

Nanaimo Skating Club

PO box 45
Nanaimo, BC, V9R 5K4
Located at Cliff McNabb Arena -2300 Bowen Road
Phone(250) 668-4758
Website: nanaimoskatingclub.com

Welcome Booklet

For Jr. Academy

2009-2010

The Nanaimo Skating Club's Purpose

- Encourage skaters of all ages and abilities to participate in skating programs for the purposes of fun/fitness and/or personal achievement
- Implements learn to skate and competitive programs developed by Skate Canada
- Provides a professional, supportive environment for all skaters.

On behalf of the Nanaimo Skating Club executive, we would like to welcome you to the 2009/2010 skating session. We would also like to remind you that we encourage "Enhanced Communication". Please feel free to ask any questions of our Club coaches or the Executive member throughout the year. Phone number and email information is located on the website.

We look forward to providing an enjoyable learning and mentoring environment for your skater through all the programs we offer. If there are any questions about our programs, please read the program description or contact Head Coach, Carrie Hawkes.

Thank you for joining us and we look forward to skating with you.

Nanaimo Skating Club Executive

Lillian La Chance –President, Ice Allocation, Bingo	250-753-9752	rednewfie@shaw.ca
Kim Cameron - Secretary, Newsletter, Test/Competition Chair, Fundraiser	250-758-2364	kimbercam23@shaw.ca
Bob Legary - Treasurer	250-729-0166	kelleg@live.ca
Laurie Lee - Registrar	250-754-1658	goodcnts@telus.net
Hollie St. Jean - Christmas Show	250-751-2882	hollie@nikolichlaw.com
Norm Gardner - Website	250-753-4588	nammi@telus.net
Madeline Payne - Hospitality	250-758-2704	shortroundbc@yahoo.ca

We are still looking for Board Members. If you are interested in volunteering, please contact Lillian La Chance.

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Did you Know?

- That Nanaimo Skating Club is in its 68th year?
- That Nanaimo Skating Club is one of the oldest members of Skate Canada and its original home was the Civic Arena?
- NSC moved to Cliff McNabb Arena in 1994?
- That NSC is a non-profit organization operated by volunteers?
- That registration costs are subsidized by our fundraising throughout the year.
- That NSC has hosted several competitions with the BC Sectional Championships last year at its largest one with skaters from all over BC? And we are hosting Vancouver Island Regional this year?
- Nanaimo Skating Club has over 80 members for the age of 2 yrs to 72yrs?
- We offer programs for every level of skating abilities from beginner to advance.
- That figure skating fundamental skills are a great bases for hockey players
- Members of NSC are able to compete in Skate Canada sanctioned competition with approval of NSC coaches
- To foster teamwork, all skaters with the Nanaimo Skating Club are to participate in all NSC shows.

Coaching Staff

The coaching staff at Nanaimo Skating Club are Skate Canada professional coaches who are qualified to teach the Learn to skate program.

Head Coach

Carrie Hawkes

brianathome@telus.net

Coaching Fees

\$11 per 15 minutes

Nccp Level II certified- singles, novice comp single, Gold Dance Rhumba, Pre Novice Pairs, Skills class 1, Jr. Silver Free, Level III Theory, Level III technical, National/ international experience
Specializing in Choreography

Blaine Moore

Coaching Fees

\$15 per 15 minutes

(other fee costs are available upon request)

NCCP Level IV (partial Level v)-CEP Gold Status
Coach and Trainer of National, International and Olympic Competitors

Important Dates to Remember

Tue Sept 8- Ice start

Mon Oct 12- Thanksgiving- no Ice

Oct 23-25 - VI Regional Competition

Wed Oct 28- Halloween Party (5:15-6:45)

Wed Nov 11-Remembrance Day- no ice

Wed Dec 9- Christmas Party (5:15-6:45)

Sat Dec 19- No Ice for Christmas holiday

Sat Dec 19- Carnival Show (information to come)

Mon Jan 4- Ice Resumes

Jan 29-31- Lynn Hetherington Competition

Feb TBA - Beer and Burger night

Wed Mar 3- Winter School ends

Mar 5-7- Barbara Rasmussen Competition (Comox)

Please remember to check the rink bulletin board, Newsletter and website for up-coming event and information

Junior Academy Information Sheet

Junior academy is for skaters that are finished and mastered all the skills learnt in the Canfigure program and want to continue developing their skating abilities. This is the beginning level of Skate Canada's Starskate program.

Following is some information on the Junior Academy program.

