

# **CHARLOTTETOWN SKATING CLUB**



## **PARENTS / SKATERS INFORMATION GUIDE 2018-2019**



**SKATECANADA**



## **WELCOME/INTRODUCTION**

Welcome to the 2018/2019 skating season. Our Club Executive is pleased to have many of our members return for another year and we are happy to see a number of new members join our Club.

We are looking forward to a great year of skating. A “Parents Information Session” is scheduled as an opportunity to exchange information about the programs and clarify any questions or concerns you may have.

This Information Guide has been prepared for the purpose of providing a brief overview of the skating programs which will be offered to our skaters in the upcoming season.

The primary purpose of all SKATE CANADA clubs is to encourage and develop skating by providing the opportunity for skaters to participate in the sport in a recreational, test or competitive manner.

**Please ensure you register your child on our website with their name, not your own name. Failing to do so may result in your child being unable to access certain benefits.**

## **VOLUNTEERS**

There is always a need for more volunteers. Whether your interest is to be an Executive member, a committee member, or assisting with the various activities and responsibilities as required, your assistance as a volunteer is MUCH appreciated and essential to the success of our Club and our skaters.

## **COMMUNICATIONS**

The Club will issue notices, via our Uplifter email system, Twitter and Facebook, to skaters providing information on activities, special events, etc. Notices will also be posted in the arena or you can check at the information table at the entrance with the CanSkate Coordinator.

If you have any concerns or questions, please feel free to contact any of the Club Board members or speak to the executive member available at the information table at the rink or one of the Club Professionals. Board members are parents like you who have had the same questions or concerns as their children progressed through CanPower, CanSkate, Junior and Senior programs.

Our social media sites are:

Facebook – Charlottetown Skating Club

Instagram – Charlottetown\_skater

Twitter - @ch\_skatingclub

## **CANCELLATIONS**

Cancellations due to inclement weather will be posted on our social media sites. An email will go out to the subscribers via our uplifter registration system, and also advertised on the local radio stations including OCEAN 100, KROCK, Q93, CFCY, and CBC. Skating is rarely cancelled – usually only when the Arena closes. However, as a parent, it is your decision whether or not to take your child to the rink if the roads are in poor condition.

## **Charlottetown Skating Club Helmet Policy**

All skaters up to CanSkate stage 6 **MUST** wear a CSA\* (Canadian Standards Association) approved (hockey style) ice helmet while participating in Charlottetown Skating Club CanSkate programs.

Skaters in Pre-CanSkate and CanSkate stages 1-3 **SHOULD** also wear a facemask with their helmet, in order to prevent facial injuries in the event of a forward fall. This is especially important for new or young skaters until they gain their balance and/or automatically put their hands out in front of themselves during a fall.

***There are NO exemptions from this policy, as helmets are required for insurance purposes.***

*\*CSA-approved ice helmets are those of a **hockey style** and **do NOT include bicycle helmets**. Bicycle helmets are designed to withstand only **one** impact event, whereas hockey-style helmets are designed to withstand **several** impacts; therefore, the hockey style helmets are the best product for the safety of the ice skater.*

