



# Mile 300 Figure Skating Club Handbook

Produced by the Mile 300 FSC Executive 2021-2022

Mile300fsc@gmail.com

[www.mile300fsc.ca](http://www.mile300fsc.ca)

Facebook: Mile 300 Figure Skate Club

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## Executive Message

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Welcome to the Mile 300 Figure Skating Club. This handbook was developed to assist parents and skaters to become familiar with our programs and how they operate throughout this new season. We hope you will find it informative and helpful. If you have any questions after reading this handbook, please feel free to contact Mile 300 Figure Skating Club email: Mile300fsc@gmail.com

### *The Executive and Coaches of Mile 300 Figure Skating Club 2021-2022*

## Coach Information

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All Mile 300 Figure Skating Club programs are taught by professional Skate Canada qualified coaches.

Krystal Blain will continue on as our Head Coach and she will be in charge of our Canskate Program on the ice. She has many years of experience and we are so pleased to have her continue on with our club.

Victoria Fischer have completed her training for Canskate Coaching at the end of August and will join us this year. She has skated in our club in the past and was a Junior Coach last year. In addition, Madison Keays has been working on becoming a regional coach for the past 6 months. She too has both skated in our club and was a Junior Coach last year. We are excited to have both Victoria and Madison join our coaching team and look forward to seeing our skaters learn and grown under their's and Krystal's guidance.

In addition, for our Star Skaters, we are hoping to have Kyla and Brianna back at some point during our season, for private lessons, based on their availability. We will communicate with the club throughout the year regarding this.

**There will be no changes to programs this year. Skaters will be focusing on skill development in their previous program.**

## Mile 300 Figure Skating Club Executive Contact List

President	Jessica Nunes
Vice President –	Sacha Kay
Secretary	OPEN
Publicity	Kristen Leer
Treasurer	Shelly Thompson

Registrar	OPEN
COVID chair/Liaison	OPEN
Fundraiser Special Events	Christie McNiece
Test and Competition Chair	OPEN
Carnival Chair	OPEN

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### Purpose of the Mile 300 Figure Skating Club

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Mile 300 Figure Skating Club is a recreational sport society incorporated under the British Columbia Societies Act (S-32936). 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 and Policies of Skate Canada. Mile 300 Figure Skating Club is a member of the Caribou North Central Region of Skate Canada.

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### Registration

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**ALL SKATERS MUST BE REGISTERED BEFORE THEY CAN BE OUT ON THE ICE.**

Registration is for your child's safety and to ensure all children are insured if injured. The Club will **not** be held liable if you have **not** taken the necessary steps to filling out a registration form. All forms must be accompanied with payment of cheque or cash or e-transfer. All registration from the prior year must be paid in full in order to register for the upcoming season.

Pre-Canskate will start September 13.

Regular season for all groups will start September 27

2021-22 Season will end March 12, 2022

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### Registration and Fees

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**Mile 300 Figure Skating Club will accept registration from all interested skaters.**

- a) All registration forms must be completed, and all documents signed prior to registering in person.

**All club fees must be paid, or received, at the time of registration**

- a) Fees will be accepted in cash, cheque or e-transfer at the time of registration. Cheques are payable to the Mile 300 Figure Skating Club.
- b) If an NSF cheque is received, the club will invoice in writing; the club fees plus a \$48 NSF fee. Fees will be paid in full via cash or certified cheque. Payment and NSF fee must be paid in full within 14 days.
- c) 75% refund will be made available to first time skaters deciding to quit the club prior to Oct 30 of the current year. The 25% non-refund is to cover the Skate Canada costs incurred from registration administration fees. Refunds for injuries or moving away will be a prorated refund after deduction of 25%.
- d) If applying for kidsport, a copy of this form needs to be submitted to the club at the time of registration in order for it to be removed from your registration total at the time of registration.

- e) The club will accept payment plans of 3-6 payments to help parents with the cost of fees. Payments will be due on the 20th of each month and can be paid to the Registrar, a deposit of \$40.00 will be taken at the time of registering.