The schedule for each Junior Academy session is as follows:

- 15 minutes of Stroking- instruction included in the ice fees
- 15 minutes of spins/skills/ice dance- instruction included in the ice fees
- 45 minutes of freeskating- instruction not included in the ice fees

Instruction/Lesson Fees

The 45minutes Freeskate session will be broken up into 3 blocks of 15 minute private or semi private lesson times. It will be the responsibility of the parent of the skater to make payment to the coach for lesson/instruction time provided to the skater by the coach. Additional costs may also be incurred for music editing cost for each solo as well as any competition and test fees. Each parent will be billed individually for any coaching fees incurred for the month at the end of each month. (Note that you could possible be billed by 2 coaches for the one month if your child received lessons from both coaches.) Coaching costs may vary per month dependant on how many lessons and how many skaters on each lesson. Payment to the Coach is due upon receipt of the bill. The remaining time on the ice will be spent on individual practice time as directed by the Coach.

Clothing/Equipment

At this level, the equipment worn must be of a higher standard than the Learn to Skate level. All skate models sold at local sporting goods stores and large store chains are not suitable for this level. They are not designed to be used for figure skating and hinder the progression of each skater. Also there is a higher incidence of injury due to lack of proper ankle and foot support and quality. See "How to buy Skates" Section for more information.

Skaters should wear proper figure skating attire at this level (ie skating dress, stretch/yoga pants, sweaters, and skating tights) and be prepared to invest in a competition/test/exhibition dress or boy's costume. Also skaters wishing to compete this year will be required to purchase a team jacket. This can be purchased through Madeline Payne (250-758-5704). The team jacket will help each skater feeling a part of a team and connect them back to the club.

Training

Our coaching staff recommends a minimum 2 days a week of skating but 3 or 4 is the optimum for this level. Some form of off ice training is beneficial for all skaters in the form of Ballet/Dance/Gymnastics.

Important: Parents should notify the coaching staff in case of skater's absence as lesson plans will need to be altered for that day.

Competitions

At this level, skaters will be getting a short piece of solo music if they do not have one already. This will allow children to learn and practice their new learned skating skills to music. When children are ready to compete in a competition with this music, the head coach will approach you. For first time competition information, please refer to "What to expect from Competition" section (pg 13).

If you have any further questions about the Junior Academy program or fees, please feel free to contact Carrie by phone. (668-ISK8 or 668-4758)

Information about Private lessons From Head Coach,
Carrie Hawkes

This year I am team coaching with Blaine Moore. I will be doing the lesson plans and together we will be doing all tests and competitions. Please address me with any lesson concerns or scheduling issues.

This year my private lesson rate is \$11/15 minutes and semi private lesson cost is \$13 divided by the number of students in the lesson. Blaine will be charging \$15 per lesson and you will receive bills from both of us at the end of each month.

If you have monthly budget restrictions (maximum amount of money to spend on skating) please let me know before the season begins and I can work out a lesson schedule that best suits your child's skating needs and maximizes the dollars spent. Each month may vary slightly according to each student's requirements and any competitions, tests and music editing would be on top of any monthly budget. For these reasons I am unable to fulfill any specific number of lesson requests but I understand the needs of each skater and will arrange lessons to maximize each child's potential.

I am asking that each parent not approach the coaches at the side of the boards and that 15 minutes prior to and after each session the coaching staff be given some time in the coaches room without interruption to discuss lesson plans and debrief about the days lessons. NO exceptions! I am always available in case of emergencies but we would appreciate the privacy during these times. The office is available to any executive members while we are on the ice as always.

This year I am making myself available for meetings with any parent regarding their athletes' development and have set forth meeting times for this to take place. Those times are Tuesday and Thursday evenings after the scheduled sessions and parents will need to book this time at least 24 hours in advance. I will be charging my lesson rate for this time, which will be added to the monthly bill, so please allow me time to prepare and you should have a list of questions prior to the meeting to more efficiently use the time. This time can be reserved for you by phoning me on the club phone and leaving a message and I will get back to you as soon as possible. I respect that we all want to know what the future holds for our athletes, but as I have a family outside of skating, I would appreciate the time to devote to them without continuous interruption. I am hoping this helps with the communication between coaches and parents and also opens the doors of communication between you and your athlete. I am sure many questions you have as parents could be adequately addressed by your child if the opportunity is given to them.

Skaters wishing to compete this year will be required to purchase a team jacket. There will be no color or style requirements but they must be identified with the Nanaimo Skating Club logo. Jackets can be purchased from Madeline Payne and the cost will depend on what fabric and style you choose. Please contact her(250-758-2704) at your earliest convenience, as she may not have time at the last minute to make you one. Club recognition at events is important for us all as well as each skater feeling a part of a team. Let's all come together to support one another.

