



# CLUB HANDBOOK



## Vision Statement

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A leader in building champions; Skate Canada is committed to the development of personal excellence through participation in skating.

## Mission Statement

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Skate Canada is dedicated to providing Canadians the opportunity to participate in skating throughout their lifetime for fun, fitness, and achievement.



## **Mission Statement**

The Airdrie Skating Club is committed to providing an atmosphere that encourages enjoyment, personal development and achievement through quality skating programs.

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## **VOLUNTEER INFORMATION**

### **Serve on the ASC Executive**

The ASC Executive manages the club and meets once a month to ensure everything runs smoothly within the club. The executive is a group of parent volunteers that include the following positions:

- ❖ President
- ❖ Vice-President
- ❖ Past President
- ❖ Secretary
- ❖ Test Chair
- ❖ Test Chair Assistant
- ❖ Registrar
- ❖ Finance
- ❖ Fundraising Coordinator
- ❖ PA Coordinator
- ❖ Volunteer Coordinator
- ❖ Directors at large
- ❖ Coach's Rep

If you are interested in serving on the executive committee or have any questions about what these positions involve contact our President.

### **Other ways to be a part of the Airdrie Skating Club**

There are many ways to get involved:

- ✓ Volunteer for our Pre-CanSkate and CanSkate programs
- ✓ Take photos for the arena bulletin boards, website and Facebook
- ✓ Help with Gala and other club events, such as team builders
- ✓ Assist with Test Days
- ✓ Organizing theme days for special occasions (Halloween, Christmas, Valentine's Day etc).

## **ASC CREDIT PROGRAM**

The Airdrie Skating Club credit program is a compensation system. Each skater has a credit account that accrues when that skater participates in over and above fundraiser or earns Program Assistant credits. If there are any Airdrie Skating Club fee/program changes and a credit is owed to the skater, it will be added to the skater's account.

These credits may be used for anything involving skating such as: registration fees, dresses, skates, competition fees, test day fees, coaching fees, jackets, skate guards etc.

If you wish to use credits for skating registration fees, let us know when registering. For all other reimbursements, you will need to contact the PA Coordinator with your request. Receipts are required for all transactions. If you would like an update of your account at any time, please contact the ASC Program Assistant Coordinator.

If a skater has outstanding fees at the end of the skating season, and ASC is unable to collect those fees, ASC has the right to use the skater's credits.

## PROGRAM ASSISTANTS (PA)

The Program Assistant (PA) is an extra set of eyes and hands to help the coach provide more one-on-one time with each skater. PA's are not there to teach the skills, but to assist the coach in set-up/take down, communication of the skills, demonstration, and supervision of the skaters.

Coaches will have ultimate discretion regarding PA selection with rationale provided if requested. Also, coaches will be assessing throughout the year and giving feedback to all the Program Assistants. This is to help them better themselves as a role model to the skaters, and as an assistant to the coach. A Program Assistant must demonstrate the following qualities:

### Sr. Program Assistant

*"A Senior PA should always remain focused on the task at hand, have the ability to communicate the skill to the skaters clearly, be motivated and able to motivate the skaters appropriately. They should be responsible, punctual, as well as enthusiastic to keep skaters focused and enjoying learning how to skate. Senior PA's will also be experienced and deemed able to be group leader when the coach sees necessary."*

**Age:** 12 years old (preferably)

**Skill:** Completed Junior Bronze test

### Jr. Program Assistant

*"A junior PA will be always focused on the task at hand, enthusiastic about skating, and always punctual and responsible. A Junior PA does not need experience and is there to help the Senior PA keep the skaters focused, on task, and enjoying skating."*

**Age:** 10 years old (preferably)

**Skill:** Pre-Preliminary / Preliminary

## EQUIPMENT CARE

### Skate Care

You spend a lot of money on your skates. How do you protect that investment? Poorly maintained skates are more likely to hinder your skating than help it along. What are the best things to do to care for them? The following sections take a look at the Blades, Boots, and Laces separately.