**The club is committed to ensuring all children have the opportunity to participate in a skating program.**

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### **Fundraising 2021-2022**

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In addition to registration fees, fundraising is an expectation of each skating family to keep registration fees lower and to ensure the continued financial success of the club and its viability. The Fundraising and Special Events Committee is currently working on a fundraiser schedule for the 2021-2022 skating season. They welcome any fundraising ideas you may have for the club.

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### **Volunteer Block System**

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All parents or guardians of the children skating are required to assist the club through volunteering their time AND paying a volunteer fee at the time of registration.

1. Two post-dated cheques in the amount of \$200 (each) will be required. Having two or more children in skating does not increase the volunteer amount.
2. Both cheques are to be postdated for April 30, 2022.
3. Six hours of volunteer time needs to be fulfilled for each volunteer cheque for a total of 12 hours for both cheques. The post-dated cheque will be either returned or destroyed upon request, to the parent within 30 days of the fundraising event completed.
4. If a parent or guardian has not fulfilled all the required volunteer time the club will retain the volunteer fee.

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### **Board Meetings**

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The Mile 300 Figure Skating Club board meetings are held every month. EVERYONE IS WELCOME! We will notify time and place via Facebook and our webpage ([www.mile300fsc.com](http://www.mile300fsc.com))

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### **SAFETY**

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**The club requests that all skaters be prepared for their lessons and dress in a manner that ensures the skater is safe and has the ability to move freely.**

*Clothing should reflect a skater dedication  
and preparedness to learn the sport.*

- a) **Mandatory - All Children must wear an approved helmet until they have passed Canskate Level 5. After passing Level 5 a helmet is optional.**
- b) Must show up On-Time
- c) No gum chewing allowed on the ice
- d) NO food, beverages, cell phones allowed on bench or boards.
  - \* Only water and Kleenex can be kept on the bench or boards
- e) Skate guards will be worn at all time when not on the ice surface
- f) No jewelry or dangling earrings will be worn while on the ice.
- g) No bobby pins will be worn on ice.
- h) No music devices will be worn by skaters on the ice.
- i) The Star skaters will ensure their hair is neat and off their neck and face.
- j) The Star skaters will NOT wear jeans or hoodies.
- k) ALL figure skaters in Star skate programs will wear appropriate figure skates and proper skating attire is expected at all times.
- l) If an accident occurs on the ice or in the dressing rooms an incident report form will be completed. A copy will be provided to the parent. (See Appendix A)
- m) There is a zero tolerance for alcohol and drugs use. If skater is found to be under the influence or having drugs or alcohol in the dressing room or on the ice the parents will be called immediately and the child will be remove from the arena. The skater will be suspended until the incident is put in writing to the Executive and incident review is completed.
- n) Absolutely no tolerance for skaters looking in other skater's bag or belongings without the consent of that skater.

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## COMMUNICATION

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**The club will ensure good communication to its members.**

- a) A Board meeting is held monthly. Visit our Facebook page and website for times and location. All members are invited to attend. Advanced notice will be given one week prior to the meeting.
- b) A minimum of four newsletters will be distributed to all members throughout the skating season.
- c) A lot of communication will be via email, Facebook page, and our website. Please make sure the email you give at registration is correct.
- d) An annual General Meeting will be held at the conclusion of the skating year.

**Members of the club are responsible for their own belongings at the ice arena. The Club will not be held accountable for any lost items.**

- a) All lost items found by the coach (s) after a skating program will be put in the lost and found box located in the lobby of the arena.

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## The Mile 300 FSC Conflict Resolution Policy and Procedure

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**All members are encouraged to file any complaints or concerns via email to [mile300fsc@gmail.com](mailto:mile300fsc@gmail.com) Please refrain from contacting Coaches or Staff directly. In order for your complaints and concerns to be managed, the proper channels must be accessed.**

- a) The complaint must be received within one month of the alleged incident.
- b) All complaints will be in writing and sent to the mile 300 email.
- c) The Vice President will be the chair of the Conflict Resolution Panel. There will be a minimum of three persons on the panel. The elected Registrar and One Membership Liaison will be appointed to the panel.

