



INFORMATION AND POLICY HANDBOOK

Cold Lake Figure Skating Club
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Part I- General Club Information

Mission Statement:

To provide excellence in figure skating instruction, use team coaching to encourage a committed and fun environment, and provide ice access to all club members and guests at the lowest possible cost.

Cold Lake Figure Skating Club (CLFSC) is honored to be a Skate Canada sanctioned club and proud of the hard work, dedication and competitiveness of our skaters. We specialize in Learn-to-Skate, CanSkate, STARSkate, CompetitiveSkate, and Edge Development training programs.

Our skaters range from preschoolers to adults, beginner to elite levels. The club is managed under a professional business framework by a small staff and a large group of volunteers. CLFSC's skating programs and coaches are 100% committed to helping our athletes reach above and beyond their potential as well as creating a safe and fun environment.

We recently celebrated our 36th skating season. Our goal is to be a club that is fun for skaters, non-political and where coaches can work in an open team environment.

1.0 Executive and Coaching Staff 2020-2021

1.1 Executive

The executive team is a group of dedicated volunteers who meet minimum once a month (first Wednesday of the month) during the season to review club business and plan events, competitions, and test days for our members. The Annual General Meeting is typically conducted in April where all club members are encouraged to attend and if interested enter their name for a volunteer board position.

President	Amanda Forster
Vice President	Heather Miller
Treasurer	Kyla Nuttall
Secretary	Kristen Berezanski
Coaching	Rachelle Rupp
Test Chair	Cheryl Fedor
Bingo Chair	Vanna Harnack
Fundraising Chair	Richelle Webster
CanSkate Liaison	Vacant
Test Group Liaison	Carmin Reid
STARskate Liaison	Kyla Nuttall
Carnival Chair	Vanessa Cheung

1.2 Coaching

Skate Canada is home to nearly 5600 professional coaches who are dedicated to delivering best-in-class learn-to-skate, power skating and figure skating programs to thousands of skaters across the country. Our coaches are teachers, mentors and role models committed to teaching individual development and life skills to help each skater realize his/her personal best – on and off the ice. All Skate Canada coaches are professionals who are trained and certified through Skate Canada's National Coaching Certification

Program (NCCP). All Skate Canada professional coaches must be registered coaching members in good standing. Detailed information regarding coaching can be found at www.skatecanada.ca/skate-canada-coaches/#profession

All of our coaches are St. Johns or Red Cross First Aid CPR “C” and AED Certified and have complete the Skate Canada background check.

Rachelle Rupp- Head Coach and Coaching Representative

Rachelle has been with the club for 17 years as a coach. Her role as Head Coach involves direct/indirect supervision and mentorship of all other coaches as well as point of contact for members in regards to coaching questions or concerns. She oversees all Skate Canada program requirements and leads all training programs for the club. She also serves on the executive board as the Coaching Representative as a liaison between the coaches and executive team. Rachelle has over 26 years experience in coaching and an impressive repertoire of training achievements.

- National Trained Coach
- NCCP Level II Certified Singles
- NCCP Level III Technical Singles
- NCCP Level III Theory Singles
- NCCP Level III Singles
- Triple Gold
- Star 1 -5 Coach Assessor
- Star 6 – Gold Coach Assessor
- 2004, 2006, 2008, 2010, 2020 NE Alberta Winter Games Coach Representative
- 2005/2006 NE Zone Coaching Representative

Tracey Bexson- STARSkate Coach and Program Coordinator

Tracey has been a figure skating coach for 35 years and has spent the past 8 years with the CLFSC. Her repertoire includes:

- National Trained Coach
- NCCP Level III Technical Singles
- NCCP Level III Theory Singles
- NCCP Level III Dance
- Star 1 -5 Coach Assessor
- Star 6 – Gold Coach Assessor

Shelby Polluk- CanSkate, Test Group, STARSkate Coach

Shelby has been coaching figure skating for 10 years and has spent the past 5 years with CLFSC.

- CanSkate Certified
- Regional Trained
- NCCP Coach

Hailey Nuttall- Junior CanSkate, Test Group Coach

Hailey has been a long-time member of the CLFSC and is working towards transitioning from skater and program assistant, to coach.

- CanSkate certified, 12 years skating
- NCCP Coach

2.0 Skating Programs

2.1 Learn-to-Skate

The Learn-to-Skate program is designed for children 2 years old and up that are completely new to skating. Children must be fully potty trained to begin skating with CLFSC (no diapers on the ice). We aim to provide a positive first experience to skating. Class consists of a 5-minute warm up, and 35 to 40 minutes on ice instruction. Music and various skating props are used to make it fun and keep skaters engaged. Learn-to-Skate is not a pre-requisite for enrolment in CanSkate.

2.2 CanSkate

The CanSkate program is a complete series of balance, control and agility skills that will prepare skaters for any ice-skating sport or recreational skating. The nationally-tested and proven curriculum and delivery method guarantees skater success by utilizing 90% movement. We employ certified coaches trained specifically in teaching the mechanics and proper technique of skating. Our coaches are assisted by trained program assistants. This format ensures a 1:10 coach/program assistant to skater ratio or lower. Our goal is to provide kids with the best foundation for figure skating, hockey, speed skating and ringette while promoting fun, fitness and participation.

