



Carleton Place Skating Club Parents Handbook

Welcome to the Carleton Place Skating Club!

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Whether you are new to our Club, or a returning member, WELCOME!

The Carleton Place Skating Club is a registered club of Skate Canada. This ensures that the programs offered, the skills developed, and the instruction provided to our skaters all meet a specified standard that is consistent across Canada. All of our coaches are certified by Skate Canada through the 3M National Coaching Certification Program (NCCP), and our coaches in turn train our Program Assistants to assist on the ice with instruction.

The Club develops skaters of all ages and abilities, from recreational first time skaters to competitive skaters. Our Club also encourages and supports the development of volunteers such as Club Board members and Skate Canada officials (judges, evaluators and accountants). Our Club offers year round skating sessions: the Winter session from September to March; the Spring session which takes place from late March to mid May and our Pre-season / Fall session that takes place in August. Our Club programs are available at the Carleton Place arena on one of the two ice surfaces.

Our Club Mission is to provide the programs and facilities for each individual to achieve physical and emotional well-being by reaching personal goals in a fun, safe, equitable and positive environment.

This mission can only be successful if all skaters, parents, coaches, officials and Club executives involved in the sport of skating share this common vision and understand their respective role to create and commit to a positive learning environment. However, it is the actions of each stakeholder that ultimately contribute to or undermine the existence of a positive skating environment. The onus of establishing and maintaining appropriate behavior in the pursuit of this worthwhile objective falls on and must be accepted by the leaders in our sport. At our Club these people are coaches, Club executives and officials.

A Brief History of Our Club

The Carleton Place skating club remains a recreational club within the community. Its primary objective is to make skating an enjoyable extracurricular activity for individuals of all ages. To support this objective, our club has held "Love to Skate" competitions supported by Skate Canada and will host Inter-Club competitions.

The Carleton Place Skating Club remains today committed to the development of skaters and the growth of skating as a sport and recreational pursuit for our members.

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CORE VALUES

- We are committed to skating excellence, which we work to achieve through high quality coaching, innovative programs and first-class facilities.
- We are a financially responsible organization, accountable to our members and the greater skating community.
- We value the important role of our club within the skating organizational bodies.
- We provide a safe, caring environment where skaters are treated with respect and fairness.
- We value the club's history of performance, coaching and organizational excellence.
- We support and encourage the ongoing skills development of our coaches and our employees.
- We recognize the essential contribution that volunteers make to the survival of the club; we are committed to their recruitment and development.

Executive Roles

The Executive members meet monthly, usually on a Monday evening, at the Carleton Place Arena. Parents and coaches and are encouraged to bring any questions or issues to the attention of any executive member.

PRESIDENT

The President chairs the meetings, drafts the agenda, and generally provides the overall leadership and direction for the Club.

VICE PRESIDENT

The Vice-President provides support and direction to the Club in all areas, and acts on behalf of the President in her absence. The Vice-President is also part of the Personnel Committee, our City Liaison and responsible for Properties.

TREASURER

The Treasurer prepares the Club budget, and authorizes all expenses. The Treasurer is also part of the Personnel Committee, Policy Committee and Office Management.

SECRETARY

The secretary records minutes of Board meetings and summary of action items, as well as part of the Personnel Committee and Policy Committee.

SKATER DEVELOPMENT

Develops program schedules or year round programs, organises Simulation, seminars, workshops and talent identification and is part of the Personnel Committee.

OTHER PORTFOLIOS INCLUDE:

- Advertising & Communications
- Registration
- Music Equipment & Players
- Volunteer Program
- Website and Bulletin Board
- Hospitality
- End of Year Performance
- Fundraising
- Club Competition / Interclub
- Test Chair

We have exec members who administer these portfolios. Please refer to the website to contact these executive members directly: www.cpskate.ca

As a non profit organization we cannot survive without our volunteers. Please feel free to email us if you can spare any free time to help out. president@cpskate.ca You will learn more about the sport your child has chosen to pursue and it will give you an opportunity to meet other parents from our club.

A Little about Skate Canada

Skate Canada Vision

A Leader in Building Champions Skate Canada is committed to the development of personal excellence through participation in skating.

Skate Canada Mission

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

Skate Canada is the largest figure skating governing body in the world. We provide standards and rules for the figure skating activities of our members. The Association qualifies and appoints judges, referees and other officials, conducts training seminars for skaters and coaches, provides financial support to national team athletes and disseminates information concerning figure skating to the general public. Skate Canada also promotes the National Coaching Certification Program and organizes free skating and synchronized team skating competitions and the annual Skate Canada International. From time to time Skate Canada also hosts selected ISU skating events.