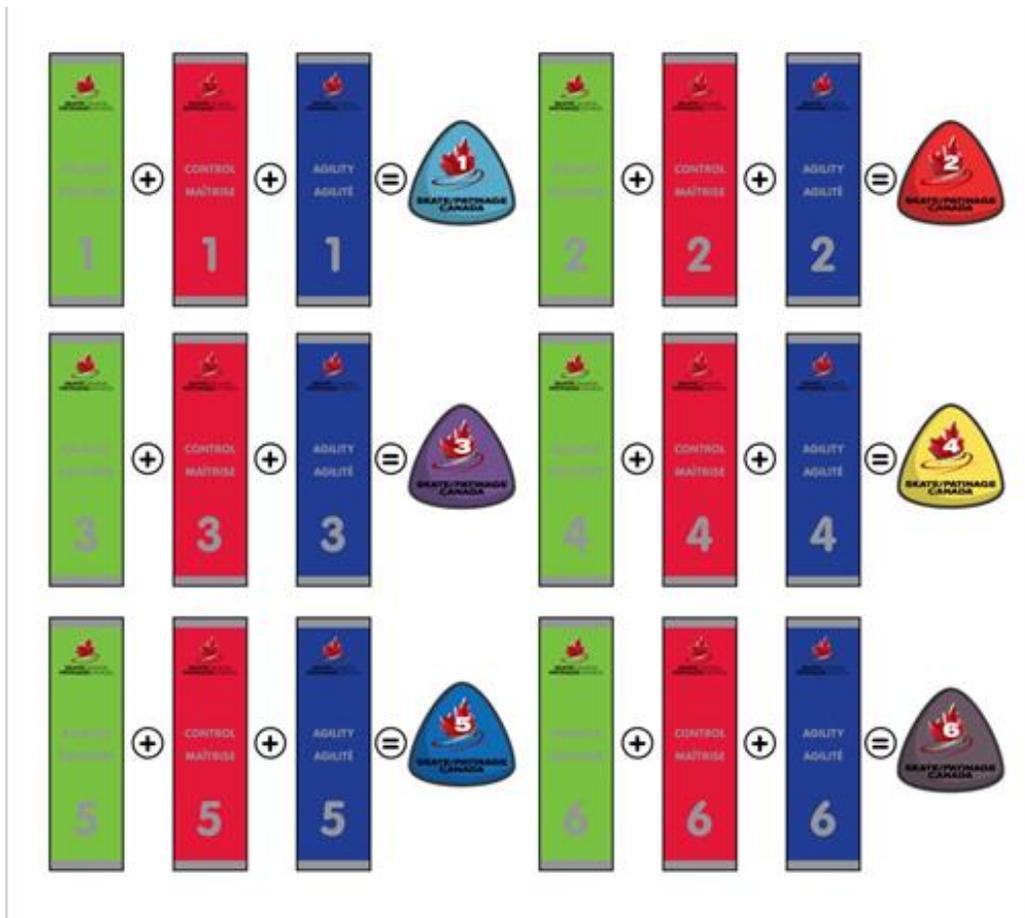
## **SKATE CANADA Programs**

<https://skatecanada.ca/skating-lessons/our-programs/canskate>

SKATE CANADA has developed a number of skating programs for the Clubs to offer to their members. To ensure standardization of the programs across Canada, the Clubs utilize the programs as outlined in the instructor / coaching manuals. The following is a general outline of the programs offered in our Club.

**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. Professional coaches are assisted by trained Program Assistants. The coach/Program Assistant to student ratio is a maximum of 1:10. CanSkate is the feeder program to all other Skate Canada Skating Programs, and is presented by BMO Financial Group, reflecting their commitment to grassroots development.

A complete series of balance, control and agility skills are taught in six stages of learning that pertain to hockey, ringette, speed skating and figure skating as well as general recreational skating. CanSkate uses a nationally-tested and proven curriculum and delivery methods that guarantee skater success in developing stronger basic skills and developing them faster. Action, movement and fun! Skaters progress at their own rate and coaches make sessions active using teaching aids, upbeat music and a wide variety of activities that create a motivational environment and promote learning. Badges, ribbons and other incentives are used to benchmark skaters' progress and reward effort and participation.



### What do you need to participate?

All you need are skates, a CSA-approved hockey helmet, long pants, mittens or gloves, warm sweater or jacket. Dress in layers – it will get warm!

## CANPOWER SKATE

<https://skatecanada.ca/skating-lessons/our-programs/hockey-skating>

**CanPowerSkate** is an action-packed, high energy instructional power skating program geared to hockey and ringette skaters that focuses on balance, power, agility, speed and endurance. Skills, techniques and conditioning drills are taught in a progressive format that emphasizes how the skills apply to game situations. CanPowerSkate provides an alternative to figure skating and is an excellent complement for those athletes playing on hockey or ringette teams. Its unique skill award program provides incentives and motivation for skaters to continue to achieve.

