

2017 Vernon Figure Skating Club Manual

Welcome!

The Vernon Figure Skating club is a nonprofit organization sanctioned by Skate Canada. We are pleased to have you participate in our programs. All of our programs are operated under the guidelines and regulations of Skate Canada.

Skating has a number of different skill levels and disciplines and each skater advances at his or her own rate. Our skating lessons are provided by professional skating instructors contracted by the club. Our coaches do their best to accommodate the needs of each skater in such a way that they will master new skills and progress at his/her own pace. Many of our skaters participate simply for recreational enjoyment, while others choose to continue on toward advanced skating levels involving tests and competitions. No matter what your goals or level, we strive to foster a positive, fun environment in which our skaters may enjoy the sport of figure skating. We hope you will enjoy the sport and develop new skills and friendships in the process.

Board of Executive Members

The Board is made up of a group of interested parents who donate their time to assist with the activities and functioning of the skate club. They are responsible for making sure that all skating programs follow the criteria set out by Skate Canada, in a safe environment that promotes fun, fitness and achievement. As well, the board co-ordinates fundraising events, shows, competitions and test days. They have been elected at the Annual General Meeting held at the end of each skating season. Meetings are held once a month. If you have a topic that needs to be addressed please, let the President know in advance and it will be included in the agenda.

If you would like to help in any capacity or hold a position on the Board, please feel free to approach any Board member and ask about it. They are always looking for new faces and ideas. Twelve months of the year, the Board works hard to ensure that things run smoothly and your children have a great time. From time to time, when they ask for a little help, please remember that your children are benefiting and make the choice to step up and help out.

Coaches

Our Coaches are certified in the National Coaching Certification Program (NCCP). To fulfill their role as experts of figure skating, our coaches continually upgrade their knowledge. Not only is their role to teach and develop technical ability in a skater, they are also role models, managers, and strategists. They play an important role in developing well-rounded individuals. Their responsibilities are to create a positive environment that will promote physical development, discipline, self-reliance, independence, and principles of fair play and good sportsmanship. The Skate Canada Professional Coach is a huge component of your child's figure skating experience, and it is important for parents to establish good communication with their child's coach.

Please view our website or Club's upstairs bulletin board for Board of Executive and

Coaches contact information.

Programs

All skaters, skating with Skate Canada affiliated clubs are required to pay a once annual registration fee (Aug 31-Aug 31) of \$36.00 (includes insurance) and will receive a Skate Canada membership number. This number will follow the skater throughout his/her skating career. Put it in a safe spot. All Skate Canada tests will be filed under your Skate Canada number. Vernon is part of the BC/Yukon Section. You can view the BC/Yukon website at www.skatinginbc.com

Learn to Skate With the VFSC

The VFSC is home of the city's only nationally recognized learn to skate program. Our highly trained, NCCP Certified, professional coaches will make sure that your child has all the tools required to learn the fundamental skills needed in skating. Skate Canada offers many programs to allow participants to choose what fits best with their goals and abilities. CanSkate is Skate Canada's flagship learn-to-skate program, designed for beginners of all ages. When you sign up for CanSkate, you will be in a program that focuses on fun, participation and basic skill development. You will earn badges and other incentives as you learn fundamental skating skills. Lessons are given in a group format and led by a NCCP certified, professional coach. Coaches are assisted by trained Program Assistants. Skaters progress at their own rate and coaches make sessions active using teaching aids, music and a wide variety of activities that create a fun environment and promote learning.

StarSkate

S (skills) **T** (tests) **A** (achievement) **R** (recognition) - this is what StarSkate is all about! Star is designed to be a fluid structure. Skaters may enter or exit at any point. Skaters do NOT need to complete one level before attempting the next. As long as they are ready, they could advance through multiple levels in a season.

Star 1 (Juniors): Skaters must be selected by the coaches to begin this program. All skaters must have passed the stage 3 CanSkate to have the skills required to cope with the Star 1 program. Star 1 is an introduction to the StarSkate program. It is designed as a bridge between CanSkate and Intermediates for our up-and-coming figure skaters. Skaters will be introduced to basic figure skating skills including jumps, spins, edges, and turns as well as synchronized skating. Registration fees for this program include all ice and coaching. Skating at least twice a week is required to assure progress.