Skaters are grouped by similar skill level, not necessarily by a specific badge level. Each group has a Program Assistant (PA) who stays with the group and moves them from one station to the next as well as assisting at each station. Periodically, skaters will be moved within groups, however if your child is not changing groups it does not mean they are not advancing. Typically, skaters will progress through Stages 1 and 2 more quickly than Stages 3 to 6. It may take three to four full seasons to progress through to the end of Stage 6.

Stations

Our club uses a multiple station format with 10-12-minute rotations. The circuits are built to cover a range of skills associated in each of the three areas: Balance (forward skating, glides), Control (stops, backward skating, glides), and Agility (turns, spins, and jumps.) Coaches and PAs will assist in leading their group through the stations.

Group Activity/Cool Down

After groups have rotated through each station, all the skaters come together for a group activity that is theme based. This is a continuous movement activity which promotes fun and inclusion while reinforcing skills. Group activity/cool down last approximately 5 minutes. It allows full use of the ice, while allowing the skaters to cool-down in a safe manner before the session end.

2.3 Test Group

Test group is a custom CLFSC program, developed to introduce figure skating. This program is suited for skaters from the CanSkate Program Level 3 (coaches' discretion) and up who want to focus on developing figure skating skills as opposed to other ice-skating sports.

2.4 Pre-STARSkate

Pre-STARSkate is also a custom CLFSC program. We feel that once skaters get past a certain basic skating stage, it's important to challenge them to achieve higher skill levels. PreSTARSkate is CanSkate Stages 6 and 7. Skaters will be recommended to join PreSTARSkate once they have passed Stage 6. To move them up earlier frequently results in the following problems:

- Fear, as other skaters are going substantially faster and that can be intimidating.
- Frustration of the skater, as they are unable to work on the skills they are being asked to
- Coaches endeavor to give equal time to all the kids in PreSTARSkate, and cannot facilitate giving more time to one PreSTARSkate skater over another, regardless of whether a skater is ready for stage 7 or not.

Note- Additional fees may apply at the PreSTARSkate level (refer to section 2.5.1). Any additional fees will be discussed with head coach prior to session start date.

2.5 STARSkate

Skills, Tests, Achievement, Recognition – this is what STARSkate is all about!

STARSkate offers opportunities for skaters of all ages to develop fundamental figure skating skills in four areas – **Skating Skills, Ice Dance, Free Skate and Artistic**. Unique in Canada, this program teaches figure skating skills in a group and/or private lesson format in a progressive and sequential manner and includes specifically designed awards and incentives. Once in the program, skaters have the opportunity to take Skate Canada Tests through a nationally standardized testing system (although not mandatory) and while honing learned skills. Skaters may also choose to enter competitions, while still trying Skate Canada tests. Other skaters may feel that they have progressed to a point where they may wish to enter the Skate Canada Competitive Skate Program or become involved in synchronized skating, evaluating or judging, or participate as an adult.

STARSkaters are grouped into 3 Categories in order to stagger available ice time and optimize coaching opportunities for all skaters. Additional fees apply at the STARSkate level (refer to section 2.5.1).

Primary Level Tests (Star A)

- Skating Skills: Star 1-5
- Free Skating: Star 1-5
- Dance: Preliminary, Junior Bronze (Star 1-5)
- Artistic: Star 5

Intermediate Level Tests (Star B)

- Skating Skills: Star 4-8
- Free Skating: Star 3- 4
- Dance: Senior Bronze, Junior Silver (Star 5-8)
- Artistic: Star 5-7

Senior Level Tests (Star C)

- Skating Skills: Star 7- Gold
- Free Skating: Star 5 - Gold
- Dance: Senior Silver, Gold, (Star 8-Gold)
- Artistic: Star 7 - Gold

Skating Skills are a combination of fundamental skating movements, executed on a pattern and skated solo. The basic components of all disciplines of figure skating are incorporated into the program. The movements are derived from former compulsory figures, free skating and ice dancing. The objective of the Skating Skills program is mastery of the basic fundamentals of skating – edge quality, control, power and speed.

There are 11 Skating Skills tests in the STARSkate program:

- Star 1-10 plus Gold

Ice Dance consists of seven levels of tests, the Dance Test program teaches timing, musicality, rhythm interpretation, structure as well as basic skating skills such as edges, flow, control and unison.

The dances in the STARSkate Program can be tried in any order but a candidate must pass the required number of dances in a dance test before proceeding to the next level. In addition to the traditional compulsory dances, there are also Creative Dances to challenge skaters' creativity, artistry and originality. Dance tests are completed with our Dance Partner/Coach (additional fee).

There are 10 Ice Dance Tests in the STARSkate program:

- Star 1-9 plus Gold

Free Skate entails the execution of jumps, spins, footwork, field movements and stroking, either in isolation or performed in sequence to music.

There are 10 Free Skate tests in the STARSkate Program:

- Star 1- 9 plus GOLD
- Each test consists of 2 parts – Elements in Isolation and a Free Program, Gold level is only a Free Skate Program

Artistic- The objective of the Artistic program is to encourage and develop skaters' creativity, expression, musicality, movement, interpretation of music, as well as the use of space, rhythm, line and style. The program provides skaters with the opportunity to explore the performance aspect of skating without focusing on technical elements. Skills pre-requisites are required at each level of artistic.