Carrie Hawkes
Head Coach

Most asked Questions

1. Where do I find skates and what type is best for my child?

For more information on this subject, please read the “How to buy skates?” section (pg 8). Also this year we are very fortunate to have a coach, Blaine Moore, that operates his own business that sharpening and sales skates along with selling all types of skating equipment.

2. Do my child need to wear anything special like skating wear?

At this level there is a higher degree of standards for the skaters. These are explained in the Junior Academy Information Section. Please refer to this section.

3. Why is it important for Jr academy and srs to do stretching and warm up before going on the ice?

This will warmup the muscles so to decrease the chances of injury.

4. What other activities would support my child’s skating skill? Or the coach suggested off ice activities for my child. Why?

Ballet is always great for skaters of any age to learn about musicality and how to move to music. However when you and your child is getting more into the competitions and testing part of skating then there is some off ice activities that are strongly suggested.

-Yoga or stretching class/boot camp- these activities will increase core strength, flexible, and endurance. This will aid in jumping, spirals, spins and as the length of their program increase from 1 min to 1 and half minutes (or longer- can go as much as 3 mins), their endurance to perform at their best for long time.

-Ballet is excellent for musicality and to learn how to move in a gracefully way to music. This will come in handy in their skating programs.

5. When is my child ready for competition?

Skaters will have the chance to receive a “music program” for the first time in this level. When the skater and their program are ready for a competition, the head coach will inform you that the time is right for your child to entry a competition. Normally the first competition is in March so that children have all year to learn and master their individual skating program.

6. What do my child and I need to know for registering for competition?

Please see the section on Competition(pg 13). If you have any questions, please contract the Head Coach, Carrie Hawkes.

7.How can I be involved in my child's skating?

There are many ways that you can be involved with your child's skating and the club.

- Participate fundraising that the club is offer. Fundraising help maintain low registration fees.
- Volunteer at the various club activities ie. Carnival, hosting competitions, playing music or helping out on the board.
- The biggest one is to come and watch your child love the sport. Ask question to the coaches and the board as needed to love more about this wonderful sport.

8.What do I get for my \$35 registration fee?

This fee is directly paid to Skate Canada and registers your child as a member of Skate Canada with the ability to compete or skate at Skate Canada Sanctioned events. In addition this cost also enable you to get member only information from the website. Also this covers the insurance cost for your child while they are on the ice. Other things you get are

- Access to qualified, NCCP certified Skate Canada professional coaches who have been trained through high quality training programs developed by Skate Canada
- The opportunity to purchase selected Skate Canada event tickets prior to general public.
- Benefits from participation in a sport that promotes fun, fitness, achievement and the development of essential life skills such as confidence, teamwork and motivation/ commitment.

9.What is Skate Canada?

Skate Canada is dedicated to the principles of enabling every Canadian to participate in skating throughout their lifetime for fun, fitness and/or achievement. It is:

- The governing body for figure skating in Canada
- A member of the International Skating Union
- The largest figure skating association in the world with over 180,000 members across Canada and growing.

Skate Canada

- Provides standards and rules for the activities of its members
- Qualifies and appoints evaluators, judges, referees and other officials
- Conducts training for coaches and club administrations
- Offers a skill-testing program for skaters such as Dances, competition levels and skill.
- Conducts competitions for skaters from learn to skate levels through to international championships.
- Develops instructional skating programs such as Canskate for Canadians of all ages, skill levels and interest.
- Developed badges and incentive program for learn to skate levels.

10. How do I get my questions answered if it is not on this list?

If you ever have a question, you can email any board member or the head coach at any time. If you are at the rink and a question comes to you, please coach after they leave the ice surface.

How to Buy Skates.

1. Firm Ankle Support

High- quality all leather skates provide the best ankle support because the material is stronger, wears better and won't flop around the top. Skates should fit snugly around the ankle and heel, with some room for movement of the toes. Check to make sure there are no creases (around the ankle area) and no looseness in the boot. These things will make standing and skating upright in the skates difficult and weaken the ankle support needed at this level.

2. Proper Fit

Avoid buying skates in too large of a size in anticipation that the skater "will grow into them". Not only will poorly fitting skates cause discomfort, adversely affect skating performance, but the feet will get cold more quickly and they won't have nearly as good control. Toes should touch the ends of the boots not be cramped- they should be able to wiggle their toes.

Skates should feel "snug". Have your child stand up with their weight equally distributed over both feet, and have them bend their knees. The space at the back of the heel should have not more than the width of a pencil. Do up the skates the rest of the way and walk around to make sure they feel comfortable. Your child should feel balanced, not leaning too much to one side or the other.