Star 2 (Intermediates): Skaters must have passed the CanSkate stage 7 badge (or at the coaches discretion) and be working on Skate Canada tests. Within the Star 2 program, skaters will work on skills, dance and freeskate as well as synchroskate. Skaters are required to register at least two days per week. Registration fees include all ice and coaching costs. Skaters who wish to compete need to contact a Club coach in order to arrange for additional private or semi-private lessons.

Star 3 and up (Seniors): Skaters must have passed two out of three of the preliminary Skate Canada disciplines; Preliminary Dances, Preliminary Skills or Preliminary FreeSkate.

Within the Star 3 program, skaters will work on skills, dance, freeskate and interpretive. Your registration fee covers all ice for the fall/winter season as well as some group lessons. Star 3 and up are encouraged to skate three or more days per week, especially if you are choosing to compete. Please arrange with your coach the number of private or semi-private lessons that you require per week. We will do our best to accommodate all lesson requests. Coaches invoice the skaters for their services and parents pay them directly. Payment to coaches do not go through the club.

SynchroSkate: Synchronized skating, or "synchro" is a specialized discipline of skating involving groups of eight or more skaters performing various group formations and maneuvers. The objective is for the team to perform as one unit executing circles, blocks, lines, wheels and intersections in unison to the music, while demonstrating quality edges, power and flow.

Off-Ice Training: Is part of the schedule for all StarSkaters, and is included with the annual fee for Star 1 and up. The program is scheduled once a week, and all skaters are encouraged to attend. Off-ice is located upstairs in the Club room. Skaters need to be on time and ready to participate with running shoes.

The Skating Season: Is generally divided as follows

- Fall/Winter School - Sept. to March
- Spring School - April to May

Our StarSkate and Competitive skaters also skate during the summer. Depending on ice cost, availability and coaches, we may offer summer skating. Otherwise it is offered in sessions run by other skating clubs.

Extra Ice Time: Buy on sessions are available for a flat rate of \$20 Freeskate session. Contact your coach for more info.

Program Assistants for CanSkate: Our CanSkate Programs are taught by Professional Coaches, along with the help of our Program assistants who assist with warm ups, review the skills taught and supervise practice and games. These PA's are skaters themselves, and are giving guidance by the coaches.

Are you interested in becoming a PA for our CanSkate program? You must be able to demonstrate all skill of the CanSkate program, have leadership qualities and enthusiasm to coach! Coaches provide you with the training you need to be a great PA! As a PA you will receive PA Credits of \$5.00 per CanSkate session. Club Credits will be deducted off the skater's registration via Coast Registry. Credits must be consumed prior to Sept. 1 of the following skating season. Any PA credits not used up by Sept. 1st will be forfeited by the skater back to the club. Personal club credits cannot be reimbursed as cash to the skater.

Competing

StarSkate Program and Competitive Program

The StarSkate Program are levels Star 1, Star 2, Star 3, Star 4 and Star 5. Senior Bronze, Junior Silver, Senior Silver and Gold. The Competitive Programs are levels Pre-Juvenile to Senior. When a child completes Star 4 and is within the required age limit they can either

skate towards Senior Bronze (StarSkate) or they can choose Pre-Juvenile (Competitive). Pre-Juvenile and Juvenile have an age prerequisite. Asking your coach about these two programs and which way you would like your child to go would be advisable when you enter the Primary/Intermediate/Senior program. For more information visit skatecanada.ca

Skate Canada StarSkate Tests

These are the tests that are taken after the CanSkate badge level has been completed and the skater has moved into the StarSkate program. Tests are given in the areas of Dance, Skills, Elements and Freeskate. The coach will let you know when they feel that our skater is ready for their first test. Tests are held 2-3 times each season, and are judged by qualified, volunteer evaluators (Judge). At the lower Star levels, skaters are judged by their coach. All Clubs in the Region give a portion of their ice time to have a Test Day. This may require the skater to travel to their necessary test. Each test has a fee. Other fees may apply for example, partner fee (dance), possibly travel expenses for partner, coach, judge. Your coach will inform you of any additional costs. Competitive skaters are required to participate in the Skate Canada testing structure to eventually compete in qualifying competitions. StarSkates and recreational skaters can also opt to take tests in order to continually challenge themselves and their abilities. Tests are marked on a "pass" or "retry" basis.