The Artistic tests consist of skating to and interpreting a piece of music 2.0 to 3.0 minutes (+/- 10 seconds) in length. Skaters can take Interpretive tests as individuals and/or as a couple (male/female, female/female or male/male) at four levels:

- Star 5 (pre-requisite skating skills 4)
- Star 7
- Star 9
- Gold

2.5.1 STARSkate Coaching, Test and Competition Fees

Registration fees for STARSkate cover ice time and group stroking sessions. In addition to this, skaters will receive private coaching (additional fees). Skaters in Star 1-5 are coach assessed. Above Star 5 will be scheduled test days determined by Coach and Test Chair (typically 2 test dates in winter and 1 in spring session). Test fees and Coaching expenses are not included in Registration Fees. Skaters will be responsible for keeping their own test records. These can be viewed on the Skate Canada website. Club records are kept but from time to time Skater test copies are destroyed or lost. It is the skater's responsibility to ensure they have a copy of these results in a safe place.

Coaching, testing, and competition fees are not included in the registration fee. Additional fees are as follows:

- Private coaching is an average of 3-4 lessons a week, possibly more if in group lessons.
- Coaches fees are billed out once a month and average anywhere from \$50-\$150 a month based on the number of lessons/group lessons the skater receives.
- Testing Fees (Skate Canada Fee) \$12 per test.
- Coach Fees for tests average \$12-\$17 a test depending on the test.
- Dance Partner fees for dance tests average \$10-\$30 a test depending on the level of dance test.
- Dance partner practice days (usually every second Sunday) \$21-\$26 a lesson (mileage is divided up and split with skaters and the club).
- Competition Registration fees vary on the competition \$75-\$125 per event. Optional 5 competitions a year based on level of skater
- Competition Coach fees \$22 per event (if more than 2 competitions are attended in a year, the hotel and mileage for the coach is divided by the skaters – the club pays for 2-3 competitions for the coaches)

2.6 Edge Development

This program is geared to assist hockey or ringette players develop technique and edges. Offered in the Spring April to May.

3.0 Program Assistants (PA's)

Program assistants (PA's) are individuals who have been trained by a CanSkate coach to assist in the delivery of the CanSkate program. Program assistants are typically current skaters with the club. Program assistants should be good communicators and demonstrators, enthusiastic, team players, good role models, responsible, punctual, patient, prepared and organized, able to lead groups, encourage skaters and offer praise. Above all, PA's will keep skaters moving while having fun.

A PA's role may include:

- Assisting or leading warm-ups, group activities or cool-downs
- Assisting with the set-up of circuits and stations
- Leading circuits and rotations
- Demonstrating proper execution of skating skills
- Aiding skaters who may have additional needs
- Taking attendance
- Timing speed skills
- Providing general assistance to the coaches on the session
- Providing encouragement and general feedback to skaters
- Assisting with tracking of skill acquisition

A PA's role does not include:

- Delivering lessons at a designated teaching station
- Instructing skills or assessing skills
- Discussing skater progress or behavior with parents or guardians

4.0 Competitions

Competitions will be agreed upon by the Executive, Coach and Skaters. The skating club pays coach expenses for two competitions and one Fun Meet (covers coaching costs/mileage/hotel). The club will pay for a third competition if the majority of skaters attend and if fundraising funds are available for the season.

STARSkate Interclub Competitions

These are events involving a number of clubs in the same region or area. The competition categories offered generally fall in line with the applicable Skate Canada Section specifications, so that all Inter-clubs within the Section are standardized (this allows Skate Canada Sections to offer a Section Final). The STARSkate Championship program provides opportunities for skaters who want to remain in the STARSkate program but also want to have the challenge of competing up to a Sectional level in a credible, nationally standardized event.

Invitational Competitions

These are events coordinated by a Section or Club(s) and offered, generally, to STARSkaters and competitive skaters. Most events fall within Skate Canada's specifications regarding program length and eligibility to compete. For more information contact the hosting Section or club.

5.0 Special Events

It is important that our skaters have FUN and are provided opportunities to get together as a group and demonstrate what they have learned throughout the year.

Halloween

In the fall, skaters are encouraged to wear their costumes during the week of Halloween. Halloween treats are handed out once lessons are complete. Please ensure costumes are safe for skating (i.e no masks) and helmets must still be worn with the costume.

Christmas

Skate with Santa is another club tradition for our younger skaters that is typically scheduled the last week of skating before Christmas break. Skaters will enjoy a hot chocolate and Timbits afterwards.

Also, prior to Christmas, the STARSkate group will perform a showcase to demonstrate many of the skills they have learned as well as perform their programs. Afterwards they get together for a family skate and a pizza party.

Carnival

It is a longtime club tradition to host a Carnival at the end of every winter session for our skaters to show their families and friends their achievements. The Carnival is typically scheduled in the early spring and is open to the public. A new theme is chosen each year with costumes and music to match. The costume fee is included with your registration.

6.0 Parent Responsibilities

Parents play a key role in the success of their children skating. It is important that parents encourage their children to move forward with their skills, and to respect the coaches and program assistants. Helping your child stay excited about skating is one of the biggest factors in your child's success.