Skate Canada (and its predecessor) has been in existence since 1887, and is an association dedicated to enabling every Canadian to participate in skating throughout their lifetime for fun, fitness, and/or achievement. It initiates and develops many programs in support of every level of skating, from the Canadian "grass roots" local skating club to international world levels, including development and training of elite skaters, skating judges, accountants and paid coaches.

To make organization and administration easier, Skate Canada is divided into 13 Sections roughly equivalent to the Canadian provinces. The exception is Ontario which is broken down into four Sections because of its size. Yukon Territory is administered by the British Columbia Section and Nunavut and Northwest Territories are administered by the Alberta Section. The chairman of each Section has a seat on Skate Canada's Board of Directors.

Our Club is in the Eastern Ontario Section (EOS), which stretches from Deep River, to Ottawa, Kingston, and Oshawa. EOS is further divided into 6 Regions, of which we are in Region 5. Region 5 contains 18 groupings and we are part of Group 12 which includes Almonte, Carleton Place, Goulbourn, Lanark, Perth, Rideau Lakes and West Carleton.

Part of your Club Registration fee includes an individual Skate Canada membership fee paid to Skate Canada, and a skater development levy paid to Skate Canada Eastern Ontario. These fees help Skate Canada provide support to skaters, skating volunteers, coaches, and Clubs by various means such as workshops and clinics.

Carleton Place Skating Club skating Programs

The skating programs offered by the Carleton Place Skating Club enable skaters of all ages to have fun while improving their skating skills. Professional Skate Canada coaches teach all of our programs.

CANSKATE

CanSkate teaches fundamental movements (go forward, backward, stop, turn, spin and jump) and basic skills. *It is the feeder program to all other Skate Canada Skating Programs.*

The CanSkate program emphasizes fun and continuous movement and is taught in a group lesson format. Skaters are tested when they are ready -there are no specific test days. The program is set up in seven stages, arranged in progression from very simple to the more complex.

JUNIOR CANSKATE:

Stage 1 – Balance.

Stage 2 - Glide Forward

Stage 3 - Glide Backward

SENIOR CANSKATE:

Stage 4 - Edges

Stage 5 – Power

Stage 6 – Speed

Stage 7 –Optional Pre-Preliminary

CANPOWERSKATE

CanPowerSkate provides an alternative to figure skating, teaches balance, power, agility, speed and endurance -- skills that are especially important for hockey and ringette players. This program is best for skaters aged approximately six or older who already have basic forward and backward skating skills and are able to stop on command without use of the boards. CanPowerSkate teaches skaters to develop and improve both their personal style of skating and the biomechanical efficiency of their skating. Once the individual is skating efficiently, the focus changes to developing power and strength. Instruction is through group lessons. Figure skaters also benefit from CanPowerSkate as a cross-training exercise, and young skaters who are unsure of whether they want to go into figure skating or hockey sometimes take CanPowerSkate.

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.

STARSKATE

The STARSkate program consists of figure skating skills in four areas – Skating Skills, Ice Dance, Free Skate and Interpretive.

Skating Skills are a combination of fundamental skating movements, executed on a pattern and skated solo. The basic components of all disciplines of figure skating are incorporated into the program. The movements are derived from former compulsory figures, free skating and ice dancing. The objective of the Skating Skills program is mastery of the basic fundamentals of skating - edge quality, control, power and speed.

There are 6 Skating Skills tests in the STARSkate program: Preliminary, Junior Bronze, Senior Bronze, Junior Silver, Senior Silver, Gold

Ice Dance consists of seven levels of tests, the Dance Test program teaches timing, musicality, rhythm interpretation, structure as well as basic skating skills such as edges, flow, control and unison. The dances in the STARSkate Program can be tried in any order but a candidate must pass the required number of dances in a dance test before proceeding to the next level. In addition to the traditional compulsory dances, there are also Creative Dances to challenge skaters' creativity, artistry and originality. The Dance

Tests are as follows:

Preliminary: Dutch Waltz, Canasta Tango, Baby Blues

Junior Bronze: Swing, Fiesta Tango, Willow Waltz

Senior Bronze: Ten Fox, Fourteen Step, European

Junior Silver: Keats Foxtrot, Harris Tango, American Waltz, Rocker Foxtrot

Senior Silver: Paso Doble, Blues, Starlight Waltz, Kilian, Cha Cha, Silver Creative

Gold: Viennese Waltz, Westminster Waltz, Quickstep, Argentine Tango, Silver Samba, Gold Creative

Diamond: Ravensburger Waltz, Tango Romantica, Yankee Polka, Rhumba, Austrian Waltz

STARSKATE continued.....

