed is downloaded on our club iPad along with the Red Cross First Aid app.

Respect in Sport:

The Respect in Sport Activity Leader Program educates youth leaders, coaches, and officials to recognize, understand and respond to issues of bullying, abuse, harassment, and discrimination (BAHD). These individuals are a huge influence in our sport and this training will assist them in creating a safe, healthy, respectful environment and will assist them in recognizing when a child may be at risk. It will also help in preparing you in the event of a disclosure from any individual as well as the many ethical decisions one can face throughout the season. These are critical concepts, and the Respect in Sport training will help you by providing you with important knowledge and tools.

**This training is being offered at no cost to Skate Canada coaches, officials, team leaders, club board members, club/skating school administrators, National Team and NextGen athletes only.*

Note: The estimated time to complete this program is 3 hours which can be completed at your own pace and convenience.

For More Information, Please Refer to the following links:

<https://info.skatecanada.ca/index.php/en-ca/guides/50-guide-to-safe-sport.html>



Equipment

Skates:

Skates are your most important piece of equipment, and it is important to get a suitable pair to help you perform your best. Not all skates are created equally. As in most things, you get what you pay for. Just because a skate is new, does not mean it is good. As skaters progress they will need better boots and blades in order to skate to their full potential and complete the more difficult jumps. Some of the better skate company names to look for: Jackson, Gam, Riedell, Graff, Edea.

Fit of Boots:

Boots should be fitted with one pair of socks/tights only. There should be room to move toes, but the foot should not slide around. The maximum amount of space between the toes and the end of the boot should be 1/2" or 1.3 cm. Figure skating boots are normally a size smaller than your normal walking shoe.

- Skates should fit snugly around the ankle and heel.
- There should be some room for movement, but the ankle, instep and heel must be firmly supported.
- The ball of the foot should come just ahead of the point where the sole starts to cut in for the arch. This ensures proper positioning of the arch and is extremely important for balance.
- The tongue should be sufficiently wide so that it will stay in place, and it should be well padded to prevent the laces from cutting into the foot.
- The front of the boot should be sufficiently wide to pull the laces tight.
- Never buy skates so big that they will last another season, because not only will they break down faster, but skater progress may also be hampered by ill-fitting equipment.

Setting and Sharpening the Blades:

Even if your blades come already attached, it is important to ensure that they are located in the correct position on the boot soles (generally slightly inside the center line). These adjustments should only be done by an expert. United Cycle in Edmonton is trained to do this and is well experienced in sharpening skate blades. Very few people who sharpen hockey skates really understand what is required for figure skating blades. Be sure to check your blades on a regular basis for sharpening. Experienced skaters have their blades sharpened approximately once a month.

Lacing Skates:

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

Skates Guards:

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. Skate guards should be removed from the blades when the skates are stored. This is to prevent the blades from rusting. Soft guards should be used to store skates.

Off-Ice Equipment:

- Proper Runners
- Skater may bring their own skipping ropes
- Skaters may bring their own yoga mats
- Water bottles
- Please wear proper attire

Care of Equipment:

- After each wearing, blades should be dried with a cloth and stored without guards. Guards should be washed out or replaced occasionally.
- NEVER STORE YOUR SKATES WITH SKATE GUARDS ON.
- Have a skate bag to keep skates, guards, soft guards, wipe cloths, extra laces, helmets, etc. organized and at hand.
- Never put your skates on or near a furnace or heat source. This will cause the leather to become brittle and crack.
- Boots and laces should be kept clean.
- While removing skates make sure they are sufficiently unlaced so that the back of the boot will not break down.
- Blades are sharpened properly on a regular basis. This is very important as the blade is the contact that makes the edges enabling a skater to do jumps and spins. 11 Better quality steel requires less frequent sharpening. A poor sharpening can ruin the blade forever and affect their skating ability. It may cost a bit more but having them done by an experienced technician will increase the blade's longevity.
- The bottom pick should not be removed from a beginner's figure skates. The bottom pick may take a bit of getting used to, but it is important for jumping, footwork, and balance.
- Regularly check the screws holding the blade to your boot. Tighten only when soles are dry to help prevent stripping.

Skating Clothing:

- Hair must be pulled back and out of the skaters face this includes underneath helmets
- Glove and Mitts are recommended however they must fit and not leave fluff or fuzz on the ice should a skater fall.
- Jewelry is strongly discouraged as it may break or snap on the ice.
- Layers are highly recommended as temperature within the facility is subject to change according to weather conditions outside.
- Figure skating dress are allowed with the appropriate under layers i.e., tights
- Sweaters and Coats- Must be form fitting and allow for a full range of movement Please avoid hoods as they can block a skater's vision.
- Tops- all shirts must reach a minimum length of the skater's belly button. Shirts should be form fitting and must have tight sleeves to not get caught in skating moves. NO STRAPLESS SHIRTS OR DRESS OF ANY KIND.
- Bottoms- Figure skating tights are a great option for a second layer to keep your skater warm. All bottoms must be form fitting and allow for a full range of movement. Shorts and Skating skirts are allowed so long as the skater wears appropriate tights.
- JEANS AND FLARED PANTS ARE STRICTLY PROHIBITED
- Please refer to the helmet policy regarding helmets
- All helmets must fit and be CSA approved.