If a panel member is in conflict, the Vice President will recruit current from the club membership to sit on the panel.

- d) The Vice President will organize the initial meeting of the Conflict Resolution Panel.
- e) The Panel will have an initial meeting within seven days of Vice President receiving the complaint. All parties involved in the alleged incident will be issued a letter stating a complaint has been received and is currently under review for disciplinary action.
- f) The Panel will conduct an investigation on the complaint, that may, but not be limited to, interviewing individuals, coaches and witnesses. All investigations will be completed within 14 days of the initial Panel meeting.
- g) Conclusion of the investigation will result in the following:
  - a. No action taken
  - b. Action Taken
  - c. Informal verbal discussion with the employee / members
  - d. Discipline action against the employee / member
  - e. Panel Chair will write a letter to all parties involved outlining the conclusions and explaining the action taken.
- h) If the Conflict Resolution Panel reviews a second complaint on a member and the complaint warrants disciplinary action the Panel will also deliver a one year suspension (calendar year) from the club and all of the club activities. The member will not be reimbursed any fees.
- i) Depending on the severity of the incident/conflict, the Mile 300 FSC board reserves the right to escalate to suspension on 1st infraction.
- j) The decisions and conclusions from the panel will be final and the member is not able to appeal the decision at the local club level. Member can appeal to the regional level, BC Section, Skate Canada at 604-205-6960.

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## PROGRAM DELIVERY

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### CANSKATE (Inc Pre-CanSkate, CanSkate, and Senior CanSkate)

- a) Minimum of one certified Skate Canada Coach teaching on the ice; Program Assistants assist as required
- b) 1:10 coach/Program Assistant to skater ratio
- c) Minimum 10 minute lesson to each group by Skate Canada Coach per session
- d) 90% continuous movement - little standing around, no waiting to take turns to practice skills
- e) Use entire ice surface at least once during session to promote speed
- f) Evidence of sufficient progress of skaters from one level to the next (skaters should not be held back)
- g) Uses of circuits and stations to teach and practice skills
- h) Uses of a variety of age-appropriate activities, teaching methods (target groups: preschool, mainstream, adult)
- i) Use of age appropriate music, teaching aids, props
- j) Uses of Skate Canada CanSkate awards and incentives (e.g. CanSkate badges, badge chart, CanSkate stickers, coloring sheets, etc.); may use additional incentives such as stickers, stamps, etc.
- k) Award Skate Canada CanSkate badges with report cards. (Twice a year)
- l) Canskate Program Assistance will complete the required course and be 12 years of age to qualify as an assistant for the program.

### CanSkate Badges




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### StarSkate

- a) Minimum 1 Skate Canada professional coach teaching on the ice (may be assisted by experienced/trained Program Assistants)
- b) Provide stroking, free skating, skating skills and dance instruction (synchronized skating is optional) on a regular basis
- c) Skaters are encouraged to choose group lessons, private lessons or both formats to enhance their skill development
- d) 90% continuous movement - limited waiting to take turns to practice skills
- e) Use entire ice surface throughout session to promote speed
- f) Evidence of sufficient progress of skaters from one level to the next (skaters should not be held back)
- g) Use circuits and stations to teach and practice skills
- h) Use of a variety of age-appropriate activities and teaching methods
- i) Use of an age-appropriate music and teaching aids
- j) Use Skate Canada STARSkate Program awards and incentives (e.g. STARSkate badges, badge chart, STARSkate stickers, tattoos, incentive certificates, My Skating Progress Journal, etc.) or other incentives such as stickers, stamps, etc.
- k) Award STARSkate badges with the next report card once the skills are mastered.
- l) Skaters will be allowed one new program built per skating season.

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### Competition and Test Days

- a) Fees to attend a competition or a test day are the responsibility of the skater to be paid on time. These fees are in addition to, and separate from registration fees.
- b) Any additional expenses incurred from attending a test day or competition is the responsibility of the skater.
- c) Coaches Fees are paid directly to the coaches and will be invoiced by the coaches.