### Caring for Your Blades

Your blades are your only contact with the ice. You want that contact to be as effective as possible. Good care will help to ensure this.

Keep them sharp. A sharp blade grabs the ice better than a dull one. Sharpen your blades when they start to slide uncomfortably during landings and deep edges. Keep a log of the number of hours you skate between sharpenings. After a while you'll figure out how many hours you can average between sharpenings, and this will help you to avoid surprises at inconvenient times.

You want a balance here -- if you wait too long, the change when you get them sharpened is pretty dramatic and your performance can suffer.

Sharpen responsibly too -- be careful of who you trust with your blades. If the place you go doesn't have a specialist in figure skates, be careful. Figure skates are sharpened very differently than hockey skates. Figure skates are also sharpen according to the type of disciplines you skate (FreeSkate, dance, skills), and the level of jumps you do. A good sharpener will want to know these things. NEVER have them sharpened using one of those automatic machines you find in some rinks.

Blades are made to slide on ice, not walk on floors. When you have to walk on floors, put "hard guards" on the blades. If you can't wear guards, try to tip up your feet and walk on the toe picks instead of the fragile edges (but be very selective about the surfaces you try this on -- rubber floor mats or carpet are ok, but don't try it on concrete, tile, or your mom's good wood floors!)

When you get on and off the ice, be careful of the "threshold" on the entry door. It's often made of steel, and because people don't think about it, it's responsible for an awful lot of nicks on blades. Step OVER the threshold NOT ON, it as you get onto the ice.

Treat them well, off your feet: Off the ice, the biggest killer of blades is rust. Rust is much softer than steel, and once a part of your blade is rusted you can never change it back. The rusted spot will never hold an edge again. Do your very best to avoid water damage!

Always dry off your blades when you get off the ice. Slide your fingers along both sides to remove "snow" as soon as you get off -- before you slip on those hard guards. Carefully run your finger along the length of the hollow (your skin oil can help to repel moisture).



When you're done for the day, be sure to wipe them down with a towel. Be sure to get the blade area and the mounting surfaces. The screws rust too, and will loosen much more easily when they're rusted or the leather can rot as well. If you've got the time (while you're changing your clothes, perhaps) let them sit for a couple minutes and wipe them down again before you put them in your bag. You'll almost always see some condensation as they warm up.

When you do put them in the bag, always put them in "soakers" (soft guards). These help to draw off any remaining moisture, but more importantly they provide a cushion for your edges while the skates bounce around inside your bag.

NEVER store your blades in hard guards - they hold moisture and are almost guaranteed to rust your blades.

Finally, maintain your guards. The soakers wear out after a while - they usually get holes at the ends. Replace them when they no longer cover your blade effectively. The hard guards will wear out too -- watch for thin spots or holes in the bottom, and replace them immediately when you see signs of wear. Clean out the insides of the hard guards periodically. They will accumulate grit after a while, and that grit is very abrasive.

### **Caring for Your Boots**

The boots that hold those blades on your feet are just as important. Take care to break them in properly. You'll find lots of advice on this subject -- trust your pro and your boot fitter for good advice here. Replace your boots when they get too badly broken down -- your safety and the quality of your jumps rely on the consistency of support that only a well cared for boot can provide.

The leather of your boots is just as susceptible to water damage as the steel in your blades. Keep your boots well polished all the time -- it makes them look better, but more importantly, it seals the leather and helps it to shed water. This is especially important if you've nicked up the surface quite a bit and unfinished leather is exposed.

Always dry off the bottoms (sole) of the boot when you get off the ice. You generate a lot of snow/water when you skate, and it will destroy the soles if you're not careful. This is of special concern around the blade - mounting screws, which need good strong non-rotten leather to bite into.