The day of the test, skaters should arrive .5 -1 hour early and be ready to test. They need to have clean skates and laces and look presentable with their hair done and wearing a skate dress. The rink will usually be very quiet at test session. Always show respect to the judges and remember to smile!

Competitions

Each season there are a number of competitions open to all skaters. Competitions are optional, but most StarSkaters participate in 2+ per year. Parents are responsible for submitting competition registration forms. Forms and entry fees must be paid on-line. The deadline is usually one month prior to the competition and are strictly adhered to. Your main coach will guide you to ensure you understand what to register for. If you have not received information for a competition that is getting close to the deadline, please enquire with your coach. It is between you and your coach to decide which events your child will participate in, so arrange a meeting with your coach and start planning ahead.

Skaters will receive a schedule of events 1 or 2 weeks before the competition date. Skaters will be grouped by age. Often you can view the schedule on Skate Canada's website at www.skatinginbc.com. Competitions can run up to 1 hour early. Skaters will need to arrive 1-1.5 hours prior to their scheduled skate time, in competition dress with hair neatly pulled back. Good tights (no holes or rips), polished skates and clean laces. Bring running shoes for the warm up. Gloves and Club/warm up jackets can be worn during warm up practice, not during competition. Remember to bring your music (2 CD's, as backup in case one fails). Don't forget to pick up your music after the competition.

Remember your Team Spirit and Sportsmanship: Cheer on others! Take disappointment in your results without complaining and victory without gloating. Smile and have fun!

How is Star Marked at Competitions?

Star levels 1-3, skaters are assessed on individual elements and program components based on specific criteria and standards for each level. Ask your skater's coach to provide you with a break-down of the requirements prior to competition. Skaters will receive an overall assessment report card and a ribbon.

Gold- Performance exceeds expectations for level.

Silver- Performance is good for level.

Bronze- Performance is satisfactory for level.

Merit- Performance is weak for level.

This system provides a gradual introduction to performance elements and programs in a non-competitive environment. It is designed to make performing fun and encouraging for new skaters.

Star 4 uses assessments to produce rankings. It introduces skater to a competitive environment. Star 5 is judged and ranked on the CPC system - Cumulative Points Calculation. A Technical panel and a Judging panel watches and identifies the elements you have competed. Base Value of elements + Grade of Execution of elements = final score, and the highest score wins.

AGM & Brag Day Show

VFSC hosts an annual Brag Day within our Club at the end of the skating season. The event is a great showcase of our skaters. We will be looking for parent volunteers to help with set up and organizing. In the past we have had raffle tables, 50/50 draws, flower sales, etc. There are lots of opportunity to help out.

Holiday Pops Christmas Skate

The Christmas show is also a great opportunity for the skaters to show off the skills they have been working on. This is a fun, social event held at the Club. After the show, join us upstairs in the Club room for refreshments and treats.

Winter Carnival Parade

Vernon is known for their annual Winter Carnival. Keeping with tradition, the Club enters a float most years in the parade. It is a great opportunity to showcase the Club. Many helping hands are required for this festive event. Your ideas and suggestion are welcome!

Volunteering

Volunteering is defined as critical work necessary to ensure the clubs viability. All skaters and parents are expected to support the various volunteer jobs. Our Clubs success is highly dependent on our volunteers. There are a variety of ways to volunteer your time within the VFSC. Nothing can be accomplished by sitting and watching from the outside. So please...become involved.

Fundraising

In order to keep our fees reasonable, we must rely on fundraising to offset the operating

costs and facility rental charges. There are various ways that you can help fundraise. We hope that you will support the club where you can. We are always looking for new and exciting ways to raise money for the club. If you have a great fundraising idea, please feel free to let us know! Email or speak to a Board member. Common fundraisers we do regularly include:

Bottle drive (One parent = one block; two parents=2 blocks): A quick and easy fundraiser. Neighbours are always willing to clear out their empties! The more participants, the more money collected. We will need many volunteers to collect and sort at the depot.