All Equipment must be properly stored in a bag or the skater's locker CVSC is not

**responsible for lost or stolen items. **

Rules of the Skaters

On the Ice:

- 1) No swearing on or off the ice
- 2) No Chewing gum or food on the ice surface and must not bring breakable containers on the ice (glass Water bottles)
- 3) No kicking the boards or ice.
- 4) Be on time, ice is too valuable to be wasted in the changeroom. Coaches should not have to leave the ice to find their students.
- 5) Ask a coach for permission to leave the ice. This is both a courtesy to coaches and a safety factor for the skaters.
- 6) Keep your head up. There are lots of skaters on the ice.
- 7) Standing along the boards or sitting on the boards to talk is prohibited. It's your responsibility to clear the way for an oncoming skater.
- 8) Should another skater get in your way, call out “**excuse me**”, in a loud but polite manner.
- 9) Skating attire must be worn (NO JEANS)
- 10) Clean up after yourself.
- 11) Guards always worn off the ice
- 12) No skater is to be on the ice at the same time as the Zamboni
- 13) No skater is to be on the ice without a coach present.
- 14) No parents are allowed on the ice at any time, for insurance reasons.
- 15) Skaters are not to enter or leave the ice over the boards or to sit on the boards.
- 16) Do not lie on the ice unless you are injured and need assistance. 13. If you need to speak to a coach, do so while they are off the ice. Try not to interrupt them while they are teaching.
- 17) Please be sure to advise your coach if you will be missing any sessions
- 18) Skaters must be “in good standing” to participate in Skate Canada sanctioned events – test days, carnivals, competitions, etc. “good standing” assumes that the skater’s registration and coaching fees are paid to date and that the skaters are not under any disciplinary action.
- 19) HAVE FUN!!

Right of Way:

Right of Way must be given to the skater doing a solo to their music.

The following is the order of Right of Way:

- SOLOIST WITH MUSIC
- LESSON WITH COACH (including use of harness)
- DANCE PATTERNS WITH MUSIC
- SPINNING
- JUMPING
- CHOREOGRAPHY

All Skaters must follow and abide by these rules for a safe and Fun Environment

Clubroom:

- Clean up after yourself
- Non Perishable food in Clubroom
- No photos/videos to be taken in the clubroom this includes social media platforms i.e., Snapchat, Instagram, Facebook, Tik Tok etc.
- No parents/family members/guardians in changing area of clubroom
- Belongings must be kept in each skater's personal locker and lockers must be closable at end of session
- Locker art must remain appropriate for all ages
- No shoes in Clubroom- exception: indoor runners for off ice
- All language and subjects talked about must be appropriate for all ages –No Swearing!
- Stealing is strictly Prohibited

Our Clubroom is a privilege not a right Skaters who wish to disregard these rules will lose the privilege of using our clubroom.

Off-Ice/ Mezzanine:

- No swearing off the ice
- No Chewing gum or food during Off-ice bring No breakable containers (glass Water bottles)
- No kicking the wall.
- Be on time, Coaches should not have to find their students.
- Asking a coach for permission to leave. This is both a courtesy to coaches and a safety factor for the skaters.
- Keep your head up. There are lots of skaters involved.
- Skating attire must be worn (NO JEANS)
- Proper clean runners must be worn
- Clean up after yourself.

Programs

Special Olympics:

Is a new program we are introducing this year. This program is run on a volunteer basis on Friday ice Sessions in conjunction with Junior StarSkate. Skate Canada is encouraging a more diverse range of programs so as to encourage everyone to be able to skate regardless of situation. This program will be headed by the Special Olympics committee and coached by Marni Kreutzer.

Pre-CanSkate:

One of Skate Canada's flagship learn-to-skate programs, designed for ages 3-5. This is an introduction to skating and encourages a “learning through play” philosophy, all lessons are in a group format and led by certified Skate Canada coaches assisted by trained Program Assistants. Coaches perform evaluations so that skaters may be moved up to the CanSkate program when ready.

Adult Skate:

The Adult Skate program is geared to all ages and abilities. Whether you are looking to improve basic skills or gear towards certain aspects of the skating world this program can help get you there. Within this program you will complete a series of balance, control and agility skills taught in six stages of learning that pertain to all aspects of skating. The program is run on StarSkate ice in a group learning environment however individuals are more than welcome to set their own goals. The program is taught by an NCCP certified coach.

CanSkate:

The CanSkate program is geared to beginners of all ages and abilities. Whether you are looking to improve basic skills or gear towards certain aspects of the skating world this program can help get you there.

Within this program your skater will complete a series of balance, control and agility skills taught in six stages of learning that pertain to all aspects of skating. What you can expect in a session is action, movement, and fun! Lessons are given in a group format with a certified coach and trained Program Assistants. Skaters progress at their own rate and coaches make sessions active using teaching aids, upbeat music, theme days and a wide variety of activities promoting learning and participation.

Badges, ribbons, and other incentives are used to benchmark skaters' progress and reward effort and participation. CanSkate sessions include warm-up, stroking, skill instruction, creative exercise to music, games, and cool-down activities. Theme days and special events are scheduled throughout the season.

Program Assistants:

Program assistants are an important component to any successful CanSkate program. The role of the program assistant (PA) will vary depending on the unique needs and dynamics of a club, but all duties involve assisting the Skate Canada coach in the delivery of the program. A Schedule will be provided and posted to the skaters and parents. The responsibilities of a PA may include:

- Assist the Skate Canada coach in delivering the program on-ice and off-ice
- Demonstrate skills and teaching progressions
- Supervise practice sessions
- Lead warm-ups and cool-downs under the direction of the Skate Canada coach
- Reinforce learned skills (follow-up on coach instruction)
- Lead circuits, drills, group activities
- Set up Circuits, drills, and games
- Distribute awards (stickers, badges, etc.)
- Take attendance
- Be a role model for young skaters

Training:

Training will include an Off-Ice and On-Ice portion. There is a power point and workbook to go through. All PA's must attend training to receive rewards at the end of the year. Training will be assessed by coaches, and everyone will receive a certificate at the end of session.

Recruiting And Selecting Program Assistants:

PAs are vital to the success of any CanSkate program. Because of their important role, coaches and clubs must properly train and aid the PA's. Candidates must demonstrate:

- A helping nature
- Patience with children
- An ability to communicate ideas clearly
- Reliability
- A sense of commitment to tasks
- Qualities of a good role model
- Ability to lead activities in a creative and enthusiastic manner
- Be 10-12 years of age

If your child wishes to be a PA, please notify the coaches. A schedule will be posted in the clubroom. It is the PA's responsibility to know when they need to be on the ice. All PAs are expected to be on the ice at start time.