CanPowerSkate is geared to skaters aged approximately six or older who already have basic forward and backward skating skills (they must be able to skate the length of the rink using alternate strides) and are able to stop on command without use of the boards. For safety reasons participants should wear full hockey/ringette equipment that is CSA approved. The coach to skater ratio is 1:10.

The CanPowerSkate program consists of skills divided into six levels, arranged in progressions gradually increasing in complexity. Levels 1 to 3 focus on the fundamentals of skating. Levels 4 to 6 place additional focus on the acquisition of efficient technique, speed, agility, technical aspects of stride and acceleration and skating with the puck/ring. Skaters are evaluated on skill level and are timed as they perform a test involving skills in a course-like pattern. The skater receives a mark combining his skill performance plus test time. This determines whether the skater receives a Bronze, Silver or Gold award bar for that Level.

## STARSKATE

<https://skatecanada.ca/skating-lessons/our-programs/figure-skating/>

**STARSkate** offers opportunities for skaters of all ages to develop fundamental figure skating skills in the areas of ice dance, skating skills, free skate and interpretive skating. Unique in Canada, this program teaches figure skating skills in a group and/or private lesson format in a progressive and sequential manner and includes specifically designed awards and incentives. Skaters have the opportunity to take Skate Canada Tests through a nationally standardized testing system. Skaters in STARSkate program may also choose to pursue synchronized skating or pairs skating. Skills, Tests, Achievement, Recognition – this is what STARSkate is all about!

The STARSkate program consists of figure skating skills in four disciplines – Skating Skills, Ice Dance, Free Skate and Interpretive, There are 10 levels of each discipline to achieve. Skaters enter at Star 1 and progress through to Star 10.

**SKILLS** are a series of steps, basic edges, turns, and field movements with a set pattern.

**FREESKATING** skaters will learn to spin and jump and work on a routine.

**DANCE/CREATIVE DANCE** skaters learn a series of steps, skated to music. In dance, skaters learn the step sequence, pattern and timing for each dance and may do so solo or working with a partner.

**INTERPRETIVE** is a series of freeskating moves (not including jumps) involving required and creative content that enhances the interpretation of a piece of music.

**STROKING** is an added part of our skating programming that helps the skaters work on endurance, power, balance, and added skills.

### **JUNIORS:**

After a skater completes the Stage 5 CanSkate program, the skater advances to STAR 1. Star 1 – Star 3 skaters test as a Junior. This is a recreational program that introduces the skater to figure skating. Group lessons, included in registration, are provided in the areas of skills, freeskating, dance, and stroking.

- Junior skaters are those who have **passed CanSkate Stage 5** (if invited by a coach), **Stage 6**, & those skaters working on **Star 1-3 tests**.
- Junior skaters interested in private lessons, may at their own expense, hire a coach for private lessons. See private lessons section below.

### **SENIORS:**

At the Senior level of the test program, the skater learns more advanced skills. Skaters are working on Star4-10. The skaters work mostly on their own, except when receiving a private lesson from their chosen coach (skater/parent paid). Group lessons that are provided is included in the yearly registration.

Senior skaters are those that have **passed the Star 3 program and elements and one of the following - Star 3 skills or Star 3a and 3b dance**.

### **Star 1-5 Test chart**

	SKILLS	FREESKATE		DANCE
STAR 1	Edges, Turns, Field Move, Stroking	Elements		STAR 1: Elements
STAR 2	Edges, Turns	Elements	Program: STAR 2 Event requirements	STAR 2a: Dutch Waltz STAR 2b: Canasta Tango
STAR 3	Field Move, Stroking	Elements	Program: STAR 3 Event requirements	STAR 3a: Baby Blues STAR 3b: Elements