The responsibilities of the Cold Lake Figures Skating Club can only be met by parent participation, since the Club is operated by the parents of the skaters. Parents are expected to contribute to the overall operation of the club in the following areas:

a. Registration Fees

Registration can be completed by filling out a registration form online and mailing it along with payment to the club or dropping it off at the front desk of the Energy Centre. Please ensure Bingo Bond Cheques are included with payment. Registration must be completed at least two days before your child's class to allow submission to Skate Canada.

A skater will not be allowed on the ice until registration and payment is complete. Fees must be paid in full before any given session or your child will not be allowed onto ice due to liability. If you require any additional details or assistance please email coldlakefsc@gmail.com.

2020-2021 Winter Session Registration Fees are as Follows:

Learn to Skate and CanSkate \$475 2 days/week
 \$375 1 day/week

Junior and Senior Test Group \$615

Pre-STARSkate \$655

STARSkate A \$650

STARSkate B & C \$720

A \$40 Skate Canada Fee and \$25 Office Fee are included in the registration prices.

*Families with more than three children skating fulltime for two or more days are eligible for 10% off the lowest registration OR one Bingo exemption- this does not apply to members on the executive board.

**All skaters must have registration completed with Skate Canada before they can be on the ice (CLFSC registers each member).

b. Bingo Volunteers/Fundraising

Upon registration each family must provide **non-dated** \$300 bingo bond cheque(s) according to the following programs of registration:

Learn to Skate: 1 Bingo 1/day per week
CanSkate: 1 Bingo 1/day per week or 2 Bingos 2/days per week
Test Group: 2 Bingos
Pre-STARSkate: 2 Bingos
Edge Development: 1 Bingo
STARSkate: 3 Bingos

All families are expected to follow through and sign up for their bingo(s) prior to the date set on the club registration form. This can be done at the time of registration or at the information table set up at each Test Group/CanSkate session or contact the CLFSC Bingo Coordinator. You can find a list of Bingo dates and contact information for the Bingo Coordinator at <http://clfsc.weebly.com/bingo-dates.html>.

Families are expected to either volunteer in person or provide a volunteer (minimum 18 years old) to work the bingos they have committed to. We understand emergencies arise and it is up to the signed person to arrange to have their bingo shift covered. Failing to show up or provide a worker to fill your shift will result in your bingo bond being immediately cashed. Please keep in mind, only club members are allowed to work behind the counter at the Cold Lake Bingo Hall.

There are typically two fundraisers additional per year (dates to be determined). As well as the opportunity to work a Casino (Camrose) every 2-3 years. While at this time participating in additional

fundraisers is not mandatory, we strongly encourage families to participate in our efforts to raise money for special events, competition fees etc. Please see 2.0 Volunteer Policy under the Policy section for detailed information.

c. Operation and Administration

Please support the coach, communicate and get skaters to the rink on time with appropriate equipment.

At minimum your child will require:

- CSA Approved skating helmet (required up to Stage 5- with coach approval)
- Sharpened hockey or figure skates
- Plain magic mini gloves (non-fuzzy)
- Comfortable athletic clothing (no jeans)

Club operation is administered by Club Executive which is composed of parent volunteers. In order for the smooth operation of the Club and so that a small percentage of parents will not be doing all the work, parent involvement is essential. Every parent is encouraged to help when necessary.

d. Safety

Every effort is made to ensure the safety of our skaters. Please ensure your child is dressed appropriately and is picked up immediately following their session. The arena is not a place for children to be left unattended. Coaches and Program Assistants are only responsible for your child while under their direct supervision during lesson time. A parent/guardian must be available at all times for all skaters in learn-to-skate up to Pre-star skate.

Skaters who have to use the washroom or wish to get leave the session early are no longer under direct supervision. Coaches and PA's are not responsible for taking your child to the washroom. Please remain in the arena or appoint a responsible person in your absence to attend to your child. When your child steps off the ice, they are your responsibility. The only exception is in the case of injury. Please follow the posted Cold Lake Energy Centre policy for unattended children.

e. Spectator Viewing

Parents/spectators are asked to sit in the stands to watch their child/children. Parents/spectators are not allowed to sit in the player's box as it distracts skaters and causes a safety hazard on ice for other skaters. Parents can come down to the ice if there is a safety issue, social issue, or if your child needs to use the washroom.

f. Club Communication

Communication is primarily through emails and our Facebook page. If you choose to opt out of the email communication during your registration, we cannot be held responsible for you missing communication that we send out via email.

7.0 Skating Schedule

The complete CLFSC 2020-2021 season calendar/schedule can be found on the club website <http://clfsc.weebly.com/newsevents.html>.

The skating schedule is subject to change due to other events at the venue, competitions, or unforeseen circumstances. There will typically be no make-up sessions for cancelled classes. The schedule is based on Skate Canadas recommendations for each level of skater. Learn-to Skate/CanSkate and Test Group are not run during Christmas break. Members will be notified of schedule changes via email and on the Facebook page.

CLFSC Schedule 2020-2021

STARSkate ** starts August 24, 2020

STARSkate A: 4:00 pm – 5:15 pm Mon/Wed
4:00 pm-5:45 pm Fri/Sun

STARSkate B: 4:30 pm – 6:15 pm Mon/Wed
4:30 pm – 6:45 pm Fri/Sun

STARSkate C: 4:45 pm- 6:30 pm Mon/Wed
4:45 pm- 7:00 pm Fri/Sun

PreSTAR & Test Group ** Starts October 13, 2020

PreStar: 4:00 pm – 5:00 pm Tues/Thurs/Sun

Jr and Sr Test Group: 4:00 pm – 5:00 pm Tues/Thurs

Learn to Skate and CanSkate ** Starts October 13, 2020

4:00 pm – 5:00 pm Tues/Thurs

Edge Development

Spring Session Only TBD- Check FB Page and emails for updates.