Absents:

If your child is going to be absent for one of their scheduled days, please notify one of the coaches immediately, so they can find a replacement. The coaches are relying on the PAs to run the programs efficiently. If you or your child do not notify one of the coaches of an absence, the coaches have the right to remove your child from the schedule, so please communicate with our coaches.

Junior StarSkate:

The Junior Starskate program is the start of Figure Skating skills becoming the focus. It is the transition from Canskate to StarSkate. Skaters will continue working towards finishing the Canskate badges as well as starting to learn some of the Star 1, StarSkate programs, (Skills, Dance, Freeskate, and Synchro). There is a 45 min group lesson with an additional 15 min of independent practice time. The program is taught by an NCCP certified coach.

This is where you really get to enter the world of figure skating working on building skating skills and creating a great foundation to keep climbing the ranks. We start with basic jumps and spins working in a group with time for free learning near the end. We also start to introduce Off-ice training as well as basic dance and skills movements to prepare for actual dance patterns in Star 2-Gold.

StarSkate:

The Starskate program is a Skate Canada program that is run country wide. This is where Figure Skating really starts! The Starskate program offers many different disciplines; Freeskate, Ice Dance, Skating Skills, Artistic, and Synchro. Skaters within the Starskate program progress at their own speed exploring all the different disciplines. This is where competitions start as well as assessments for all the disciplines. Each skater will set their own speed well working towards their goals in a fun, safe, encouraging atmosphere. StarSkate includes a mix of on and off ice training. Lessons will be provided in several ways; private, semi-private or group; however, sessions are mostly self-directed. This is a place where lifelong friendships and a love for the sport are made!

PowerSkate:

The CanPowerSkate program has been designed to focus on the development of 15 basic skill sets divided into three fundamental areas: Balance, Control and Agility. Recognizing that skating is a foundational skill for hockey and ringette, this program allows for the opportunity to focus on skating outside of the game or practice. The program is designed to allow flexibility for progression or an increase in intensity as needed, to cater to the level of skaters in the program. The participants in a CanPowerSkate program will receive a formal assessment of each individual skill as well as a comparison of Speed Drill times from the first and last week. Assessing allows for participants to have a benchmark in the program as they strive towards improving their skating skills.

Levels Of Skating

Disciplines of Skating:

Discipline	Content
Skills	Includes the development of turns in figure form, as well as skill exercises to develop power and control. Field moves are also included in this discipline.
Freestyle	ELEMENTS: includes the development of jumps and spins in isolation. PROGRAMS: includes the development of program components and element success in a performance situation.
Dance	Includes the development of skating technique while promoting timing, accuracy, and musicality through pattern dances.
Artistic	Includes the development of movement, creativity, projection, and interpretation through programs.
Synchro (Star 2-4)	Includes the development of synchronized skating elements through a variety of skating skills and teamwork.

Skaters can be trained in various disciplines of skating. They may wish to take assessments/ tests and compete to the National Standard, and later may choose to join the competitive stream of figure skating. The tables below show the various branches and levels that skaters can achieve.

STAR:

Levels in Singles Freestyle Competition (Skills. Test. Achievement. Recognition)

<i>STAR 1</i>	Introduces skaters to performing elements like jumps and spins in a fun group environment with their coaches. Ribbon and report card received
<i>STAR 2</i>	Skaters perform a program to music in front of judges. Ribbon and report card received
<i>STAR 3</i>	More difficult elements are added to programs. Judges evaluate programs based on more challenging criteria. Ribbon and report card received
<i>STAR 4</i>	Axels are encouraged. Star 4 serves as a transition point from evaluated programs and competition incorporating a points system. Each skater receives a report card; top skaters receive a ribbon or medal.
<i>STAR 5</i>	Skaters perform double jumps. Star 5 is the first time skaters get rewarded points based on elements and performance. Skaters are ranked based on total points provided on the report card. Top finishers receive medals

STAR Competition levels continue into STAR 6- Gold, continuing with ranked programs and points report card

Competitive Skating:

FREESKATE (singles)	DANCE	PAIRS	SYNCHRONIZED SKATING
<i>Skaters perform jumps and spins in a solo to music</i>	<i>Couples focus on musical interpretation and excellence in executing steps</i>	<i>A couple skate together with the focus on athletic overhead lifts, jumps and spins</i>	<i>12 or more skaters perform together with the emphasis on unison and group patterns</i>
Must pass Star 5 test 1st	Must pass Star 5 test 1st		Beginner 1 & 2
Pre-Juvenile	Pre-Juvenile	Pre-Juvenile	Elementary
Juvenile	Juvenile	Juvenile	Juvenile
Pre-Novice	Pre-Novice	Pre-Novice	Pre-Novice
Novice	Novice	Novice	Novice
Junior	Junior	Junior	Intermediate
Senior	Senior	Senior	Open
			Junior
			Senior

Overview STAR 1-5 Test Content			
	SKILLS	FREESKATE	DANCE
	Elements	Elements	Program
STAR 1	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
STAR 2	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 3	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 4	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 5	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
			Elements/Pattern Dance
			Fwd progressives Fwd chasses Fwd swing rolls Fwd slide chasses Fwd outside cross rolls
			STAR 2a: Dutch Waltz STAR 2b: Canasta Tango
			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
			STAR 4a: Swing Dance STAR 4b: Fiesta Tango
			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