3. Tying up Skates

When tying up skates, ensure that the tongue is in front of the ankle and stays in place as you lace. If it is not in front, this will cause discomfort to the skater and the skates will not be able to be tied up to correct snugness.

Laces should be tucked into the top of boots and never wrapped around the top of the boot. Not only is that a safety hazard if the laces come undone while skating, but also the circulation to the foot may be cut off if tied too tight.

4. Proper Skate

There are different made and models of skates out there. If you are buying new or second hand skates, please feel free to ask the coach's for advise before buying. They will direct you in the correct boot for your child's level. If you are looking for new skates or skating equipment, please contact Coach Blaine Moore.

For more assistance in ensuring proper fitted skates for your skater before they step on the ice, please contact to Coach, Carrie Hawkes or Blaine Moore before ice session.

How to Keep your Skates in Good Condition

Steps for keeping your boots in good condition:

- Clean the laces and uppers regularly; there are many good products on the market.
- Some people like to tape their skates to help preserve the finish.
- Have an extra pair of laces always in your skate bag.
- Never pull up on the hooks, pull straight sideways. If a hook pops off get it replaced right away.
- Always dry whole skate and not just the blades. With a chamois or towel wipe the uppers, sole, and the blade.
- Put blade covers on right away even if between sessions.
- When it is time to go home, pack the skates in your bag with covers on and the blades turned away from each other, this prevents the blades from banging into each other and edge damage. Rust will form on skates if you leaving guards on skates for any length of time. This will greatly affect your skating ability.
- When you get home take your skates out of the bag and allow them to dry at room temperature. Never place them over or near heat registers.
- Wash the guards out on a regular basis because grit and other harmful agents can build up inside them.
- If the guards have worn through, get new ones.
- Watch were your child are stepping because the screw nails, which hold the plastic down as you get on the ice, can be raised. If they step on these with an unprotected blade, the damage will be huge and require a lot of blade loss correction.

Some Skate Sharpening Questions: *From Coach, Blaine Moore*

Jr Academy: should have their skates sharpened every 4-6 weeks.

Intermediate: Every month.

Competitive: Every 10-20 hours of ice time depending on the skater.

It depends on how much you skate and how hard you skate. If your edges are damaged or no longer feel secure, then it's certainly time to get them sharpened. I feel that if the edges stay close to the same the skater will have a better consistency with their skating. They will never have to go through too sharp, too dull, and just right periods. If you stay with the same sharpener, sharpening often will be more like a touchup and, if done correctly, the blade will have a long life.

How often should I have my skates sharpened?

"Before they need it". It depends on how much you skate and how hard you skate. If your edges are damaged or no longer feel secure, then it's certainly time to get them sharpened. I try to remember that nice feel of freshly sharpened skates, and when they don't feel that way, it's time. Generally, to keep the sharp feel all the time, and not have to get use to just sharpened skates, have them sharpened between 20 to 30 hours of skating. If you stay with the same sharpener, sharpening often will be more like a touchup and, if done correctly, the blade will still last five to eight years.

If you examine the bottom of the blade right after sharpening, the bottom of the blade will have a uniformly satin sheen. With more skating, the blade bottom near the edge, under different light conditions, will begin to appear dull. These lines along the edge of the blade are the starting of "flat spots" or a "dull" blade.

Should I be concerned with nicks in the blade?

Not really. It is extremely important that any deformation of the metal on the side or bottom of the blade, next to the nick be ground away. I observe that a slight "hole" in the edge is generally not noticeable, and, in the interest of prolonging blade life, large nicks are generally not completely removed.

Who should sharpen my child's skates?

When it comes to sharpening figure skates, any old store that sharpens skates are not advised. These stores do not have the knowledge to sharpen figure skates correctly thus affecting the quality of your child's skating ability and learning of certain skating skills. Your best option is to contact our coach, Blaine Moore to sharpen your child's skates. You are able to drop off your skates one day at the skating office during ice time and they will be ready the next day you skate.

How long should it take to break in newly sharpened skates?

Most skaters are conditioned to expect a bit of an adjustment period after having their skates sharpened. The common symptom is that skates feel "grabby"; edges catch, and stopping is difficult. Skaters with newly sharpened skates are often seen doing things like dragging their skates sideways on the ice, running blocks of wood along their blades, etc., to dull them. The correct expectation is that properly sharpened blades should have little or no adjustment period. They should never feel grabby. They should simply feel more secure. Exceptions are those cases in which changes are made to a blade, such as correcting previous sharpening errors or changing the depth of hollow, or sharpening an exceptionally dull blade. The edge of a well sharpened blade should feel very smooth as a finger is run along the edge; proper edge finishing will have removed the metal burrs that can cause grabbiness, and give the edge a smooth, non draggy feel. Be careful: as sharp blade can cut (though a well-finished blade is less likely to do so).