Bag Groceries at Superstore (one block): this is done by the skaters. Parents of very young skaters may be needed to assist with bagging.

Purdy's Chocolate Sales (2 boxes = 1 block)

Krispy Kreme Donut Sales (To be announced.)

Refund Policy

VFSC does not offer refunds except in the case of medical circumstances where the skater has missed a minimum of 3 consecutive weeks of skating due to illness or injury. Requests must be submitted to the Board in writing accompanied with a dated doctors note outlining diagnosis and treatment, and if the skater can or cannot return for the remainder of the season. Refunds will be considered on an individual basis. A \$20 service fee will be charged for processing refund requests. The Skate Canada fee is non-refundable.

For club programs such as, but not limited to, CanSkate, Jr. Academy and Synchro, provision is made for new members/first time skaters to "try the program" for three (3) sessions. If the customer is dissatisfied with the program for any reason, a full refund (excluding Skate Canada fee) will be granted. Request must be made immediately following the third skating session by notifying the Coach within five (5) days of the third session and submitting a letter to the Board. A \$20 service fee will be charged for processing the refund. Skaters are not permitted to sell or trade sessions. If you miss your regular session on a particular day, you may not skate on another session in lieu of the one you missed without paying a buy-on fee. You may not have another skater or member of your family skate on sessions for days that you are away without paying a buy-on fee.

Please view our website for detailed Refund Policy, as well as

- Parent Code of Conduct,
- Liability Agreement and
- PA Policy.

General Rules & Regulations

All participants are governed by the rules, regulations and by laws of Skate Canada, BC/Yukon Section, the Vernon Figure Skating Club as well as those of the Arena.

A skater's registration and coaching fees must be in good standing in order to participate in Skate Canada sanctioned events.

Only skaters and coaches are allowed on the ice.

Parents:

You are asked not to disturb their children during their session (i.e.: giving instructions from the boards, hand motions or comments from the stands to keep moving). It is the coaches' job to coach and discipline the skaters. If the skater hears it from too many different people; it may have a negative effect. Discuss any concerns with your coach. If you need to speak to a coach, please do so while they are off the ice. Do not interrupt lessons.

If a skater is unable to attend a scheduled private lesson, please have the courtesy to notify the coach in advance or you may be billed for that lesson.

Support your skater and provide praise when appropriate. Resist the urge to compare your child against another - let them progress at their own speed.

Skaters:

You are expected to show respect to all skaters, coaches, parents, arena staff and volunteers, both on and off the ice. Judging, bad-mouthing, bullying and interfering with another skater's practice are completely unacceptable and may be grounds for removal from the club.

Use your time wisely, and have fun. Get to know the flow pattern for jumps and spins, and remember that a skater doing their program has the right away.

Keep moving and avoid visiting with friends. This can be distracting and dangerous and should be done before or after your session. Skaters who are standing around may be asked to leave the ice.

Safety

The Club requests that skaters be prepared for their lessons and dress in a manner that ensures the skater is safe and has the ability to move freely. Clothes should reflect a skater's dedication and preparedness to learn the sport.

Helmets are to be worn by all children in CanSkate and STAR1 until they have successfully completed Level 5. This is a Skate Canada regulation and must be adhered to by coaches. If a child does not have a required and acceptable, properly fitted helmet he/she will not be allowed on the ice.

Be cautious of other skaters and the order of who has the right away (In all cases, common sense prevails). Parents, please review this regularly with your StarSkater.

1. Coach and Skater in lesson
2. Skater in a Solo
3. Flow chart - jumps on the ends (be aware of Lutz lane) - Spins in the middle

The following rules are in place for all skaters to follow:

- No gum or food allowed on the ice
- Plastic water bottles only at the boards: no soda, hot chocolate etc.