Free Skate consists of the execution of jumps, spins, footwork, field movements and stroking, either in isolation or performed in sequence to music. Each test consists of 2 parts - Elements in Isolation and a Free Program.

There are six Free Skating tests:

Preliminary, Junior Bronze, Senior Bronze, Junior Silver, Senior Silver, Gold.

Interpretive is to encourage and develop skaters' creativity, expression, musicality, movement, interpretation of music, as well as the use of space, rhythm, line and style. The program provides skaters with the opportunity to explore the performance aspect of skating without focusing on technical elements. The Interpretive tests consist of skating to and interpreting a piece of music 2.0 to 3.0 minutes (+/- 10 seconds) in length. Skaters can take Interpretive tests as individuals and/or as a couple (male/female, female/female or male/male) at four levels: Introductory, Bronze, Silver, Gold.

JUNIOR STARSKATE

This level includes skaters who are working on their Preliminary or Junior Bronze level Freeskate tests. Invitational competitions are available to these level skaters. Instruction is entirely on a private or semi-private lesson format based on a contractual agreement between the skater's parents and the professional coach.

SENIOR STARSKATE

This level is for the skaters who have passed their Senior Bronze Freeskate or their Juvenile Competitive Test. The instruction is on a contractual basis between parent and professional coach. At this level the skaters should have an inner desire to skate resulting in independent work habits.

STARSKATE Test Days

A test day at the club is when skaters take tests to perform specific manoeuvres in front of judges or evaluators to see if they are eligible to move on to the next level.

Each skater will get time to warm up their test. If there is more than one skater skating the same test, the order of skating will be determined by the test chair.

The skater should be at the rink approximately one hour before he/she is scheduled to skate. Skates and laces should be clean, polished and tidy.

Tests are observed by the judge or evaluator and test elements are assessed as excellent, good, satisfactory, or needs improvement for the particular level. The skater needs to obtain a specific number of satisfactory or better ratings to successfully complete the test.

ADULT

These will be open to adults of any skating ability, and will comprise of group lessons, as well as optional private or semi-private instruction. Alternatively, adults can apply to skate in any of the other programs.

PROGRAM ASSISTANT / VOLUNTEERS

These are skaters from our club who have been selected by the CanSkate coaches to help out during CanSkate sessions. They assist in the coaching and work with the children. Program Assistants are also a role model for the younger skaters. We highly recommend our skaters participate in this program.

TICKET ICE

This is additional ice time, at your own expense, which is not on the regular schedule. Many skaters wish to rent ice to learn a new program, or prepare for an upcoming competition. The City of Carleton Place grants the use of the ice via Carleton Place arena staff.

Long-Term Athlete Development

Skate Canada's newly developed comprehensive Long-Term Athlete Development (LTAD) model is designed to assist coaches, parents, volunteers and administrators create an environment that allows skaters to fully develop and reach their potential in the sport, regardless of whether their goals are recreational or competitive in nature.

In Pursuit of Excellence: Skate Canada's Guide to Long-Term Athlete Development is for the benefit of all members and is rooted in the philosophy of "skating for life" and being active for life.

Skate Canada's LTAD model was developed by Skate Canada coaches from all levels within our organization and feedback was collected from many stakeholders including over 2,200 surveys completed by Skate Canada coaches. The philosophies and guidelines detailed in Skate Canada's LTAD model are based on the results of scientific studies conducted and compiled by Sport Canada LTAD experts that have shown how the human body develops, grows and matures.

<http://skatecanada.ca/Development/LongTermAthleteDevelopmentLTAD/tabid/9014/language/en-US/Default.aspx>

Parent's Role

As a parent we want to provide challenges and goals for our children. This can be difficult, not only on a day-to-day basis, but especially when involved in an organized sport. Not all children learn at the same rate as others and we should always allow the children to control their own dreams and ambitions.

Keeping children motivated is always a difficult challenge. As a parent, always try to instill enthusiasm with support. Encourage your children to believe in themselves and that you believe in them too. Be positive in their accomplishments and supportive during the ups and downs.

Set goals, foster self-responsibility, discourage excuses, encourage persistence, support their coach and always remember that winning is not always measured by a medal but by achieving a goal they have set, whether that be a test passed, landing a double loop or doing their best program ever.