8.0 Ice Etiquette

- a) All skaters are to avoid collisions. A 'lesson' or 'program' has the right-of-way. The only exception is if a skater is undergoing an assessment, in which case the ice may be cleared for safety.
- b) Pay attention to ice traffic when entering ice or moving away from boards.
- c) Profanity, disrespect, harassment, bullying and exclusion of fellow skaters or coaches will not be tolerated.
- d) No loitering in the dressing rooms or lobby.
- e) No gum, food or colored drinks allowed on ice at any time. A non-breakable water bottle is permitted but must remain at the boards.
- f) No outside shoes allowed in the player's box or on ice at any time.
- g) All skaters must be in appropriate attire. Baggy clothing, long scarves, and dangly jewelry are not allowed.
- h) The Coach has the authority at all times and will enforce the above rules when required.

9.0 Evacuation from the Site

EMERGENCY ACTION PLAN	
Event:	Cold Lake Figure skating lessons
Site:	Cold Lake Energy Centre - New Arena
Charge Person:	Rachelle Rupp
Alternate Charge Person:	Tracey Bexson, Shelby Pollock
Location of attendance sheets (head count):	Clipboard on boards at coaches' box
Safe location (muster point):	Outside north exit (rock wall end of rink)
Alternate safe location (muster point):	Outside east exit (at Zamboni end)
First aid person:	Rachelle Rupp
Alternate first aid person:	Tracey Bexson, Shelby Pollock, Hailey Nuttall
Location of club first aid kit:	Red First Aid backpack in coaches' box
Location of arena first aid kit:	Back Zamboni Room
Location of Emergency Contact Information:	Folder inside red First Aid backpack in coaches' box
Call Person:	Rachelle Rupp
Alternate Call Person:	Tracey Bexson
Location of phones near arena:	Cell phones (Rachelle); front desk
TELEPHONE NUMBERS	
Ambulance/Fire/Police:	911
Poison Control (PADIS):	1-800-332-1414
Hospital	780-639-3322
Directions to facility for emergency personnel:	
Facility Address:	New Arena Cold Lake Energy Centre 7825-51 Street Cold Lake
Arena Access: Through north doors to New Arena	
Muster Point #1: Grassy area north entrance of building	

Part II- Policy

1.0 Registration

1.1 Registration Fee

The Executive Members shall set a registration date each year. Each skater must register. Registration will be deemed complete when the following items have been received by the club:

- Completed registration form and fee paid
- Bingo bond cheque(s) provided
- City Consent form
- any additional waivers i.e COVID

1.2 Late Registration

Registration closes two weeks after the program start date. Late registration requests can be emailed to coldlakefsc@gmail.com and will be reviewed by the Executive on a case by case basis.

1.3 Non-Sufficient Fund (NSF) Cheques

The payee of the cheque will be contacted by phone as soon as the Treasurer receives a returned NSF cheque from the bank. The individual will have 5 days from the Treasurer's phone call to repay the NSF cheque along with an NSF fee (current bank fee). Failure to comply will result in a letter being sent requesting full payment immediately on or before your child's next skating day. If full payment is not received the club will assume that the child's parent has withdrawn their child from the program and the child will not be allowed on ice. There will be no exceptions to this policy as the Executive must be fair to all parents with children in the program.

1.4 Refund Registration Fee/Withdrawal

To be eligible for a refund, A member may withdraw within the first three weeks of the winter session start date by submitting written notice to the Executive Members through email at coldlakefsc@gmail.com. For late registrations you have two weeks from the date on your registration form in order to withdraw from the program.

*Skate Canada has non-refundable fee of \$40.00 which is included in your registration fee. You will receive a refund minus the Skate Canada fee and a \$25 Office Administration fee (\$65 total).

Prorated refunds for full seasons will be considered by the Executive Members for up to 1 month after the skater's start date. Prorated refunds for half seasons will be considered for up to 1 month after the skater's start date.

Refund for withdrawal shall be determined as follows:

- 1.4.1 Medical reasons; a doctor's note must be provided.
- 1.4.2 If the Executive Members remove a skater for disciplinary reasons there will be no refund given.
- 1.4.3 Refunds or pro-rated registration fees will be considered on a case by case basis at the discretion of the Cold Lake Figure Skating Club Executive.
- 1.4.4 Refund less Skate Canada fee of \$40 and \$25 Office Administration Fee

The Executive Members may refuse any refund of registration fees request due to extenuating circumstances.

1.5 Coaching Fees

Coaching fees owed for private lessons will be billed separately by each coach. Payment is due upon receipt of invoice. E-transfer is the preferable method of payment. Coaches will invoice no later than 15 days after the previous month of lessons. If payment falls behind 2 months coaches can refuse lessons until payment is received.

2.0 Volunteer Policy

Registration fees alone do not cover the total cost of skating. As stated in our mission, the priority of the Cold Lake Figure Skating Club is to provide an enjoyable as well as affordable skating experience for everyone. For our Club to continue to improve and have fun experiences we need to commit to volunteer time and fundraising activities throughout the season.