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### Carnival

The Mile 300 Figure Skating Club will host its annual carnival, March 11 & 12 (if COVID regulations permit). A lot of time and money goes toward preparing the routines and the costumes. A skater has until **December 10th** to opt out of the carnival and must tell their coach.



## Discipline

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**All skaters will respect the coaches and assistant coaches while on the ice. A positive learning environment will be maintained at all times. Disrespect will be defined as the lack of giving consideration, lack of decent behavior and not placing an individual in authority in a position of high regard.**

- a) All skaters will be respectful, listen and follow the skating instructions given by the coach.
- b) Foul language and bullying will not be tolerated.
- c) All skaters will show respect to other skaters on the ice.
- d) The following is the disciplinary process for skaters' behavior:
  - a. The first incident of being disrespectful to a coach or another skater will be immediately removed from the ice for that session. The coach will give the skater a Completed Discipline Form. Parents of the skater will be verbally told, by the coach, of the incident that day either in person or on the phone.
  - b. A second incident will result in a suspension for two skating sessions. The parents will be notified verbally the same day and will receive a written incident report in three days of the incident. The coach will give the skater a Completed Discipline Form.
  - c. A third incident will result in a full suspension. An incident report will be delivered to the Executive and the parent within three days. To re-enter the club a meeting must be held with the skater, club Discipline Committee and the coach. The meeting will review all incident reports and all parties must sign a behavior plan for the skater on the ice. A minimum suspension will be given for one month.
  - d. If a skater chooses to leave the club due to this disciplinary process no fees will be reimbursed.

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## How to Buy and Care for Skates

**Before buying skates**, check carefully for:

- proper fit
- firm ankle support
- good quality leather
- correct blade placement

### TIPS:

avoid buying larger size for skater to "grow into"

- molded plastic skates **are NOT recommended**
- look for blades that are screwed on rather than riveted, so that the blade can be moved if necessary. If the blade is riveted make sure it is straight and centered. The foot should not fall to one side.
- a leather boot is preferable to vinyl
- make sure the boot **does not have any wrinkles**

### SHARPENING YOUR SKATES:

- sharpen skates as soon as they are purchased
- re-sharpen skates after approximately 2-3 weeks
- the bottom pick **should not be removed** - the pick is part of the design of figure skates and is essential to proper balance

### HOW TO FIT SKATES:

1. partially lace boots through instep
2. slide foot forward so toes can touch the front but are not cramped
3. stand with weight equally distributed over both feet
4. bend knees
5. the space at the back of the heel should be no more than a pencil width

- tie laces loosely over the toe and front of the boot and snugly over the ankle and instep
- skates should fit snugly around the ankle and heel with some room for movement of toes
- there should be no looseness or creases in the boot
- the tongue should be well padded and wide enough to cover the front of the ankle and stay in place
- walk around in the skates off the ice; they should feel comfortable

#### CARE OF SKATES:

- always wear protective guards when not on the ice
- dry blades and sole plate completely with a cloth after use
- always remove guards before storing skates
- unlace skates sufficiently before removing them so that the back of the boot will not break down

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#### Here are a few hints of survival being a skating parent!!

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- **Help set goals** – Help your child set goals in skating, be realistic about them. Make sure they are challenging enough to make the sport fulfilling.
- **Learn about the sport** – Learn enough about skating to recognize the elements. Talk to the coach or learn more about the sport from the Skate Canada website, [www.skatecanada.ca](http://www.skatecanada.ca)
- **Be a Volunteer** –
  - Volunteering is what makes our club run
  - Watch for newsletters and emails requests for volunteers for the many events we offer or ways to enhance your children's sport on and off the ice. Come to the annual general meeting and lend your talents to a committee such as year - end banquet or carnival.
  - as a volunteer you will be required to abide by the COVID- guidelines set out by Skate Canada, NRRM and Mile 300fsc at any function or event.
  - Consider joining the Mile 300 FSC Board.

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#### Questions or Concerns

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If you have any questions or concerns, please feel free to email the club: [mile300fsc@gmail.com](mailto:mile300fsc@gmail.com). Your liaison will bring forth any issue the next Board Meeting for further action if needed.