Why use guards or covers on my blades?

Guards should be used only when you need to walk around when you are not on the ice. Guards should not be on the blades any longer than necessary. Blades will start to rust in a very short time when wet with the guards on. Covers should be on the blades anytime the skates are not on your feet. Even though rinks have rubber mats and various other materials around the rink to protect blades from damage – NEVER walk on these materials with your blades. There is a lot of dirt from street shoes, etc. that will quickly dull your blades.

Are new blades ready to skate on?

Figure skate blades generally come from the factory already sharpened. My observation is that this sharpening is generally of low quality, uneven edges and the factory hollow may or may not be appropriate for the particular skater. Always sharpen new blades before skating on them or at least have them checked by your skate sharpener.

How long should blades last?

If I have previously sharpened a blade, I find that each sharpening removes only about 0.001" of metal (a typical piece of paper is about 0.004" thick) on a resharpener. If there is 0.1" of sharpenable depth on the blade when new, this means that you might get as many as 100 sharpenings out of a blade. With monthly sharpenings, this would give a blade life of up to 8 years. Sharpenings to restore edge level will take off much more metal. So will sharpenings to change radius of hollow. I believe that skaters typically get a much shorter blade life, for various reasons. Still, a careful sharpener can do much to prolong blade life and protect the skater's investment.

For any other question on skates or blades, please contact Coach Blaine Moore or Carrie Hawkes.

Fundraising Information Sheet

Isn't fundraising the fun part of joining any organization? Well, we are certainly going to try and make it that way! The reason for Fundraising with NSC is to keep club fees down, which means that fundraising shouldn't *cost* NSC families more money! We have tried to keep our activities to things that folks might need or want to do, and of course, hosting the Vancouver Island Regional Competition, at the end of October (information at bottom of page)

You will be responsible to participate in 2 fundraising event per skater or 3 per family.

Mabel's Label's Paperless Fundraiser (September-November)–

This is something new this year, and involves being able to order “labels for stuff kids lose” and earn a little \$\$ for our club. The club earns 15% on all combination packs or 20% on all other labels ordered during the three month period.

Spaghetti Supper – Saturday, November 21st, 5pm at Pleasant Valley Hall. This is a Family Night for the Nanaimo Skating Club: A chance for skaters and their families to come together and eat and have a little fun. This is a new event for our club and with your help we can make it a lot of fun and maybe even an annual event!

Purdy's Chocolate Orders –

This is an “in time for Christmas” fundraiser. Everybody likes Purdy's, right? Again, as with the labels, the club earns 20% on each order placed and the items don't cost anymore than if you bought them at the mall (and they get delivered to you at the Rink!). Some folks have used this as a way to do their office ordering for employee gifts, others have bought their teacher presents this way. And it all comes in plenty of time for Christmas giving. Orders placed the end of November, delivered early December.

NSC Annual Beer & Burger Night – Saturday Feb. 20th, Harewood Arms Pub

This is an adult event and tickets are \$15.00 each which gets you your beer and burger (perhaps Madeline can convince them to add the chicken burger this year, 'cause its good!). We ask that families contribute a silent auction item (there were some awesome golf passes last year, for two different golf courses!) and sell a few tickets...it's a great way to celebrate your birthday!

Vancouver Island Regional Championships

To cut down on the number of fundraising events, the club has bid on and won the chance to host the Vancouver Island Regional Championship. This will be one of our major fundraising events that has the opportunity to be a very large money making opportunity for the club if we pull together and have all families volunteer at all levels. Let's pull together and make this a successful event while we showcase our club and our great community to the entire Island.

As for the volunteering part, each family will be responsible to cover 4 shifts (2x 4hours) per skater or 5 shifts per family to be completed during the 3 days of Regional (October 23-25) and to solicit at least 3 businesses for donations.

We are not restricting who does the shift as long as it is a responsible adult. You can ask a friend, family member or co-worker to do it. As long as it is done, we will count it towards your required shifts. We are hoping this will help everyone fulfill their commitment in a quick and easy way. For the full list of things to volunteer for, contact Kim Cameron.

Christmas Show

Each year, NSC puts on an Ice Show (Carnival) on the 19th of December to showcase our skaters and their talents for family and friends and members of the community. Children who have participated before look forward to it and it is an intricate part of the skaters feeling like part of the NSC team. Some of our skaters are able to participate in various competitions during the year, but for most this is the one chance they get to perform for their families and friends and to share a great experience with their fellow skaters.