2.1 Mandatory Fundraising/ Bingo Volunteer

2.1.1 Bingo Bond Requirement

The CLFSC will evaluate and implement activities that will meet the fundraising requirements that we need to succeed in our goal. As a member of the Lakeland Bingo Association the CLFSC typically requests 3 Bingos a month during the regular and spring skating seasons, 2 in December and none in the summer. Bingos make up the bulk of our required fundraising. The bingos are held at the Cold Lake Bingo Hall. Each family is required to provide bond cheque(s), sign up for a scheduled bingo date(s), and volunteer or provide a volunteer for your allotted Bingo(s) for each session your child (ren) is registered in. If a family does not fulfill their bingo volunteer requirement their bingo bond cheque will be immediately cashed. The bingo hall runs according to the Lakeland Bingo Association policies which ensure compliance with the *Alberta Gaming and Liquor Commission Regulations*. As a result, all rules and regulations of the Lakeland Bingo Association (LBA) apply to volunteers/workers. If you refuse to follow the rules of the LBA you must provide an alternate worker for your bingo or your bingo bond will be cashed.

2.1.2 Bingo Credit

When CLFSC cannot find workers to work a Bingo, we can request our skater parents to work extra Bingos for credit (\$50 for floor worker and \$60 for paymaster/chair). Credit is to be applied to registration for the next skating session/season. Bingo credit may be carried forward one calendar year (in situations where children may not skate the following season). Credits are not transferable.

Specific requests to work additional Bingos for credit on the next season will be approved by the board on a case by case basis as we need to be sure opportunities are available for all families to fulfill their bingo requirements.

2.2 Casino Credits

Every 2-3 years the CLFSC has an opportunity to volunteer at the Camrose Casino. A limited number of positions are available. Credit for working a casino will be as follows:

- 2 bingo worker requirements waived **or**
- \$200 credit towards registration

Workers will be refunded up to \$50/day for food and fuel with a receipt and worker accommodations are provided by the club. Please note- accommodations may be shared where possible.

2.3 Executive Board Policy

The executive will be determined by vote at the Annual General Meeting of the Cold Lake Figure Skating Club (typically held in mid-April). As per Skate Canada's recommendation the executive board will be comprised of the following positions (not limited to):

- President
- Vice President
- Treasurer
- Secretary
- Test Chair
- Bingo Chair
- Fundraising Chair
- CanSkate Liaison
- Test Group Liaison
- Starskate Liaison
- Coaching Representative
- Carnival Chair

The board will meet monthly throughout the winter and spring sessions (August to April) for regular club meetings. Special meetings will take place as necessary. Members of the CLFSC Executive Board should make every effort to attend all monthly meetings however, up to 2 absences per year may be excused. Board members may receive a credit incentive for their annual participation.

The club executive must follow their duties outlined in their role (provided at time of sign up) and will be evaluated annually. The positions of President, Vice President, Test-Chair, and Treasurer can only be filled by someone who has held another position on the board for a minimum of 1 year. The Treasurer is the only named administrator for banking.

Any correspondence, program, or business beyond day to day operations requires approval of the board.

3.0 Junior Coach/Program Assistant Policy

To be eligible to volunteer during a session, all Junior Coaches and Program Assistants (PA's) must be currently registered Skate Canada members. Junior Coaches must be working towards becoming a CanSkate Coach. They need to be minimum of 15 years of age and enroll in the CanSkate Coach course. Program Assistants must have completed yearly Program Assistant training as well as the first 3 STARSkate Dances. Junior Coaches and PA's do not receive monetary payment but are offered credits towards various CLFSC fees.

4.0 Cancellation Policy

No refunds or adjustments will be made due to holidays, inclement weather, illness, maintenance repairs

or facility ice cancellations. Make up sessions are not available for skaters who are unable to make a skating lesson. Any other class cancellations will be on a case by case basis. Communication will be sent out via email.

5.0 Spectator Viewing Policy

Spectators are invited to sit in the bleacher area for viewing during all skating lessons. We ask that you not sit in the players' boxes or stand around the boards as it distracts the skater(s) from focusing on their lesson. Anyone distracting skaters through their lessons will be asked to leave the area.

6.0 Accident, Injury, Incident Policy

In case of an accident, incident or injury the Cold Lake Figure Skating Club will:

- Follow the first aid guidelines.
- Call an ambulance or RCMP if the coach feels it is warranted.
- Report to the parent or guardian immediately.
- All incidents will be reported immediately, documented, and handed into the Board of Directors.

7.0 Helmet Policy

All Cold Lake Figure Skating Club members must wear a CSA approved hockey helmet while on the ice. This includes participants up to and including Stage 5 child or adult and is at the digression of the head coach.

Skate Canada Policy – <https://info.skatecanada.ca/index.php/en-ca/policies/58-helmet-use-policy.html>

8.0 Concussion Policy

The CLFSC adheres to Skate Canada's Concussion Policy. Skate Canada and its medical team recognize the importance and need for athletes, parents, coaches and other team members to rapidly and appropriately **RECOGNIZE** and **RESPOND** to a concussion injury.