STAR 6 – Gold Resource Guide

Appendix A – Overview STAR 6-Gold Assessment Content

	Skills	Freestyle		Dance	Artistic
		Elements	Program		
STAR 6	Backward Double Threes Forward Rockers Backward Rockers Forward Counters Backward Counters STAR 6 Skills Exercise – Forward Change Threes	Axel + C 2 Different Double Jumps Sit or Camel Spin (1 feature) Layback or Crossfoot Spin Change Combination Spin	STAR 6 Program (as per current Technical Program Requirements)	6A: Ten-Fox 6B: European Waltz 6C: Fourteenstep	
STAR 7	Forward Loops Backward Loops Forward Inside Choctaws Backward Outside Choctaws Twizzles STAR 7 Skills Exercise – Backward Change Threes	3 Different Double Jumps Jump in Combination (1+2, 2+1, 2+2) Flying Camel /Sit Spin Sit or Camel Spin (1 feature) Change Combination Spin	STAR 7 Program (as per current Technical Program Requirements)	7A: Foxtrot 7B: Tango 7C: American Waltz	Choreographic Step Sequence Field Movement Sequence Choreographic Spin
STAR 8	Forward Rocker-Three Sequence Backward Rocker- Three Sequence Forward Counter-Bracket Sequence Backward Counter-Bracket Sequence 2 Field Moves (different) STAR 8 Skills Exercise – Rolling Edges	4 Different Double Jumps Jump Combination (1+2, 2+2) Sit or Camel Spin (2 features) Flying Change Combination Spin Spin in One Position (different from Camel or Sit – 2 features)	STAR 8 Program (as per current Technical Program Requirements)	8A: Killian 8B: Rocker Foxtrot 8C: Starlight Waltz	
STAR 9	Forward Loop Change Loop Backward Loop Change Loop 360 Degree Spiral Challenge STAR 9 Skills Exercise 1 – Rockers STAR 9 Skills Exercise 2 – Choctaws	Single Axel Double Jump #1 Jump Combination (2+2, must be different, may not repeat solo jump) Change Combination Spin 3 Different Spins of Any Nature (may not be USp, CUSp, FUSp or FCUSp)	STAR 9 Program (as per current Technical Program Requirements)	9A: Paso Doble 9B: Blues 9C: Silver Samba	Choreographic Step Sequence Field Movement Sequence Choreographic Spin
STAR 10	One-Foot Turn Sequence 360 Degree Field Move Challenge Step Sequence STAR 10 Skills Exercise – Counters	Single Axel 5 Different Double Jumps Jump Combination (2+2) Spin of Any Nature Change Combination Spin	STAR 10 Program (as per current Technical Program Requirements)	10A: Cha Cha Congelado 10B: Westminster Waltz 10C: Quickstep	
GOLD	9 Turn Challenge Step Sequence Field Move Sequence		GOLD Program (as per current Technical Program Requirements)	Gold A: Viennese Waltz Gold B: Argentine Tango Gold C: Rhythm Dance	Choreographic Step Sequence Field Movement Sequence or 360 Degree Field Move Choreographic Spin

Seminars

What are they?

Seminars are a great learning opportunity including On and off-ice training. The Kootenay Region Typically hosts a fall skating seminar in Creston BC. The Kootenay Region brings in a variety of facilitators to do a focussed weekend of training. Seminars are also put on by various clubs throughout the season. Attendance is a great way to focus on and off ice skills and build friendships in a non-competitive environment. Skaters are grouped by ability/STARSKATE level and work on the key elements that make each level challenging. Sometimes hearing the information in a new way can bring the ah-ha moment for your skater. Watch for fun and educational opportunities to come throughout the year.

Assessments

What Are they?

Assessments are “tests” done by skaters to progress through the levels of skating. The word TEST was changed to assessments to be less intimidating for skaters. Assessment from STAR 1-5 are done by coach assessors, making it as close to a regular practice as possible. These assessments are done on regular practice ice with a coach marking the skater. Assessments at STAR 6-Gold are done by a judge or assessor from Skate Canada. Every level of assessment is designed to prepare the skater for the next level in skating. Skaters can progress at their own rate through the different routes of skating (Skills, Dance, Freeskate, Artistic and synchro). It is completely acceptable to be only at STAR 5 Freeskate but be GOLD in Dance and Skills.

How do they work?

Should a skater be ready to do an assessment parents will be notified by the coaches. Coaches will contact the Assessment Coordinator to provide the appropriate assessment sheets for the level. Coaches will schedule a day to accomplish as many tests as we can along with other skaters' lessons. All fees must be paid to the Assessment Coordinator before a skater is allowed to be assessed. For live Assessments regarding STAR 6- Gold should a judge or assessor be brought into the club there will be additional Fees. Live Assessments requiring travel to a neighboring club will be paid to the coaches at their regular rate for competitions and assessments.

Assessment Regulations:

- 1) A skater must be a ‘member in good standing’ to be allowed to test. Test fees must be paid prior to the test.
- 2) To be eligible for a test, the skater must have passed all preceding tests.
- 3) Skaters are required to be at the rink 1 hour before the scheduled time of the test, with an exception to virtual tests where we require skaters a ½ hour before their scheduled time. Skaters must not go on the ice until instructed to do so.
- 4) Common sense, appropriate attire, and appropriate behavior is expected on Test Days. Skaters must show respect for themselves (i.e.-properly dressed, skates clean, etc.) for others (conduct themselves quietly while others are testing), and for the judges (be on time, courteous and practice self-control)
- 5) It is your responsibility to keep your individual test result and record for future inquiries.

Fees:

Coaching:

- Coaching fees for Assessments STAR 1-5 are not paid by the parents. The coaches will bill the club at their regular hourly rate as the assessments are provided on regular scheduled ice time.
- Virtual assessments provided on club ice will be charged to the club at the coaches' regular hourly rate as the assessments are provided on regular scheduled ice time.
- Assessments with an Evaluator at the home club will be split between all participants of the assessment day. This includes the ice fees, evaluator fees and \$50-100 honorarium for the evaluator. This bill will be sent at the end of the Assessment Day by the host club **This bill will not include coaches' fees.** Coaches will charge for launch fees even at home clubs, however, will not charge mileage, accommodation or meals.
- Assessments with an Evaluator at a host club will be split between all participants of the assessment day. This includes the ice fees, evaluator fees and \$50-100 honorarium for the evaluator. This bill will be sent at the end of the Assessment Day by the host club. **This bill will not include coaches' fees.** Coaches will; charge launch fees, mileage, meals and accommodation if required.