<b>STAR 4</b>	<b>Edges, Turns</b>	<b>Elements</b>	<b>Program: STAR 4</b> 4 Event requirements	<b>STAR 4a:</b> Swing Dance <b>STAR 4b:</b> Fiesta Tango
<b>STAR 5</b>	<b>Field Move, Stroking</b>	<b>Elements</b>	<b>Program: STAR 5</b> 5 event requirements	<b>STAR 5a:</b> Willow Waltz (M & F) <b>STAR 5b:</b> Elements
	5 assessments	5 assessments	4 assessments	9 assessments

## **SKATE CANADA SYNCHRONIZED SKATING PROGRAM**

<https://skatecanada.ca/skating-lessons/our-programs/synchronized-skating/>

**Synchronized Skating** is an extension of the STARSkate program where competent skaters may work in groups of 8-16 as a team to a choreographed set of movements and music. The main goal of the team is to move over the entire area of the ice in a synchronized fashion to create patterns to match the music.

For those skaters that prefer or enjoy working in teams, rather than individually, this is the perfect avenue for them. The Charlottetown Club has synchronized programs from beginner to adult.

## **SKATE CANADA COMPETITIVE PROGRAM**

<https://skatecanada.ca/skating-lessons/our-programs/figure-skating>

SKATE CANADA has a separate stream for skaters who wish to qualify to compete in Sectionals, Challenge (previously called Divisionals), and Canadians in singles, pairs and dance. Only a relatively small number of skaters are involved in the competitive stream.

<b><u>Single Skating</u></b>	<b><u>Pair Skating</u></b>	<b><u>Dancing</u></b>
Juvenile	Juvenile	Novice
Pre-Novice	Pre-Novice	Junior
Novice	Novice	Senior
Junior	Junior	
Senior	Senior	



## **2018/2019 SEASON ICE TIMES**

<p><b>Pre-Canskate and CanSkate Stage 1</b></p>	<p>Thursday 440-525 pm Saturday 845-930 am</p>
<p><b>CanSkate Stage 2-6</b></p>	<p>Thursday 525-610 pm Saturday 930-1015 am</p>
<p><b>Junior</b> (Additional skate time required as Program Assistant may be required)</p>	<p>Wednesday 330-445pm (Eastlink Centre) Thursday 330-430 pm Saturday 730-830 am</p>
<p><b>Senior –Full Time</b> (Additional skate time as Program Assistant will be required)</p>	<p>Monday 330-5 pm Tuesday 330-5 pm (Eastlink Centre) Wednesday 445-7 (ELC) Thursday 620-750 pm Saturday 1030-12 pm</p>
<p><b>Senior –Part Time</b> (Additional skate time as Program Assistant will be required)</p>	<p>Thursday 620-750 pm Saturday 1030-12 pm</p>
<p>Rockettes Synchro (Senior)</p>	<p>Tuesday 5-6pm</p>
<p>Ice Diamonds Synchro (Junior)</p>	<p>Saturday 7-730am</p>
<p>Panthers Synchro (Adult)</p>	<p>Wednesday 7-8pm</p>

## **GENERAL RULES FOR SKATING**

It is important that skaters know what is expected of them at each skating session. Some basic procedures should be established to help maintain order and to prevent accidents.

- 1. Helmets are required for certain levels of skaters – please see Helmet policy.**
- 2. Be on time for all sessions and leave the ice as soon as “clear the ice” is announced.**
- 3. Skaters may not take to the ice until Zamboni doors have closed, and a coach or parent is present.**
- 4. Doors to the ice surface are to be closed when a session is in progress.**
- 5. Parents are NOT allowed on ice.**
- 6. YIELD to a skater who is receiving private instruction from a coach.**
- 7. YIELD to a skater who is skating a program to music.**
- 8. On free skating sessions, spins should be done in the middle of the ice and jumps done around the perimeter of the rink.**
- 9. Food, candy, or gum is not permitted on the ice surface.**

## **PARENT SUPERVISOR FOR JUNIOR/SENIOR SESSIONS**

The Club is required to have someone in the facility other than the coaches, in the event there is an emergency/concern (i.e. attend to concerns of our skaters, call for assistance if an accident occurs, etc.).