What to do if you **RECOGNIZE**/suspect someone has a concussion:

- a. The skater must be safely **REMOVED** from the ice and evaluated onsite with standard emergency management principles, including consideration of cervical spine injury.
- b. The skater must seek medical attention expediently and be assessed by a qualified medical professional (physician, physical therapist, athletic therapist) with experience in the assessment and management of concussion injury. If no healthcare provider is available on site (including international events) and the skater is exhibiting one or more of the symptoms listed under Concussion Symptoms above (must be assessed by the coach and/or team leader), the skater must be transferred to an Emergency Department or Urgent Care assessment center.
- c. The skater should not be left alone following a concussion injury and should be monitored for deterioration over the initial few hours following the injury.

d. A skater diagnosed with a concussion will not be allowed to return to skate on the same day as the concussion injury. It must be recognized that the appearance of symptoms of concussion may be delayed several hours following a concussive episode. If the injured person is under the age of eighteen (18), the parents/guardian will be contacted immediately.

e. A skater must receive medical clearance by a concussion-trained health care professional before resuming on- or off-ice training.

Refer to <https://info.skatecanada.ca/index.php/en-ca/policies/173-concussion-policy.html> for full policy details.

9.0 Behavior Management – On Ice

To ensure that all children receive equal program time, any overly disruptive behavior will be dealt with accordingly. This is a confidential process between the child, parents, Coach and Board Executives. The Coach will discuss the problem with the parent or may ask the parent to remove the child from the class for the day. Once the skater is off- ice they are the parents' responsibility. Should this occur more than three times, it will be left to the Coach's discretion to determine if the child is being overly disruptive or threatens the safety of other children, in which case the child will not be able to attend the skating lesson until the behavior is addressed.

10.0 Membership Harassment, Bullying and Discrimination

Skate Canada Policy - <https://info.skatecanada.ca/index.php/en-ca/policies/46-membership-harassment-bullying-and-discrimination-policy.html>

11.0 Membership Complaint

Skate Canada Policy - <https://info.skatecanada.ca/index.php/en-ca/policies/48-membership-complaints-policy.html>

When filing a grievance or making an appeal the following procedure must be followed:

- A grievance must be first presented in writing to the board at a regular board meeting or via email to coldlakefsc@gmail.com
- Should the grievance require immediate attention, a special meeting can be called.
- Special meeting of the Board may be called at any time by the Board of Directors or at the request of at least five members of the club.
- The Board will decide on the grievance. If a member is unsatisfied with the decision an appeal can be made.
- A vote will be held.
- All grievances received by the Board will be confidential.

12.0 Club Dispute Resolution Policy

Skate Canada Policy - <https://info.skatecanada.ca/index.php/en-ca/policies/60-club-dispute-resolution-policy.html>

13.0 Financial Audit

The books, accounts and records of the Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the Club elected for that purpose at the annual meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor at the annual meeting of the Club. The books and records of the Club may be inspected by any member of the Club at the annual meeting or at any time upon giving written notice 7 days in advance and arranging a time satisfactory to the officer or officers having charge of same.

14.0 Privacy Policy

<https://info.skatecanada.ca/index.php/en-ca/policies/43-privacy-policy.html>

Part III Skate Canada Code of Ethics

Purpose

The purpose of Skate Canada's Code of Ethics is to outline the organization's expectations and guiding principles for appropriate decision making and behaviour.

Scope

This code of ethics applies to all skaters, officials, coaches, employees, board members, volunteers, alumni, and hall of fame members of Skate Canada and its affiliate organizations. This code of ethics also applies to parents and guardians who participate in and observe related activities.

Code of Ethics

- a. I will conduct myself in a manner that is of the highest standards, follows Skate Canada's vision and mission, and is athlete-centered.
 - i. I will treat all people with respect, dignity, and sportsmanship.
 - ii. I will act on the belief that the athlete as a person is more important than their success or my success in the sport.
 - iii. I will conduct myself professionally during all interactions in and surrounding Skate Canada activities.
 - iv. I will use positive discipline that includes setting fair rules, listening, problem-solving, encouraging, and being a good example. I will not use harmful methods such as but not limited to hitting, name-calling, yelling, or using insults, intimidation, or rejection.
 - v. I will disclose any conflict of interest and not allow myself to be influenced in a way that could conflict with the best interest of the organization or the organization's reputation.
 - vi. I will not engage in behaviour that is intended to wrongfully manipulate the outcome of a competition or test.
 - vii. I will respect the coach/athlete relationship and will not solicit the athlete/s of another coach.
 - viii. I will never engage in any exploitative, abusive, or corrupt relationships. I will always act in a kind and judicious manner.
 - ix. I will support an inclusive sport for all, regardless of race, ancestry, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, disability or any other ground of discrimination prohibited by human rights legislation.