Assessment:

- Fees are paid to the Assessment coordinator before the Assessment.
- \$12.00 for coach assessments and virtual assessments.
- \$20.00 for live assessments with an evaluator. \$12.00 goes to Skate Canada and \$8.00 to the Region.

Competitions

How do they work?

It is up to every family to decide whether or not they would like to participate in competitions. The Kootenay region provides three competitions a year: the West Kootenay Invitational (WKI) the East Kootenay Invitational (EKI) and the Regionals located in Creston BC. Clubs put bins in to be able to host a competition within their area. Competitions require a lot of volunteer work and effort from participants and the regional board. Coaches are required to let you know what events your child is eligible to sign up for and if there's been any changes with America or level. Coaches are also required to make sure that competition standards are met within each skater's program. Participants must register through the Skating in BC website and free skate levels STAR 4-up as well as artistic levels STAR 5 and up are required to have a planned program sheet. For each competition, an email will be sent out from the coach with the registration form and a list of events they would like to see your child participate in. All competition forms are distributed through your Coach. Participants are also required to submit an e-copy of their music with their registration. Competitions are an amazing way to gain many friendships and have a great time exploring the world of figure skating.

Fees:

Competition Fees:

- Competition fees are paid in advance and are charged per event.
- Entry fees will be refunded only if the competition is not held or if the entry is withdrawn before the closing date of entry. NO REFUNDS WILL BE GIVEN AFTER THE CLOSING DATE OF ENTRIES OF THE COMPETITION
- 1) Star 1 is charged @ \$65.00
- 2) Star 2-3 is charged @ \$85.00
- 3) Star 4 – Gold is charged @ \$95.00
- 4) Artistic is charged @ \$90.00

Coaches Fees:

Coaches will also have their expenses for attending out-of-town competitions and Assessment days paid. Their expenses will be split evenly among the skaters they have attending and the events they skate in. (A skater doing 3 events will have a higher portion to pay than a skater doing 1 event).

- The fee per event will vary depending on the type of event and number of events your child will participate in.
- Hotel cost split between each skater participating in the competition
- Vehicle Kilometers will be billed at \$0.55 cents per KM
- Meals @ \$50 per day
- Launching fees will be at the coach's regular hourly rate per event launched with exception to Gold Skills.
- Music will be billed at \$5.00 per 30 seconds of music time

**Coaches are expected to keep expenses to a minimum.*

Music:

- ALL SKATERS with the exception of STAR 1 must submit music online when they register. Music will only be accepted electronically via MP3 format. Do not begin the registration process until you have your music file ready to load. Questions can be directed to Haley Adams at bcyksection@skatinginbc.com
- Music files are not kept for the next competition. Skaters must submit their music for each individual competition.
- A backup USB flash drive or CD must be at the boards with the coach when the skater is competing.
- Alternate electronic items such as iPhones, tablets, mp3 players etc. will not be accepted.
- The preferred backup format is a USB flash drive.

Order Of Events:

- Arrive a minimum of 1 hour before the start of your event (1/2 hr for the first event of the day). Note: Competition events are permitted to start 1 hour early regardless of whether all skaters are present.
- When you first arrive, go to the registration area, hand in your music. (remember to pick up your music after the event before you leave for the day).
- Find your group's dressing room and let the ice captain (person with the clipboard) know you are there. Find out the skating order and whether it will be early or late.
- Find your coach (they will be looking for you as well).
- Do your off-ice warm-ups in a quiet place if possible (20 minutes minimum). Include stretching, light jog, jumps, program walk-through. Look at the ice for a start place. No silliness or running around while waiting. Focus on preparation. Use an iPod if you have one with your music on it.

Competition Expectations:

This applies to all attending the event (skaters, parents, families, guardians, coaches)

- You are a representative of the Columbia valley skating club and are required to follow all club guidelines.
- There is no talking while any skater is performing
- You'll be supportive of all skaters not just your own
- There will be no negative talk in the stands dressing rooms or anywhere within the arena
- There are no phones or cameras allowed in any of the dressing rooms
- Coaches and skaters are the only ones allowed in the dressing rooms and at the ice surface
- You will follow the code of ethics provided for you
- There will be no negative judgment of any participants
- You must follow Skate Canada competition protocols
- You must follow arena protocols
- Bad manners, profanity, improper behavior, or lack of consideration for others will not be tolerated. No show of temper on or off the ice or you will be asked to leave.
- Coaches are required to always carry proof of accreditation in the facility
- HAVE FUN!!!!

Competition Checklist:

- Fully complete all competition entry forms before the deadline date and return to coach or competition chairperson prior to deadline with appropriate payment. Any forms that are incomplete may be denied.
- Music on a USB.
- Costume/ Skating Dress (tried out prior for fit and comfort and possible alterations)
- Beige tights only **NO RIPS OR TEARS**
- Warm up sweater and black or matching gloves, for warm-up period only. Form fitting, zip, button or wrap. **No hood.**
- Hair must be worn neat and tidy (braid or bun, off face, must not catch on costume). Nothing loose, bobby pins must “lock”. Tested at the same time as the costume before the event.
- Skate bag, guards, extra laces, wipe for skates, and possibly a garment bag.
- SMILE!** You're a proud member of the Columbia Valley Skating Club and our team is here to have fun! Bring your manners and a positive attitude. Let's look sharp, we are representing our club and community.
- DO NOT** sharpen your blades immediately before a competition or test day.
- Carry a screwdriver that fits the screws on your boots in case the blade needs tightening while you are away from home.
- Be at the arena 1 hour before the scheduled event time
- Check in with coach(es)

Club Management

Executive Board

Positions and Roles: Bylaws

PRESIDENT –

Shall supervise the Club's affairs and activities and preside at all meetings. He/she shall make an annual report and shall be Club counselor under the constitution of Skate Canada. Prospective Presidential candidates must have minimum one-year prior experience on the Columbia Valley Skating Club Board.