The junior/senior coordinator will supply a calendar or communication to each parent outlining the schedule. With everyone sharing the responsibility, it is anticipated that you would only be required to volunteer for one or two sessions per month. The junior/senior coordinator will also provide other parents contact information in case you need to switch a shift. Please ensure you cover your assigned session.

**FUNDING assistance is available through KIDSPORT & JUMPSTART:**



The KidSport™ Fund of Prince Edward Island was established in 1997 to assist families with limited financial resources by providing funding for sporting programs and/or mandatory equipment.

Since 1997, KidSport PEI has distributed \$1,332,340.48 in grants to 7100 Island children to cover the cost of sport registration fees and/or equipment.

KidSport PEI provides grants for children 18 years of age and under, to participate in organized amateur sport.

KidSport grants are available to a maximum of \$300, which can be applied to more than one sport per calendar year.

100% of the funds raised for KidSport go directly to the children.

Funds are distributed within the calendar year, January to December, based on the start date of the sport program. No funds will be disbursed outside of the calendar year.

If you know of a young boy or girl who would benefit from participating in a sport program, application forms can be obtained through KidsSport website, the Sport PEI office, regional services centers, recreation centers and schools.

**For more information about KidSport, please visit their website at:**

[http://www.kidsportcanada.ca/index.php?page=pei\\_welcome](http://www.kidsportcanada.ca/index.php?page=pei_welcome)

**Applications can be found here**

<http://www.kidsportcanada.ca/prince-edward-island/apply-for-assistance/>

---

---



## Canadian Tire Jumpstart®

---

Strong communities include strong kids. We believe all kids should have the chance to run, skate, play, and grow. Canadian Tire Jumpstart® is a community-based charitable program that helps kids aged 4-18 participate in organized sports and recreation such as hockey, dance, soccer and swimming, so they can develop important life skills, self esteem and confidence.

National in scope but local in focus, Canadian Tire Jumpstart® delivers support to children in financial need through a Canadian-wide network of local chapters. These chapters are made up of a variety of community leaders committed to helping kids get active, such as Big Brothers and Big Sisters Canada, YMCA, and Parks and Recreation. Canadian Tire Corporation is Jumpstart's biggest supporter as it funds all the general administrative expenses of Jumpstart, which means 100% of customer donations go directly to help kids in need.

### **Jumpstart website can be found here**

<http://jumpstart.canadiantire.ca/>

### **Jumpstart application can be found here**

<http://jumpstart.canadiantire.ca/content/microsites/jumpstart/en/apply.html#wanttoapply>

# Charlottetown Figure Skating Club

## Code of Conduct 2018-19

The Charlottetown Figure Skating Club (CFSC) Executive and its professional coaches are committed to creating a caring, supportive, fun, and safe sporting environment. To achieve this, we ask that all skaters and their parents/guardians, as well as the Executive, Board of Directors and Coaches, review and respect this Code. This Code of Conduct applies to all activities, on or off ice, during the 2014-15 skating year where the skater participates as a member of the Charlottetown Figure Skating Club.

### **General:**

All skaters and coaches will treat each other with respect, as well as all facilities and the facility staff. **There is a zero tolerance policy for bullying**, including verbal, physical or cyber bullying. Bullying can take many forms which can include pushing or racing on the ice, demeaning remarks about a skater or a skater's abilities, "reserving" bench space in the dressing room, or interfering with a skater's belongings. All instances of bullying will be treated seriously.

### **Dressing Room and Rink:**

Only skaters that are preparing for lessons or leaving the ice after a session and their parents/guardian will be permitted in the dressing room. Please do not invite friends into the dressing room, but ask them to wait for you in the lobby or in the stands.

The coaches have the option to lock dressing rooms during skating sessions and the key will remain with a Coach. The expectation is that skaters will remain on the ice for the duration of the skating session. Please get permission from a Coach if you need to enter the dressing room or leave the ice during a session.