Please always try to remember that we all strive to provide a safe and happy environment for our children to learn, develop self confidence and pride in their accomplishments. When your child steps out onto the ice the following poem by W.A. Clennan describes what we are all trying to achieve:

*"The contest lasts for moments,
though the training has taken years.
It wasn't the winning alone that was worth
the work and tears.
The applause will be forgotten,
the prize will be misplaced,
but the long hard hours of practice will never be a waste.
In trying to win you build a skill,
you learn that winning depends on will.
You never grow by how much you win,
you only grow by how much you put in.
So any challenge you have just begun,
put forth your best and you have already won."*

If you have any comments, suggestions, or corrections for the next revision of our Club Manual, please contact the president at president@cpskate.ca

Information about Skate Canada was taken from the Skate Canada website, where much more information can be found: www.skatecanada.ca

Coaches Profile

The coaching team is a key part of a skating club. They are the people who directly pass on the knowledge, and build the skills of our skaters. Skating requires technical skills (whether spinning, jumping, or doing fancy footwork), mental preparation (particularly for competitions and tests), physical training (stamina, strength, flexibility), and musical interpretation (to give physical expression to music). Our coaches guide our skaters in all of these areas. All Skate Canada coaches are also certified in First Aid. The coaching team shapes the nature of the club, and the atmosphere on the ice. We're fortunate to have a great coaching team in the Carleton Place Skating Club, with a good mix of experienced and new coaches - all of them dedicated, enthusiastic, and talented.

All the Carleton Place skating programs are run by NCCP trained coaches.
National Coaching Certification Program (NCCP).
<http://www.coach.ca/what-is-the-nccp-s12507>

Selecting a Coach

- * The coaching of figure skating in Canada and most other countries is done on a professional basis. Individuals make their coaching services available for a fee.
- * When hiring a coach, the club can provide information about the coaches available to teach your son or daughter or you can contact the coach directly.
- * The coach should be one that the skater feels comfortable with, and one you both respect as an individual as well as a teacher. You want a coach who treats your child with respect and who is interested in your child's development as a person as well as a skater.
- * Regular meetings and planning sessions between the coach and parents are important. You should keep the coach informed about the skater's educational commitments, financial constraints and other information that may impact on the skater's training. This is a good time to discuss any concerns and ask questions about your skater's progress.

Our coaches mission statement:

- *to assist skaters to achieve their full potential and to develop as individuals whether they are Skate Canada Recreational, STARSkate or Power streams;*
- *recognise the whole person rather than just the skater;*
- *to seek to instill skills and values which will last throughout life.*

Skating Streams

Skate Canada organises figure skating into two streams. These streams are referred to as the STARSkate (test) and Competitive Streams. Skaters initially start in the STARSkate stream. Once a skater has passed the Junior Bronze level Freeskate test the skater can choose to participate in the Competitive stream.

The STARSkate stream offers the skater a program of progressively more advanced skating tests with the option of skating in regional skating events. Advancement within the STARSkate stream is done based upon completion of a test and not by the skater's age or competitive achievements. A skater who enjoys skating as a recreational sport typically chooses the STARSkate stream.

The competitive stream offers the skater a program of competitive events eventually leading to the national championships. The skater's age and achievement of a qualifying test determine advancement within the competitive stream. Skaters at the Pre-Juvenile competitive stream level can choose to participate in the test, and/or competitive streams. At and above the Juvenile competitive level, skaters cannot compete in both the test and competitive streams.

The competitive levels and STARSkate Stream Levels are set by Skate Canada and can be changed at any given year.

STARSKATE STREAM

Most skaters will participate in the STARSkate stream, which has been the mainstay of figure skating in Canada for more than four decades. The STARSkate program offers opportunities for skaters to develop basic skating skills in four different areas:

Skating Skills, Free Skating, Dance, and Artistic/ Interpretative, which are then grouped according to the following levels:

PRIMARY LEVEL TESTS

- Skating Skills: Preliminary, Junior Bronze
- Free Skating: Preliminary, Junior Bronze
- Dance: Preliminary, Junior Bronze

INTERMEDIATE LEVEL TESTS

- Skating Skills: Senior Bronze, Junior Silver
- Free Skating: Senior Bronze, Junior Silver
- Dance: Senior Bronze, Junior Silver, Dance Variation, Bronze Rhythm Dance
- Artistic: Bronze, Adult

SENIOR LEVEL TESTS

- Skating Skills: Senior Silver, Gold
- Free Skating: Senior Silver, Gold
- Dance: Senior Silver, Gold, Diamond; Silver and Gold

In most cases, a single evaluator assesses the tests, using a scale of "Needs Improvement, Satisfactory, Good and Excellent". Each test has its own specifications as to what must be performed at a Satisfactory or better level in order to pass the test. Tests are held periodically throughout the year in our Club.