- x. I agree to follow the **ISU's Code of Ethics** at all hosted and non-hosted ISU events.
 - xi. I agree to advocate and practice the principles of **Safe Sport**.
- b. I will not participate in activities that are abusive or criminal. I will also not participate in activities that disrespect human rights or that risk the reputation of Skate Canada.
- i. I will adhere to all federal, provincial, municipal, and host country laws.
 - ii. I will notify Skate Canada if I face any new related criminal charges, ongoing criminal investigations, convictions, or bail conditions.
 - iii. I will not use my power or authority in an attempt to coerce another person to engage in sexual activity or to participate in unethical and/or criminal activities.
 - iv. I will not in any way behave sexually with children or youth. This includes but is not limited to the use of sexual jokes, language, and/or names; participation in sexual touching and/or exploitation; the use of, reference to, or participation in pornography.
 - v. I will not participate in any form of bullying, harassment, discrimination, physical or verbal abuse, neglect, intimidation, or exploitation.
 - vi. I will not use technology or social media to disrespect or exploit others.
 - vii. I will not abuse or exploit children or youth in any way and will immediately report to the appropriate authorities and Skate Canada (safesport@skatecanada.ca) if I see or suspect anyone else doing so.
 - viii. I will not possess, use, or promote the use of illegal substances or performance enhancing drugs.
- c. I will follow all of Skate Canada's bylaws, policies, and rules and commit to reading all amendments and updates at the time of registration and throughout the year.
- d. I will 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 violations.
- e. I will fully cooperate with Skate Canada's investigations.
- f. I understand that a violation of this Code on my part may be subject to disciplinary action up to and including expulsion from Skate Canada.

Part IV COVID Information and Policy

*NOTE- COVID Protocols will supersede any exiting CLFSC policy as necessary until further notice.

As a Skate Canada Member, the CLFSC must adhere to Skate Canada Policies and Procedures/Playbooks regarding COVID-19. <https://skatecanada.ca/covid-19-response/>

1.0 Relaunch Phases

Relaunch of Skate Canada Programming will fit into 3 Phases.

Phase 1 Return to Train- June 12, 2020

Conditions: All Phase I – return to skating conditions are met

Restrictions: No group programming.

Phase 2 Return to Modified Skating- July 8, 2020

Conditions: - All Phase 2- return to modified skating conditions are met.

Restrictions: - Group programming and teams are allowed with Section and Public Health restrictions in place.

- Events, competitions, and assessment days are not permitted until Public Health restrictions allow them.

Phase 3 Return to Skating- Date TBA

Conditions: Social Distancing restrictions have been lifted

Restrictions: None

2.0 Program Cancellation Due to COVID-19 Refund Policy

Federal and Provincial COVID-19 protocols will likely be changing throughout the year. As we must adhere to our Federal, Provincial and Skate Canada orders and protocols it is possible that we may be required to go back to Phase 1 of the relaunch or cancel programming at any time throughout the 2020-2021 skating season.

A cancellation policy due to COVID was considered in order to provide a fair option to members as well as ensuring the CLFSC can remain sustainable for the future. If skating programs are cancelled due to COVID-19 related Federal, Provincial, Skate Canada, Municipal, or facility orders or shut downs the following cancellation policy will be in effect if skating programs:

- are discontinued for 6 consecutive weeks due to COVID-19 shut down a pro-rated refund will be offered.
- are able to continue after 6 weeks of shut down and skaters do not return, a pro-rated refund will be offered starting from the day prior to the re-start date.
- re-start after 6 weeks of shut down and skaters chose to return, a refund will not be offered.
- are discontinued for less than 6 weeks and skating resumes, a refund will not be offered.

3.0 Skate Canada SKATER CHECKLIST

To be used to help skaters prepare for training

Before you leave home

- DO NOT leave home if you are feeling unwell or showing signs of COVID-19 Symptoms (Fever, Cough, Shortness of Breath, Sore Throat or Runny Nose)
- Check for facility / arena closures
- Eat before you come, if you take food please ensure it is self-contained, do not share
- Thoroughly wash your hands with soap and warm water
- Thoroughly wash water bottles with soap and warm water
- Thoroughly wash training clothes and accessories including gloves, hard guards, blade rag etc.
- Pre-Register for your session
- Warm up at home, if weather prevents warming up outside
- Use the washroom
- Sign **Skate Canada Assumption of Risk and Waiver** either online or bring a signed copy to the arena prior to or at the first session you are registered for

Arrival at the Arena

- Arrive at facility no more than 15 minutes prior to scheduled ice session
- Warm up outside if possible, maintaining physical distance of 2m
- Place your skates / gloves on outside, in your vehicle, if possible. Leave your skate bag and shoes in your vehicle if possible
- Enter through established entrances and follow signs
- Wash your hands with soap & water or sanitize using hand sanitizer
- Respect social distancing guidelines at all times
- Prior to first session submit signed **Skate Canada Assumption of Risk and Waiver** in designated area (if not completed online)
- Register for Contact Tracing Attendance
- DO NOT share water bottles or personal items
- Arrive no earlier than 5 minutes to the side of the rink and stay in designated area
- Up to 100 spectators are currently allowed in the facility with physical distancing (2 m)

During floods

- Wash your hands with soap & water or sanitize using hand sanitizer immediately after getting off the ice
- Adhere to club or skating school procedures for flood breaks and in between sessions
- Arrive no earlier than 5 minutes to the side of the rink and stay in designated area

After on-ice Training is complete

- Wash your hands with soap & water or sanitize using hand sanitizer immediately after getting off the ice
- Leave the facility immediately following on-ice training
- Exit through established exits
- Cool down outside the building if possible, while maintaining physical distance of 2m. Cool down at home if weather prevents cooling down outside
- Thoroughly wash water bottles with soap and water
- Thoroughly wash all training clothes and accessories including phones, gloves, hard guards, blade rag etc.