Skaters must be respectful of all their Club-mates. Remember - there are both teenaged and younger skaters using the same dressing room and ice time and not all conversations are appropriate for both groups.

The Coaches are busy with lessons on the ice and are unable to supervise activities in the dressing rooms or off the ice. If skaters have any concerns, please speak to one of the Coaches or have your parent/guardian bring it to the attention of the Executive. The Executive will determine the manner in which each situation is handled.

Skaters are expected to leave all dressing rooms in a reasonably neat manner. It is expected that every skater will clean their own mess.

Parent volunteers can ask the rink attendants to address spectators that may make a skater feel uncomfortable and ask them to leave the rink if necessary.

Parent supervisor for the Junior and Senior sessions may also be called upon to assist a Coach in some capacity. If there is an injury, you may be asked to monitor a skater in the locker room after the Coach administers First-Aid, to call a parent/guardian, or to call 911 if necessary.

**Discipline:**

Inappropriate behavior will result in disciplinary action to those involved in the incident. Depending on the severity and frequency of the behavior, discipline may include a verbal reprimand from a Coach, up to and including temporary or permanent suspension from the Club. Parents/guardians of skaters under the age of majority will be notified of any disciplinary action involving their children.

In particular, skaters should be aware that all instances of bullying involving skaters under the age of majority may be discussed with their parents and/or guardians. Club Coaches have the authority on behalf of the CFSC Executive to immediately address any instances of bullying they observe during a skating session.

The consequences of breaching this Code of Conduct will depend upon the nature of the behavior breaching the code and the number of times the skater involved has previously breached this Code. The consequences can range from a verbal reprimand, removal from the ice, writing a letter of apology, suspension from the CFSC and/or removal from the CFSC.

Our goal is to create an environment where all skaters are able to enjoy and make the most of their time at the rink. This requires the cooperation and support of skaters, parents/guardians, Coaches and the CFSC executive. We thank you for your cooperation. If you have any concerns, please feel free to contact one of the members of the Executive.

Please sign below, indicating that you agree to abide by this Code and that you understand there are consequences for behavior contrary to this Code.

Signature of Parent \_\_\_\_\_  
(or skater if 18 years or older)

Signature of Skater \_\_\_\_\_  
(if 12 years or older)

Date \_\_\_\_\_

*\* Skaters are brought together, with their parents, to review and discuss this code of conduct. \**



**SKATECANADA**

### **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 is encouraging and promotes their overall development. Parents have an enormous influence on skaters' experiences in the sport. The quality of a skater's experience is determined by their relationships with 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 fair play, integrity, 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 son/daughter'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 without hostility or violence.
- 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 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 whose main concern is the child's 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 abusive use of alcohol, nonmedical use of drugs and 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.



**TRUE  
SPORT**  
LIVES HERE



# ***Club Code Of Ethics***

## **1.0 SKATE CANADA MISSION STATEMENT**

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

## **2.0 PURPOSE OF CODE**

The Club Code of Ethics has been developed to aid volunteer club executive members, club staff and club members in achieving an appropriate level of ethical behaviour that will help them operate an efficient and successful Skate Canada Member Club.

To create and maintain a positive and successful learning environment, all stakeholders involved in our sport (athletes, parents, coaches, officials, volunteers and club staff) must share a common vision and understanding of their role, as their actions ultimately contribute to, or undermine, the existence of a positive skating environment. All volunteer club executive members, club staff and club members are responsible for establishing and maintaining ethical behaviour.

## **3.0 ETHICAL OBLIGATIONS TO THE SPORT AND SKATE CANADA**

3.1) At all times conduct oneself in a manner which does not have a material adverse effect on the sport of skating, or on the goodwill and reputation of Skate Canada. Support and promote Skate Canada, its programs and the sport of skating.

3.2) Be familiar with and conduct oneself in accordance with ISU, Skate Canada, Section and club/school rules, policies, regulations and programs so as to be able to produce a positive skating environment in a professional manner.