- Bring water bottle into rink. Do not leave rink for water.
- Skate guards will be worn at all times when not on the ice surface.
- Hair tied back and proper skating attire. Please no jeans.
- No music devices will be worn by skaters on the ice.
- Zero tolerance to drugs or alcohol.
- No cell phone use of any kind on ice or in the club room.
- No use of club equipment, such as harnesses, without a coach present and supervising.
- No recording of any kind of other members while at PV Arena (on or off ice) without permission and supervision of coach.
- No posting of other members' images or activities on social media of any kind.
- Remain on the ice unless given permission by coach to leave or if injured. If you need a break, sit on the benches on the side of the ice. If injured badly enough to stop skating for the session ask a coach or parent to contact your parent/guardian for a ride.
- If skater needs washroom, use Change Room #5 beside the rink. Do not go outside into the hallway or upstairs to clubroom during skate time.
- Overall, there is to be no coming and going during club activities; either participate fully or not at all. This pertains to on ice and dryland activities.

Purchasing Skates

Skate selection is an important part of figure skating. Most skates are generally sized onehalf to one size smaller than the persons shoe size. Unfortunately, many young skaters wear skates that are way too big, or bend remarkably in the ankle. Poor fitting equipment will cause discomfort, discouragement and poor results. It is suggested that you go to a proper skate shop that specializes in figure skating.

Here are a few guidelines:

- Never over size your child. Make sure your child puts on the skate, and that you can squeeze no more than one finger down the back of the boot. If the boot is slightly too big a thick insole will make the boot more comfortable and decrease the chance of blisters.
- Make sure your child can stand securely in the boot. If the ankle is titling to one side or

the other, the boot is likely too big or there is not enough support for the child's weight.

- Moulded plastic skates should be avoided. They are inflexible and make it difficult for skaters to bend their knees and push off. Plastic becomes very cold and stiff on the ice making the skater's feet cold as well.

It is a good idea to discuss buying new skates with your coach. You need to ensure your child will have the proper skates and fit for their skating level. If you buy skates from a professional figure skate fitter, he/she should ask what your skater is doing: jumps, spins, etc.

Caring For Your Skates

It is extremely important to find someone who knows how to sharpen figure skates properly and who will set the proper grind level for your skates. A figure skating grind is very different than a hockey grind. The stone used to sharpen it also is very different. A figure skating blade has various rockers (curves of the blade) depending on the level of the skater. Having your blades sharpened by someone inexperienced with figure skates or who does not have the proper machinery can result in costly problems and can potentially ruin your blades. Check with your coach to see when your blades need sharpening and who they recommend. The bulletin board upstairs also has contact information.

- Skates should be sharpened after approximately 20-30 hours of skating or at least once every 2 months.
- You should sharpen your skates no later than 1 week before any competition or test day.
- Rubber skate guards should always be used when you are walking off the ice surface. These guards should never be left on your skates for extended periods of time. This will cause blades to rust and this will ruin your sharpening.
- After you have finished skating always thoroughly dry your blades and boots.
- When storing your skates always use cloth skate guards to help prevent blades from rusting, or remover guards altogether.
- Never leave your skates in a locker or bag. This will not allow the skates to dry properly and will cause the boot to become mouldy and/or break down quickly. Instead take them out to dry at room temp.

Communication

Please be sure to check your email on a regular basis - most Club information is communicated by email.

- Our Club Display board is in the lobby; please check often for updates.
- Any information pertaining to upcoming competitions and/or any privacy sensitive information, such as contact info for Coaches and Board Members, will be posted on the coaches' bulletin board at the top of the stairs at the entrance to the club room. Please make a point to check.
- There is also a large pink bulletin board to the left of the entrance into the ice rink. This is a fairly new addition that we hope to make more use of.
- The Executive Board holds a meeting every month. If you would like something

addressed, please contact a Board member to add to the agenda. All Board member contact information is on the Club website.

- The Annual General Meeting is held at the end of the season with Brag Day. Our hopes are that all members will attend, as the attendance log helps toward receiving next seasons gaming grant.

- The club will do its best to ensure good communication to its members.

We hope you have found this information useful and that your experience as a parent and skater with VFSC are happy and memorable.