PAST PRESIDENT –

To mentor the President and Board, advise the Executive on past procedures, provide information to help the CVSC maintain quality and continuity. Shall be a member of the Executive for the one-year term immediately following the term of President; assume the role of 'Acting President' in the event of the President's absence and work on committees as help is needed.

VICE PRESIDENT –

Shall preside at meetings and assume the duties of the President in the absence of the President and/or Past-President and shall carry out any other duties assigned by the President. Shall work on committees as help is needed.

SECRETARY –

Shall keep an accurate and current record of all meetings and shall keep a record of the names and addresses of all voting and non-voting members. Shall keep and provide a record of all minutes at each meeting for review if needed.

REGISTRAR –

Shall look after registration and the collection of all fees at each session after which he/she will turn over to the Treasurer (can include buy-on fees). Create and maintain an updated contact list of membership. Assist in coordinating advertising to coincide with programming.

TREASURER –

Shall be responsible for and have custody of all monies and grant discharge of same. The Treasurer shall prepare a report of receipts and disbursements for each Board meeting and a budget-to-actual income and expenses comparison report for each Board meeting. The Treasurer shall prepare a statement of receipts and disbursements and a balance sheet for the Annual General Meeting. Will assist in preparing accurate pricing for programs, preparing budgets, etc. Shall assist in preparing Gaming applications, preparing Gaming Summary Reports, and other grant applications.

MEDIA AND PUBLICITY CHAIR –

Promote all skating programs, ensure advertising is in the newspaper/schools prior to registration and work with the President for any other advertising needs.

PARENT VOLUNTEER CHAIR –

Ensure all Volunteer deposits/fees have been received by all Junior-Star and Star skater registrants, coordinate all parent/family volunteers for fundraising events if needed, keep track of volunteer hours, and notify the Treasurer once the minimum number of hours have been completed.

ASSESSMENT COORDINATOR–

Shall be responsible for arranging and supervising all assessments (in consultation with the appointed referees). Shall also be responsible for providing the coach assessors with the appropriate assessment sheets, obtaining judges/assessors for Skate Canada Assessments. Keeping Club records of Tests, record results of all tests on summary sheets, collect test fees and send them to Skate Canada. Shall know the Skate Canada rules concerning assessment days, obtaining officials and record keeping. Organize a schedule for Assessment days. Arrange for catering on Assessment days.

Responsibility of Club to Coaches:

- The club shall cooperate with and support the coach with regard to the technical aspects of the club skaters.
- The club shall only hire certified NCCP (National Coaching Certification Program) coaches and only hire the number of coaches required based on the needs of members.
- The club shall not interfere with a coach-skater relationship unless agreed upon by both parties. The club shall assist a coach in recovering a skater's unpaid fees.

Coaches

Bylaws

- Maintain a registered and “In good standing” status while actively coaching in Skate Canada clubs and skating schools.
- Accurately represent the NCCP status, professional credentials, education, and experience on a resume
- Adhere to the NCCP certification deadlines for CanSkate, Regional, and CanPowerSkate contexts
- Continually seek opportunities for further coach and professional development
- Support and promote Skate Canada, its programs, and the sport of skating
- Dress in a neat, clean, and professional manner
- Respect the position of other coaches, officials, and volunteers
- Ensure all business is conducted and acquired in a professional manner
- Coaches must not directly or indirectly solicit athletes of another coach.
- Be familiar with and conduct oneself in accordance with ISU, Skate Canada, Section and club/school rules, policies, regulations, and programs.
- Follow and abide by the Skate Canada Coach Accreditation for Qualifying Events Policy.
- Abide by the Minimum NCCP Status for Coaching
- Actively promote and uphold the “Rule of Two” and Responsible Coaching Movement as identified by the Coaching Association of Canada.
- Responsible for filing all business income to Canada Revenue Agency, annually.

Responsibilities:

- Setting goals
- Determining equipment needs
- Suggesting lessons needed and give the skater and parent a schedule
- Inform a skater and their parent(s) when they are ready to test
- Ensuring assessments and competition requirements are met
- Ensure that each skater has the necessary forms for tests, competitions, clinics, and seminars 2 weeks prior to the due date to allow time for questions or concerns.
- Produce for solos and/or pairs
- Ensure programs are choreographed with all level requirements included
- Inform parents of progress throughout the year
- Notify parents via email of any important changes

Skate Canada & Regions

Kootenay Region:

Columbia Valley SC belongs to the Kootenay Region. The Kootenay region board meets twice a year usually in Creston BC, as it is the most central location in our vast region. The Kootenay Region supports all things skating in the region from seminars to competitions. As clubs we share profits from competitions and seminars to the Region. The Kootenay Region is one of many in the British Columbia/Yukon Region running from the East Kootenays: Columbia Valley, Kimberley, Cranbrook, Creston, Sparwood, Elkford and Fernie out to the West Kootenays: Nelson Castlegar, Rossland, Beaver Valley, Grand Forks. The region board is compiled with volunteers across all the Kootenays.

For More information please visit: <http://skatekootenayregion.ca/>

BC/YK Region:

The BC/YC region reports to Skate Canada it covers British Columbia and the Yukon and is divided into The BC Section consists of 5 regions: BC Coast, Cariboo, North Central, Kootenays, Okanagan and Vancouver Island.

They are responsible for all events and assessments held in the BC/YK section.

For more information please visit: <https://www.skatinginbc.com/>

Skate Canada:

Skate Canada, the governing body of figure skating in Canada and the largest volunteer organization in the world. Nearly all of the people involved with Skate Canada contribute their time and energy for the good of the sport. The many officials that have participated in events over the years have all been volunteers, many of whom have devoted over 20 years to the sport.