3.3) Initiate and support actions that are required to meet the needs of the athletes, the club/school and skating in general with coaches, judges/evaluators and Skate Canada.

3.4) Recognize and support the importance of quality Skate Canada Programs in the club. To ensure these quality programs facilitate the needs of our professional coaches & staff.

3.5) Ensure that all participants and professional coaches on club ice and on club committees are registered members of Skate Canada.

#### **4.0 ETHICAL OBLIGATIONS TO ALL INDIVIDUALS**

4.1) Exhibit the important character traits of honesty, integrity, fairness, reliability/ dependability and cooperation when dealing with all participants in the sport so as to bring credit to the sport and the Association.

4.2) Treat everyone fairly within the context of their activity regardless of skating ability and participation goals.

4.3) Be a positive role model and encourage sportsmanship by demonstrating respect, courtesy, and positive support for all athletes, coaches, officials and volunteers at all times. Do not engage in actions (verbal or physical) that unfairly disadvantage a given athlete (or athletes) over another. Actively encourage athletes to learn and uphold the rules of their sport and the spirit of such rules.

4.4) Refrain from engaging in conduct which constitutes personal harassment or abuse of power in relation to another Skate Canada member. For these purposes:

a) "Personal harassment" is defined as improper conduct (comment, conduct, or gestures), which is directed toward an individual, and which is offensive or harmful to that individual, and which the person making the comment, conduct, or gestures knows or ought to know is unwelcome or unwanted.

b) "Abuse of power" is defined as conduct which involves the improper use of power, trust or authority inherent in a position held, which is directed toward an individual, and which endangers the job or performance of the individual, or undermines his or her job or performance, or in any way interferes with or influences the performance or career of that individual.

c) This conduct includes verbal, psychological and physical forms of behaviour, is demeaning, belittling, or causes personal humiliation or embarrassment, and may be on a one-time or continuous basis.

d) This conduct does not have to be made with the intent to harass or to abuse power, as the case may be, to constitute harassment or abuse of power;

e) The conduct takes place at or during the course of any Skate Canada business or skating activity or event (including business or skating activities or events of member organizations); or, outside of those situations, when the conduct occurs between members of Skate Canada, and the conduct adversely affects the Skate Canada skating environment.

4.5) Refrain from engaging in conduct which constitutes discriminatory or sexual harassment. Discriminatory and sexual harassment, whether verbal, physical, or institutional, is unacceptable and will not be tolerated by Skate Canada.

a) Discriminatory harassment is defined as improper behaviour (comment, conduct, or gestures), which is directed toward an individual or group of individuals, and which is related to or motivated by the race, national or ethnic origin, colour, religion, age, marital status, family status, disability, or pardoned conviction of that individual or group of individuals, and which is offensive to that individual or group of individuals, and which the person making the comment, conduct, or gestures knows or ought to know is unwelcome or unwanted. This improper behaviour, which may be on a one-time or continuous basis, is insulting, intimidating, humiliating, malicious, degrading, or ssing. The improper behaviour does not have to be made with the intent to harass or discriminate, to be in violation of this policy.

b) Sexual harassment is defined as improper behaviour (comment, conduct, or gestures), which is directed toward an individual or group of individuals, and which is related to the sex or sexual orientation of that individual or group of individuals, and which might reasonably be expected to cause offense or humiliation to that individual or group of individuals, or which might reasonably be perceived by the individual or group of individuals as placing a condition of a sexual nature on employment, or on any opportunity for training or advancement. Sexual harassment may be directed at members of the same sex or the opposite sex. This improper behaviour, which may be on a one-time or continuous basis, is insulting, intimidating, humiliating, malicious, degrading, or embarrassing. The improper behaviour does not have to be made with the intent to harass or discriminate, to be in violation of this policy.