In an endeavour to foster teamwork and club spirit, show participation is compulsory for all skaters, at a cost of \$35. This cost covers the cost of costumes for the group numbers and is due at registration. This cost does not cover the cost of a solo costume if your child is asked to do another number along with a group number. In effort in keeping costs and workload down for the Ice show coordinator, families are responsible for getting this costume.

Of course, we understand that the date of the show is at the beginning of Christmas season and due to this, any requests for exceptions to participate in the show may be discussed with our head coach, Carrie Hawkes.

Ticket Sales

This event is also a fundraising opportunity for the club. As a result, we are requesting that all families take 5 tickets to sell for this wonderful event. These tickets can be for adults or children and need to be paid for before you receive them. This aids the Carnival coordinator to keep track of the number of tickets sold and number of people expected to attend. The more tickets we can sell will fill up the seats in the arena. Wouldn't it be thrilling and an unbelievable experience for your child if they look up from the ice to their smiling family, friend and relatives and a full arena.

Any questions can be directed to Head Coach, Carrie Hawkes.

What to expect from Competition and How to make sure you are properly prepared.

You enter and pay for your child's first competition 6-7 weeks prior to the competition date. The cost for entering is \$35 if your child is in the Canskate solo category, which is the entry level that most kids start at. All checks and money must accompany the forms and must be received by the competition director by the date stated on the form or your child will not be entered, checks should be made out to N.S.C. No late entries are accepted.

Once you have entered you can expect to hear nothing for at least a month and then approximately 1-2 weeks before the competition the club receives the schedule for the event. We do not have any control over scheduling nor can we tell you earlier when your child will skate.

Equipment should be prepared in advance for the competition. Skates should be checked 2 weeks prior to see if they are sharp enough and please do not have your skates sharpened the week of a competition unless you first consult with the coaching staff. Skates should be clean and laces too, if you are buying new laces, please put them in at least a week prior to the competition, as they tend to stretch at first. Skating costumes should be purchased prior to entering a competition, but if you have not already done so please ask the coaching staff about proper costuming. There are many rules and regulations regarding this so make sure to get your child's costume approved by the coaching staff prior to entering any competition. All skaters competing on behalf of the Nanaimo Skating Club must wear a skating club jacket for warm-up. It is important for the club and the skaters to represent themselves in a tidy, organized manner and it help makes children feel they are part of a team. Jackets come in many different designs and colors so please contact Madeline Payne (259-758-2704) to order yours if you do not already own one. Skating beige tights must be worn under the dress and those can be purchased from Blaine. There are many different styles of tights and I prefer the footed tights for young competitors. Gloves will be worn for warm-up as well so they should be clean, without holes and match the outfit.

Now that your costume is ready it is time to think about make-up and hair. Make-up must be theatrical in nature as the judges are located above the ice surface and it is difficult to see skater's faces without it. Boys are not required to wear make-up. Hair should be neat and tidy, and girls should wear it up. If you are wearing a ponytail make sure that the hair is curled and all fasteners are securely fastened. The judges are required to deduct marks for any piece of clothing, hair fasteners, or equipment that falls off during a performance as well as it is dangerous for all competitors if the article remains on the ice. Make-up and hair should be done prior to arriving at the competition and girls should wear it up and off their face.

When you arrive at the competition venue the first thing you need to do is register. There is a registration desk located somewhere in the arena and it is always highly visible. When registering, skaters will be asked to hand in their solo music but at the beginner(canskate solo) level the coaching staff will handle this task. Please inform the Registration people that your coach will hand in your music for you. There is usually some type of goody bag for skaters and remember if it has sugar items in it they are not to be eaten prior to the competition. While we are discussing eating, please do not have your athlete eat right before they skate and remember to fuel them properly prior to bringing them to the arena. Water should be brought with them and can be taken to the rink side for sipping after warm-up and before they skate. After you have registered, please have your child familiarize themselves with the arena and send them to find their coach to check in. There may be special

Competition section Page 2

instructions or a scheduling change that the coach needs to inform you of. The coach will tell you or your skater when it is time to put on their skates so please do not have them on when you arrive. If you still put your child's skates on, you may be required to do so in the lobby as only skaters and coaches are allowed in the dressing room area. Once a coach has taken a skater there will be no contact with the parents in order to prepare the athlete properly. The competitors will do a short warm-up as well as some visualization exercises and then skates will be put on. All skaters do a short on ice warm-up and then clear the ice. They will then skate their programs one at a time according to the skating order posted at the results board. Please look for this upon entering.