All Rules and regulations are determined by Skate Canada. Skate Canada records all assessments and competition records as well as provides many learning opportunities for all aspects in the skating world. All coaches are required to follow Skate Canada protocols in their certification. Skate Canada is comprised of 13 sections, one for each province with Ontario having 4 sections. Each section is divided into regions. When you become a member of our Club, you also become an associate member of Skate Canada; \$35.65 of your registration fee goes to Skate Canada each year. Each skater is issued a registration number and card. Your skate Canada number will be yours for life and will be necessary for all competition and test day forms. You can check out the skate Canada website and login with your skate Canada number to find information.

For more information please visit: <https://skatecanada.ca/>

Profiles:

Everyone that signs up with Skate Canada gets a profile and personal Skate Canada Number that you will have for life. The profile login usually starts with their Skate Canada number. Within your profile you have access to multiple different things including your emergency contact information, your registrations, achievements and competition records. You will also have access to search coaches eligibility, to see different materials that are used in downloaded within Skate Canada clubs, Safe Sport access, and long-term development plan (LTD) and lastly you will also have access to Skate Canada's e-Learning Website.

The LTD is an amazing program that has just gotten a new revamp from Skate Canada. It shows all the different paths for slating as well as mental health and physical health information. This program explains many of the things found on report cards, assessment sheets and information given by coaches. It also shows very clear expectations on assessments with videos to follow.

In the top right-hand corner you'll also have access to the information center and notice board for Skate Canada.

eLearning:

Skate Canada has an amazing eLearning website. This website offers a range of courses in all aspects within figure skating. This is where all NCCP coaches start out; it also has access to the skate Canada programs and structures. As well as aids in the running of skating clubs, the preparation for athletes and the safesport course to ensure that all members create a safe and fun environment for all.

The Columbia Valley Skating Club strongly encourages all participants to familiarize themselves with the Skate Canada websites and see everything that they may have to offer. We also recommend that all Executive members make themselves familiar with what the e-learning website has to offer within the clubs and skating schools category.



Code Of Ethics

All individuals:

to whom this Policy applies have a responsibility to:

- Conduct themselves in a manner that is of the highest standards, follows Skate Canada's mission, vision, core values and policies and behave accordingly
- Not participate in, condone, or engage in activities that are dishonest, fraudulent, deceitful, misrepresentative, abusive or illegal/criminal; nor activities that disrespect human rights or that risk the reputation of Skate Canada
- Not attempt to cover up or conceal any conduct of an individual that is, or may be, in breach of this Code and will report any concerns and/or violations
- Fully cooperate with investigations
- Fully support and adhere to the prohibition of retaliation against any individual who enact this Policy because they exercise their obligation to report a concern or issue

Parents/Guardians:

- Encourage athletes to play by the rules and to resolve conflicts without resorting to hostility or violence.
- Never ridicule a participant for making a mistake during a performance or practice
- Provide positive comments that motivate and encourage participants continued effort
- Respect the decisions and judgments of officials and encourage skaters/athletes to do the same.
- Respect and show appreciation to all competitors, and to the coaches, officials and other volunteers who give their time to the sport
- Act in accordance with Skate Canada's policies and procedures this Code, as well as the Privacy Code, and National Safe Sport Program and policies thereunder

Skaters/Athletes:

- Always remember that they represent Skate Canada
- Report any medical or fitness problems in a timely fashion, where such problems may limit the skater's/athlete's ability to travel, train or compete; or, in the case of carded skaters, interfere with the skater's/athlete's ability to fulfill requirements under the Athlete Assistance Program.
- Properly represent themselves and not attempt to enter a competition for which they are not eligible, by reason of age, classification, or other reasons.
- Act in accordance with Skate Canada's policies and procedures this Code, as well as the Privacy Code, Anti-Doping Policy, and National Safe Sport Program and policies thereunder

Coaches:

- Remember that they represent Skate Canada
- Maintain the highest possible standards of professionalism and integrity, including but not limited to, such considerations and standards established by Skate Canada.
- Ensure a safe, positive, and healthy environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of athletes.
- Make decisions in the best interest of the skater/athlete.
- Proactively address potentially harmful behavior or an unsafe environment
- Under no circumstances provide, promote, or condone the use of legal/illegal drugs or performance-enhancing substances.
- Respect the coach/athlete relationship and not solicit the athlete/s of another coach
- At no time engage in an intimate or sexual relationship with an athlete of under the age of 18 years
- Accurately represent their technical, educational, certifications and professional credentials and resumé
- Exhibit important character traits of honesty, integrity, fairness, inclusiveness, reliability/dependability, and cooperation when dealing with all participants in the sport to bring credit to the profession
- Act in accordance with Skate Canada's policies and procedures this Code, as well as the Privacy Code, Anti-Doping Policy, and National Safe Sport Program and policies and procedures/protocols thereunder

For More Information Regarding Code of Ethics Please go to the Skate Canada Information Center:

<https://info.skatecanada.ca/index.php/en-ca/policies/79-skate-canada-code-of-ethics.html>

BOARD MEMBERS' CODE OF ETHICS

- Ensure that equal opportunities for participation are available for all children regardless of their ability, sex, age or handicap.
- Encourage fair play and good sportsmanship.
- Be supportive of all volunteers. Praise efforts as well as results.
- Ensure that proper coaching is provided by hiring certified and skilled coaches.
- Support Clinics to upgrade and educate your skaters, coaches and volunteers.
- Make it a priority to look for opportunities to improve the Club and encourage change and innovation when required to achieve objectives.
- Distribute and display club rules and encourage their abidance.
- Demonstrate unity. Discuss issues and ideas with well founded supporting rationale. Listen to diverse opinions and once a decision is made, full support of the Board is expected.
- Act as a resource for Club members. Be considerate of new ideas and/or concerns brought forth by the membership by discussing them with the Board and responding in a timely manner.
- Demonstrate sound ethics; be trustworthy, truthful and honest when dealing with issues and individuals inside and outside the Club and Board Meetings. Maintain confidentiality. Consider all relevant factors when making decisions. Decisions must be logical, rational and advance the Club's interests. Commit and follow through once a decision is made. Remember we are a team working towards the betterment of our club.
- Promote and foster teamwork by sharing your opinion and respecting others. Build strong relationships by demonstrating awareness of and consideration for the feelings of others.
- Any Board Member who deliberately deviates from the Code of Conduct by demonstrating poor behavior or disrespect of Coaches, Board Members or Club Members may have their club membership revoked.