Moisture can get trapped inside the boot and rot it from the inside. To help avoid this, open up your boot as much as you can when it's off your foot. Loosen the laces as far down as you can. Pull them out of the first couple holes if possible. Pull the tongue up and out from the boot as much as you can to help the inside of the boot breathe. If parents approve, when at home, let your boots live "outside" of your bag for a little while, until they're nice and dry inside. At least unzip the bag to let it air out if you can't clutter the family room with your skates.

The Mount: If you look at the bottom of your boot, you'll find that the blade is held to the sole with a bunch of screws. It's really important that you maintain the proper tightness of these screws. Due to the stresses and bending while you skate, they will loosen with time. Loose screws are dangerous and can promote wear of the leather, but tightening them constantly and too tight can also strip the leather.

How many screws should there be? When you first get a brand new pair of skates, a good technician will probably do a "trial mount". You'll have two screws in the heel and probably 2 in the slotted holes in the front mounting plate. This mount is to give you a chance to verify that the blade is appropriately positioned for your body and foot geometry, without making it too difficult to adjust if it's "wrong".

Once you've skated a couple times on the trial mount, and are confident that you can skate straight and spin well then you should take the skate back for a permanent mount. That "mount" just adds a couple more screws, to the round non-slotted holes. Don't be alarmed if there are a couple unfilled holes. They provide additional locations for later, if some of the existing holes "strip out".

Extra Screws: If you need to replace a lost screw for any reason, make sure you select the proper screw to do the job. You will want to get stainless steel (to slow down the rust). The slotted holes need screws with flat bottoms "pan head", but the round holes want the kind with a little bevel on the bottom "flat head". You'll need the appropriate lengths, too. Too short and they won't get a good bite, too long and the points will come through the leather and poke your foot.

The best place to get these screws is from the shop that sold you the skates. Otherwise, a well-stocked hardware store can probably supply them. You should have a few spare screws for your "emergency bag".

### **Caring for Your Laces**

Laces sound pretty insignificant, but a lace that breaks at an inopportune time can cause an awful lot of grief, and possibly can cause injury. Treat them with respect, and replace them when they start to wear or to lose "threads", or when the little plastic thingies ("aglets") come off the ends.

Always keep a few spare pairs of laces in your emergency bag. It is important to use the right "length" of lace. Too long and you'll have huge loops left over, which can drag close to the ice and become a hazard. Too short and you'll have a hard time tying them securely. You can use an indelible fine-tip magic marker and write the proper length on the mounting plates of one of your blades (right next to your name). That way I'll always know the proper length to get in an emergency.

When it comes to skate maintenance, after awhile you'll find a schedule and routine that works for you.

## **ATHLETIC CODE OF CONDUCT**

Airdrie Skating Club strives to promote a safe, supportive environment that encourages all athletes to be their best and support one another regardless of any differences. To share a common vision that promotes a team spirit and individual growth of all members of the Club.

Recreational skaters and athletic competitive skaters should demonstrate high standards of ethics and sportsmanship and promote the development of good character and other important life skills. This Code applies to all athletes involved in the Airdrie Skating Club.

I understand that, in order to be a member in good standing, I must act in accord with the following:

### **Trustworthiness**

- I will be worthy of trust in all I do.
- I will live up to high ideals of ethics and sportsmanship and always pursue victory with honour; I shall do what's right even when it's unpopular or personally costly.
- I shall live and compete honourably; I will not lie, cheat, steal or engage in any other dishonest or unsportsmanlike conduct.
- I will strive to fulfill commitments; I will do what I say I will do, and I will aim to be on time for practices, competitions and tests.

### **Respect**

- I will treat all people with respect at all times and I will require the same of other athletes.
- I understand that being punctual to my session will maintain and promote respect for my fellow athletes and coaches.
- I shall live and skate with class; I will be a good sport and will be gracious in victory and shall accept defeat with dignity; I shall compliment extraordinary performance and show sincere respect in pre and post- skating rituals.
- I will not engage in disrespectful conduct of any sort including profanity, obscene gestures, and offensive remarks of a sexual or racial nature, taunting, boastful celebrations, or other actions that demean individuals or the sport.
- I will treat all Officials with respect and will not complain about, or argue with any decisions during or after a skating event or test.
- I will treat all Volunteers and Board Members with respect both within my Club, and at competitions and events outside my Club.
- I will treat all Coaches with respect both within my Club, and at competitions and events outside my Club.