## **5.0 ETHICAL OBLIGATIONS TO ATHLETES / PARENTS**

- 5.1) Provide up-to-date quality Skate Canada skating programs to all members in accordance with delivery standards prescribed by Skate Canada.
- 5.2) With the assistance of the club's professional coaching team, provide the athlete and parent(s) with the information necessary to enable them to choose a realistic and affordable course of action to achieve their goals and objectives.
- 5.3) Be athlete-centered in all club decision making ensuring that each athlete is able to participate and progress at his/her own level and that no athlete is held back.
- 5.4) Communicate regularly and effectively with the athlete and parent(s) as to changes in Skate Canada rules or club regulations, or other important or relevant information affecting the athlete's participation in the sport.
- 5.5) Clearly outline all club programs including cost and method of payment prior to providing any services as agreed or contracted by an athlete/parent.
- 5.6) Clearly outline all club policies including parent responsibilities, athlete conduct, athlete grouping criteria, safety rules, carnival fees, test days, fees and fundraising activities, etc.
- 5.7) Ensure that a sufficient number of qualified coaches as per Skate Canada Program Delivery Standards are available to teach all Skate Canada programs within the club, including private and group instruction.
- 5.8) Inform all members regarding the club's constitution and by-laws and requirements for the club's Annual General Meeting.
- 5.9) Implement an appeal process to deal with customers requesting special consideration.
- 5.10) Be aware of the influence one can exercise over an athlete and never abuse this trust or position of power.
- 5.11) Never advocate or condone the use of illegal drugs, banned or performance enhancing substances.
- 5.12) Abstain from the consumption of alcoholic beverages or use of tobacco in the presence of athletes in the training environment. Club executives and members should be role models for athletes and encourage healthy habits.

## **6.0 ETHICAL OBLIGATIONS TO PROFESSIONAL COACHES**

6.1 Hire only Skate Canada professional coaching members who have paid the current Skate Canada coaching membership fees.

6.2) Follow the Professional Coach Recruitment Guidelines and communicate the club's expectations and the professional coach's responsibilities prior to the beginning of the skating year.

6.3) Provide a reasonable contract to professional coaches which does not infringe upon their right to earn a living. Negotiate those contracts in good faith and honour their terms. Refrain from firing a coach for unjust reasons.

6.4) Refrain from criticizing a professional coach's teaching methods and judgement regarding an athlete's readiness for testing, competition preparation, and skill development unless done so with the coach's knowledge or permission.

6.5) Refrain from soliciting, directly or indirectly, a professional coach's athlete(s) for another professional coach.

6.6) Respect the coach/athlete and/or coach/parent relationship and promote good communication between these individuals.

6.7) Provide accurate information when advertising to attract coaches to a location.

6.8) Respect the selection of the coaches in the club for the Club Coach Representative position on the Club Board of Directors.

6.9) Hold club executive meetings at a convenient time so as to permit the Club Coaching Representative to attend.

6.10) Involve the Club Coach Representative in the process of developing policies, procedures and regulations for the operation of the club, to monitor the club's programs and overall performance.

6.11) Provide equal opportunity for all coaches to display a resume, flyer, brochure, or advertisement for their coaching services and/or lesson availability on a club bulletin board, club web site or club newsletter.

## **7.0 VIOLATION OF CLUB CODE OF ETHICS**

7.1) Clubs must develop, implement and use a dispute resolution process.

7.2) All violations are to be dealt with according to the Dispute Resolution Process of the Club involved and/or Section as specified in the CSE policy. Contact your Club or Section Office for a copy of the Dispute Resolution Process to be followed.

7.3) If the Club's Dispute Resolution Process has been exhausted and the matter is not resolved, either party may direct their concern in writing to the Section Chairperson.

7.4) The matter will then be referred to the Section Conflict/Dispute Resolution Committee which shall consist of at least three persons in accordance with the Section's Dispute Resolution process.

7.5) The Section Conflict/Dispute Resolution Committee will review the matter and, if necessary, meet with the parties involved.

7.6) The Section Conflict/Dispute Resolution Committee shall attempt to assist the parties in helping them to resolve the concern. The Committee shall then provide a recommendation and that decision is final and absolute.

7.7) A fee may be charged by the Section to the parties involved.