Test days are held during each session. Every Club in our Section holds test days, so if a skater is unable to test during our scheduled test days they may travel elsewhere, with Club or section approval, to be tested (at their own expense). Testing outside the Carleton Place Skating club events must be arranged through the club test chair person.

The test program also offers skaters the opportunity to compete. The most familiar of these competitions is the Interclub, in which only skaters from the Clubs within our Region compete. Throughout the year, there are also many competitions hosted by different clubs in our section. An important competition is the Eastern Ontario Winter Invitational.

The Eastern Ontario Sectional Invitational Championship (EOSIC) held in February each year, is another high profile event for STARSkate stream skaters. Skaters that place in the top standings at EOSIC can compete in the All-Ontario Championships (now called Ontario Interclub) usually held in March of each year.

COMPETITIVE STREAM

This program is for skaters in singles, pairs and dance wishing to compete in Skate Canada qualifying events. Skaters take tests specific to the discipline in which they wish to compete. Skaters may enter the competitive stream at anytime, and may choose to switch back to the STARSkate stream at any time. However, skaters competing in certain competitive qualifying events may not be able to skate in the STARSkate stream competitions. There are no prerequisites for competitive tests, meaning that a skater may begin testing at the level at which they wish to compete.

THE COMPETITIVE FREE SKATE LEVELS ARE :

Pre-Juvenile – Juvenile - Pre-Novice - Novice – Junior – Senior

For further information about competitions and test days, please refer to "Competitions" tab and the "Test Days" tabs on the website: www.cpskate.ca

Interpretive Dance

- Artistic: Silver, Gold

* Please note that each Dance level requires passing at least three individual dances.

Skating Etiquette

To ensure that participation in the Carleton Place Skating Club is an enjoyable and safe experience and to help the parents get value for the money they pay, we ask skaters, parents and coaches to observe the following:

- Skaters should arrive ahead of the start of their session, and be changed and ready to go on the ice at the start of their session.
- Skaters must wear appropriate skating attire during regular sessions.
- Skaters should not wear any bobby pins or other loose items that may fall and trip another skater.
- The rink doors must be closed during a skating session. During skating tests skaters must wear appropriate attire (check with your coach).
- Skaters should be moving on the ice, unless they are waiting for the start of their program to be played. (Skaters should not be standing around.)
- To ensure the safety of all skaters, it is very important that skaters be aware and watchful of those around them. A collision between skaters could result in serious injury. The coaches determine the music played, with priority in order of request. Skaters should try to give skaters who are doing their program with music the right of way on the ice.
- Spins should be done in the centre of the ice and jumps on the ends.
- Profanity is strictly prohibited, in the dressing room and on the ice.
- Parents - not the coaches are responsible for their children, and should be present during their child's session, particularly at the lower levels. (It is mandatory that each CANskate participant has a responsible adult present in the arena at all times).
- Skaters who fall should get up and out of the way of other skaters. (No sitting on the ice.)
- We look to our senior skaters to be role models for our younger athletes, on and off the ice.
- Gum, candy, food and drink are strictly prohibited from the ice surface.
- Due to insurance requirements, family, friends and coaches are prohibited from the ice surface if not a registered Skate Canada member, except in case of an emergency.
- "Guest Skaters" are only permitted lessons from Skate Canada coaches affiliated with our Club if all the needs of the registered skaters on that session have been met (had their music played and received their scheduled lessons).
- Skate Canada coaches or skaters not affiliated with our Club must obtain Club Executive approval prior to attending any Club Session for the purpose of providing instruction either on or off ice (for example, for Guest Skating prior to a competition).
- Skate Canada members must obtain prior Club permission to access the ice surface during a Club Session they have neither registered nor paid for. Permission can be granted to "guest skate", by an exec member or coach. A Guest Skate Form must be filed in. This form is to be filled out prior to the skater going on the ice. For all non Carleton Place skating club members the same rules apply however the cost for the ice must be collected prior to the skater going on the ice.
- Skate Canada coaches affiliated with our Club must obtain Club Executive approval prior to inviting a skater from another Club to "guest skate" for the purpose of providing instruction to a skater either on or off ice. Such a request will be considered only for infrequent lessons.

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