## **Responsibility**

- I shall remember that participation in sports is a privilege, not a right and that I am expected to represent my club, coach and myself with honour, both on and off the ice. I shall consistently exhibit good character and conduct myself as a positive role model.
- I recognize the importance of safeguarding my health; I shall not use any illegal or unhealthy substances including alcohol, tobacco and drugs, or engage in any unhealthy techniques to gain, lose or maintain weight.
- I will be punctual for all skating sessions, lessons, stroking sessions, and off-ice classes. I will let a coach or board member know beforehand if I cannot make these time commitments.

## **Fairness & Caring**

- I shall live up to high standards of fair play; I will be open-minded and always willing to listen and learn.
- I will demonstrate concern for others and never intentionally injure any athlete or engage in reckless behaviour that might cause injury to me or others.

## **ON ICE RULES**

- Skaters are to be continually moving and skating while on the ice at all times. If you have fallen, you must immediately get up to keep the ice clear for the other skaters.
- All conversations must happen at the boards and nowhere else on the ice surface. This is a training environment and all socializing must be done elsewhere.
- When practicing, all skaters must learn to pay attention to what is happening on the ice, and adjust and execute their skills around lessons, programs, etc.
- Politely calling out “excuse me” or “heads up” when needed.
- All language on the ice must be polite and respectful as well as any body language and gestures. Any foul language may result in loss of Club privileges.
- Skaters must ask or let a coach know before exiting the ice surface during a session. This is for safety and attendance reasons.
- Skaters must clear the ice in a timely manner when session has ended.
- Sitting on the board is not permitted.

## **Right of Way**

1. A skater who's music is being played (wearing orange vest)
2. A skater who is in a lesson
3. Skaters who are practicing
4. Others

## GENERAL RINK BEHAVIOR

- Only water is permitted on or around the ice area.
- Due to insurance reasons, only Skate Canada members are allowed on the ice, except in a medical emergency.
- The gates and doors of the arena must be closed at all times while the session is in progress. This is for the safety of the skaters.
- Any skater causing damage to the ice arena or anyone else's property will be asked to appear before the board for disciplinary measures. The Airdrie Skating Club will require the skater to pay 100% of the repair work necessary to restore the facility back to its original state.

All skaters are expected to follow the above rules or any other rules that may come into effect during the skating season. Failure to abide by these rules could result in a non-refundable suspension from the Airdrie Skating Club.

## PARENT CODE OF CONDUCT

Skate Canada is committed to ensuring that all skaters have the opportunity to participate in a safe and welcoming environment that encourages and promotes their overall development. Parents have an enormous influence on a skater's experience in the sport. The quality of a skater's experience is heavily influenced by their relationships with their parents and the manner in which parents conduct themselves in the Skate Canada environment.

In this code "parents" shall refer to "parents and guardians". This code applies to all parents who are members of Skate Canada or have children who are members of Skate Canada. Parents shall abide by this code at all times while participating in any Skate Canada club or school, competition or activity.