I, the undersigned, am aware of the contents of this Handbook and agree to uphold them

Signature _____

Date _____

Witness _____

PARENTS' CODE OF ETHICS

You are the most influential people in your child's life. Your job is not only to teach them to win or lose, but to do both graciously. You must also remind them that skating is meant to be FUN. The athletic skills these young people learn may only be used for a few years. The attitudes they develop towards themselves and others will last a lifetime.

- Promote integrity, fairness and respect.
- Help your child develop a positive self image. Encourage your child's participation by promoting good sportsmanship and providing constant positive reinforcement.
- Children learn by example. Promote respect for rules, coaches, judges and evaluators, other parents and skaters.
- Children look at parents as mentors, therefore, lead by example to create a motivating and rewarding environment built on trust and mutual respect between parents, coaches and the Board. Children are a product of their environment.
- Recognize the value and importance of the volunteer. They give their time and resources to provide a Club for your child.
- Be proactive and informed. Take the initiative to contact the office, coaches or the Board to obtain information pertaining to your skater or the Club. Please don't wait for others to inform you.
- If you have questions, concerns, and/or suggestions we encourage you to approach the appropriate Board Member or submit them in writing to the appropriate Board Member.
- When an issue of concern should arise, encourage an open and respectful verbal dialogue with members and/or coaches to promote a healthy resolve.
- Show respect, appreciation and be supportive.
- Show respect for officials, coaches' and Club Members by not publicly questioning their judgment, integrity and honesty.
- Encourage your child to approach their coach with any comments or questions regarding their performance after test days or competitions.
- Parent(s) are responsible for ensuring the safety of the skater when off the ice. Please ensure that if you are not at the arena, arrangements are made to meet your child for drop off and pick up in a safe area.
- Any person who deliberately deviates from the Code of Conduct by demonstrating poor behavior or disrespect to any of the Coaches, Board Members, Club Members or skaters may have their club membership revoked.

I, the undersigned, am aware of the contents of this Handbook and agree to uphold them

Signature _____

Date _____

Witness _____

SKATERS' CODE OF ETHICS

All skaters shall recognize that being a member of the community carries with it responsibilities and rewards, and they shall not only embrace those responsibilities, but also conduct themselves both on and off the ice in a way that exhibits respect for others and themselves.

- Always remember that they represent Skate Canada
- Properly represent themselves and not attempt to enter a competition for which they are not eligible, by reason of age, classification, or other reasons.
- Act in accordance with Skate Canada's policies and procedures
- Skaters are to extend proper courtesy to all skaters and coaches at all times. Swearing, kicking or stomping the ice or other disrespectful behavior will not be tolerated. Offending skaters will be asked to leave the ice immediately. Parents of offending skaters will be notified.
- Skaters must behave respectfully to other skaters, parents, coaches, and officials while off the ice. This includes behavior in the dressing rooms.
- Skaters are to follow all the rules established in the handbook
- Skaters are to be on time for all skating sessions and lessons.
- Skaters are to receive permission from a coach before leaving the ice for any reason.
- Skaters are to follow the dress code
- Skaters are to follow the expectations set for Program Assistants
- Skaters are not to be on the ice at the same time as the zamboni or without a coach present.
- Skaters are not to lay on the ice unless unable to stand due to injury requiring assistance.
- Skaters are to notify their coach of any planned missed lessons.
- Skaters must be in good standing with the club to participate in Skate Canada sanctioned events including test days, ice shoes, competitions, etc. "Good standing" implies the skater's registration fees and coaching fees are paid to date and that the skater is not subject to any ongoing disciplinary action.
- Skaters acting contrary to this code of conduct may be subject to disciplinary action.

I, the undersigned, am aware of the contents of this Handbook and agree to uphold them

Signature _____

Date _____

Witness _____

COACHES' CODE OF ETHICS

- Remember that they represent Skate Canada
- Ensure a safe, positive, and healthy environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of athletes.
- Make decisions in the best interest of the skater/athlete.
- Proactively address potentially harmful behavior or an unsafe environment
- Under no circumstances provide, promote, or condone the use of legal/illegal drugs or performance-enhancing substances.
- Respect the coach/athlete relationship and not solicit the athlete/s of another coach
- Exhibit important character traits of honesty, integrity, fairness, inclusiveness, reliability/dependability, and cooperation when dealing with all participants in the sport to bring credit to the profession
- Act in accordance with Skate Canada's policies and procedures this Code, as well as the Privacy Code, Anti-Doping Policy, and National Safe Sport Program and policies and procedures/protocols thereunder
- Maintain a registered and "In good standing" status while actively coaching in Skate Canada clubs and skating schools.
- Accurately represent the NCCP status, professional credentials, education, and experience on a resume
- Adhere to the NCCP certification deadlines for CanSkate, Regional, and CanPowerSkate contexts
- Continually seek opportunities for further coach and professional development
- Support and promote Skate Canada, its programs, and the sport of skating
- Dress in a neat, clean, and professional manner
- Respect the position of other coaches, officials, and volunteers
- Ensure all business is conducted and acquired in a professional manner
- Be familiar with and conduct oneself in accordance with ISU, Skate Canada, Section and club/school rules, policies, regulations, and programs.
- Responsible for filing all business income to Canada Revenue Agency, annually.

I, the undersigned, am aware of the contents of this Handbook and agree to uphold them

Signature _____

Date _____

Witness _____