So your child has skated and now it is your time to shine. Flowers and stuffies can be given to skaters but please do so in the stands. Do not throw anything on the ice as this slows down the competition and can leave dangerous debris on the ice. Please feel free to cheer and clap as loud as you can and regardless of how your child performs, please keep a positive attitude as we are molding young minds and self esteem. Competition is about achieving personal goals which will be different for each skater and for each competition. I know it is easy to get wrapped up in the results but remember the judges are volunteers and at this level they are based on personal preference only, so celebrate your child's achievements and not how they place. Results can take as long as 30 minutes to be posted and when they come up awards are given shortly after. Please put skates back on for podium pictures and remember everyone receives a medal or ribbon at cansolo level.

So your child is finished but there may be many more Nanaimo skating club members still to compete so please stay for awhile and join the parents in the stands to cheer on the skaters.

There are coaching fees associated with competition that are established at the beginning of each season. At the beginner level those would be coaching lesson rate for a private ½ hour lesson as well as any expenses incurred by the coach during the competition divided amongst all the attending skaters. Bills will be prepared by the coaches.

Your child's first competition should be fun, exciting and rewarding and prepare them for future competitive endeavours' so let's make this as positive as possible and work together to reduce any stress or pressure. Please see the coaches if you have any questions regarding competition and remember the club phone is always with me so if you are lost or run into any delays please give me a call.

Carrie Hawkes

Phone 250-668-4758

POLICIES and PROCEDURES of the NANAIMO SKATING CLUB
(Updated August 2009)

Communication protocol: When difficulties arise:

1. Discuss the matter with the person first.
2. If resolution does not occur, speak to the Board of Directors.
3. If resolution does not occur, speak to the Region.
4. If resolution does not occur, speak to Skate Canada BC/YT.

NSF Cheques: A charge of \$45 will be processed on all NSF cheques. Nanaimo Skating Club reserves the right to request cash or money order from then on from those who write NSF cheques. If the cheque is for ice sessions, tests, carnival expenses, etc. the skater will not be able to skate until funds have been received.

- ◆ Nanaimo Skating Club skaters, who skate with other clubs or skating programs outside the ones provided by Nanaimo Skating Club, must advise each organization in which he/she is participating of his/her intention to participate in both clubs/programs. (As per Skate Canada Policies and Procedure rule 2201)
- ◆ Upon registering as a Nanaimo Skating Club skater, he/she must abide by all Skate Canada rules and by laws.
- ◆ Nanaimo Skating Club skaters who take private lessons must take lessons from coaches contracted by the NSC. Please contract Carrie Hawkes (Head Coach) to set up lessons.
- ◆ Drop-in skaters may bring their own coach onto a session provided approval has been made by the NSC Executive and a first aid certificate, Skate Canada certificate and a criminal record check clearance (accreditation) have been proved by that coach.
- ◆ A part-time coach is a professional coach who teaches only a few sessions per week regularly or may teach only one aspect of skating, e.g. dance, partnering, choreography, etc. Part-time coaches are only committed to the sessions/classes they are contracted to teach. Coaches are hired depending on registration numbers of club members for the season with approval from the Executive. A coach must provide a first aid certificate, Skate Canada certificate and a criminal record check clearance.
- ◆ Skaters from other clubs must complete the release section on the registration form and obtain a signature from the test chair of their home club and a release from their coach to allow private lessons to be booked.
- ◆ Only NSC Club coaches shall instruct group lessons in spins, stroking and spirals/edges. If any skater requests lessons from an independent coach, that skater must make that request in writing, obtain written approval from NSC executive and provide a copy of a release letter from the existing coach, if applicable.
- ◆ Coaches will abide by the Skate Canada Code of Ethic
- ◆ Reimbursement of expenses for regions meetings: The cost of lunch and gas for one car (to a maximum of \$40) will be paid by the club upon submission of receipts.
Coaches are to attend the meetings in rotation.
- ◆ Soliciting of NSC skaters, by independent coaches, is not permitted.
- ◆ When skaters move from Canskate to Canfigureskate, the skater will pay the difference in the costs unless the Club has requested this due to numbers.
- ◆ Once a skater pays drop-in fees totaling the entire registration fee, he/she will no longer be charged if the skater is a Nanaimo Skating Club member.
- ◆ A \$20 administration fee will be charged for any refunds granted for Jr., Int., and Sr. skaters.
- ◆ All inquires and requests must be in letter or email format.
- ◆ E-mail use will be conducted in a business-like way.

◆ Refunds:

All requests for refund/credits and/or withdraws from programs, need to be submitted in writing via email or written letter addressed to the Executive Board. After requests are received, they are immediately forwarded to the treasurer, registrar, and Coach for immediate action.

Canskate/CanFigure: Registrants for the season are eligible for pro-rated refunds up to the first 2 weeks into the session with a \$10 administration fee. If registered in both blocks for Winter School, then the full second session will be refunded.