- All parents are expected to conduct themselves in a responsible manner consistent with the values of integrity, fair play, open communication, and mutual respect.
- Parents shall always model positive and responsible behaviour and communicate with their son/daughter that they expect them to do the same. Parents will assume the major responsibility for their skater's on-ice conduct and attitude.
- Parents shall, at all times, treat all individuals and property with dignity, courtesy, and respect, including but not limited to: skaters, coaches, officials, volunteers, other parents, and all other individuals that are part of the club, skating school, Section or Skate Canada.
- Parents shall refrain from any behaviour, or comments, which are profane, insulting, harassing, sexist, racist, abusive, disrespectful or otherwise offensive.
- Parents shall emphasize the importance of values like sportsmanship, respect, cooperation, competition and teamwork to their son/daughter offering praise for competing fairly, participation and skill development.
- Parents shall model and encourage their son/daughter to maintain a healthy balance between skating and life. (i.e., school, other activities, social life, etc.)
- Parents shall model and encourage balanced, healthy food choices and subscribing to an active and healthy lifestyle.
- Parents shall set high, but reasonable expectations for their son/daughter's participation in skating focusing on development and enjoyment for the child.
- Parents shall instill confidence in their son/daughter's ability and skill development, always avoiding comparisons with other skaters.
- Parents shall celebrate the acquisition of skills and goals achieved by their son/daughter.
- Parents, along with the professional coach and the athlete, shall be considered members of a team. The parent's main concern is to support and encourage the skater in their overall progress and development.

- Parents shall respect that the professional coach is responsible and empowered for the on-ice and off-ice development of the athlete.
- A parent's role shall be to take a healthy interest in their child's progress and development and be responsible for the child's nutrition, rest, adherence to off-ice training regimen set by the coach or other fitness professional, overall health, life-balance, and moral and emotional support.
- Parents shall ensure their son/daughter wears proper skating clothing and equipment.
- Parents shall never provide alcohol or drugs to minors in a Skate Canada environment.
- Parents shall never provide or advocate the use of performance enhancing drugs or substances.
- Parents shall avoid any conduct, which brings their club, skating school, Section or Skate Canada, into disrepute, including but not limited to abuse of alcohol, drugs, or gambling.
- Parents shall openly support and uphold this code of conduct policy and take action and steps to ensure other parents follow and uphold this code of conduct policy.
- Parents shall adhere to the policies, procedures, rules, standards and ethics of Skate Canada at all times.

## **IMPORTANT PARENT INFORMATION!**

Physical activity stimulates growth and leads to improved physical and emotional health. Today, research shows that the importance of physical activity in children is stronger than ever. But sport, not just exercise, gives a child more than just physical well-being; it contributes to a child's development both psychologically and socially. Being the parent of a child in sport requires far more attention, time, and commitment than just driving them to their practices and games. The primary goal of parents and coaches is to help children find the success in sport they need to make them feel valued and wanted.

### **Your child's coach:**

- Is trained and/or certified through the Coaching Association of Canada's National Coaching Certification Program (NCCP)
- Encourages all participants
- Promotes fair play and acts as a role model
- Lets everybody play
- Ensures everyone is having fun
- Focuses on teaching the fundamentals and not on winning
- KNOWS the sport and is prepared for practices
- Communicates clearly with participants, parents and officials
- Gives specific instructions to your child to ensure that he/she understands
- And finally, if you have questions, concerns or complaints regarding your child's coaching, please speak to the coach or an executive member, if applicable.



## DISCIPLINARY ACTION POLICY

Please note the following ASC protocol:

**1st Offense:** Verbal warning from skater's coach and parent informed of the warning if skater is under the age of majority. A copy of the Code of Conduct will be given to the skater again.

**2nd Offense:** Letter from the President to the skater and the parent if the skater is under the age of the majority.

**3rd Offense:** Suspension from all Club programs and events for 1 week (This includes tests and competitions).

**4th Offense:** Skater will be asked to leave the club.

## COMPLAINTS

If any of our members have a complaint, we fully encourage them to contact an ASC coach or ASC Executive Member, depending on the issue.

If an immediate resolution is not found through initial discussions or the complaint needs to be discussed at a board level, the ASC Executive will bring the complaint forward in the next scheduled board meeting. A response to the complaint will be provided to the complainant within 7 days after the scheduled board meeting.



STARSKATE



COMPETITIVESKATE



SKATECANADA



CANPOWERSKATE



CANSKATE