Jr Academy/ Sr: Refer to registration forms for full refund deadline dates. Each session has different dates in which refund requests are available. After said date, pro-rating and administrative fee occurs.

◆ Registration forms and payments

Written receipts will be immediately given for all cash, cheque and/or Visa/MasterCard transactions received from skaters/guardians.

Registration forms and payments are immediately forwarded to the registrar at which point she/he will obtain all necessary information to register skater with Skate Canada and obtain insurance coverage for said skater.

After the registrar has the complete information, registration forms will be filed in the office for future reference and payment will be forwarded to treasurer.

All registration payments must be deposited within 2 weeks. Failure to do so will result in the payee being informed prior to the depositing of funds.

Updated skater's registration information shall be in the office accessible to Coach and appropriate Board members.

An attendance book is required to be used and maintained during all club ice sessions.

◆ If skaters leave debts, the following actions will be taken by the Executive:

- The skater will be declared a "member not in good standing" and will be denied ice privileges until the amount is cleared
- The Executive member (if applicable) will be suspended from the Board until the outstanding amount is cleared.
- A letter will be sent to the Vancouver Island Region clubs advising them about the outstanding bill and that the skater is a "member not in good standing."

Skater's Credit Accounts: Unpaid debts, if no answer has been received after a letter containing a deadline is sent or if no fees are paid after we have tried to contact the skater/parent, money will be taken out of the skater's credit account.

Skater's credit accounts of \$25 or less not claimed within one year, revert back to the Club.

ICE COURTESY AND CONDUCT EXPECTATIONS FOR ALL SKATERS\FAMILIES

- All Skate Canada skaters are expected to be motivated to skate whenever they are on the ice surface, regardless of their personal goals as recreational or competitive skaters.
- All Skate Canada skaters\families are caring and respectful of their skating peers, club professionals and club volunteers.
- All Skate Canada skaters\families of the NSC represent their home skating club in all amateur/professional events in a positive manner.

The following code of Skater Conduct will be strictly enforced by all Club Skate Canada Professionals as authorized by the NSC Executive.

- All skaters should present themselves to their registered sessions, on time.
- Gum chewing, eating or drinking of liquids other than water will not be permitted.
- Kleenex, skate guards, and other related paraphernalia must be kept off the ice surface.
- All skaters must present themselves to their registered sessions in appropriate attire, e.g. skating dress, stretch/track pants, sweaters, sweat shirts, skating tights, figure skates.
- All skaters are expected to be figure skating at all times while on the ice surface. If a rest is needed, the skater is expected to leave the ice surface.
- Socializing will not be tolerated while the skater is on the ice surface. Skaters will be asked to leave the ice.
- All skaters must clear the ice surface promptly at the end of their skating session.
- Skaters must inform/ask a coach before leaving the ice surface.
- Music played is to be appropriate for each session and age of skaters. Any conflict over choice of music shall be resolved by the director of skating.
- All skaters are expected to skate their solo program whenever the music player identifies them to do so, with the exception of their coach's permission.
- Skater's solo music is only played once per session unless requested by coach.
- All skaters must remain in the arena building during their scheduled sessions, until scheduled transport arrives.
- Skaters must not interrupt a coach during another skater's lesson.
- All skaters/coaches must yield right of way to the following skaters:
 1. Skaters who are skating to their solo music.
 2. Skaters receiving a lesson.
- All skaters are expected to get up off the ice as soon as possible after a fall (unless an injury is sustained).
- When injuries occur on ice, skater/guardian needs to inform the coach present and Executive Board immediately. This allows a follow up of skater's situation to occur.
- Foul/abusive or obscene language will not be permitted and, if heard, will be grounds for immediate dismissal from the ice surface, dressing room or arena (which ever is appropriate).
- Inappropriate behavior will result in disciplinary action by the Club professional/sessional organizer as outlined by the NSC Disciplinary Policy.
 1. First warning: a verbal warning and will be noted by the Club professional.
The NSC Executive expects all Club professionals to communicate between themselves regarding any disciplinary action with individual skaters.

ICE COURTESY AND CONDUCT EXPECTATIONS FOR ALL SKATERS\FAMILIES
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2. Second warning: skater will be asked to leave the ice surface and return to their parent/guardian. (If parent/guardian is absent, the skater may be asked to remain in the dressing room until transportation arrives.) The NSC Executive expects all Club professionals to follow-up any disciplinary action regarding skater conduct with the skater's parent/guardian at all times.

3. Third warning: any skater consistently demonstrating inappropriate behavior despite the disciplinary intervention of the Club professional, will be asked to leave the ice and will not be permitted to return until the pro-liaison has reviewed the skater's conduct.