

**Richmond Hill
Figure Skating
Club
Handbook
2019-2020
Season**

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About Us

Richmond Hill Figure Skating Club (RHFSC) has been serving our community since 1956. We have a long history of developing and training figure skaters, including world medalists and champions in recent history. We offer a variety of accredited lessons to aspiring skaters of all ages, with low skater to coach ratio. We are also one of the few skating clubs to offer advanced classes for adults.

Our professional coaching team is highly experienced in helping skaters learn new skills in a fun and energetic environment at both the recreational and competitive levels. RHFSC is a non-profit organization and fully sanctioned by Skate Canada.

Mission Statement

Our goal is to inspire our community to embrace and enjoy figure skating. We are dedicated to providing quality skating programs for skaters of all ages in a respectful and professional environment, keeping our community active and giving young people a purpose through this sport. We provide practical training while developing sportsmanship, personal, team and skating excellence.

Board of Directors

Richmond Hill Figure Skating Club is operated by Board of Directors, comprised of volunteers.

The Board of Directors for the 2019/2020 is:

President	Betty Lau
Treasurer	Crystal Zhu
Secretary	Ashley Canini
Facilities Coordinator	Joy Rowlandson
Coaches Liaison	Terry Hui
Membership Chair	Betty Lau
Test Chair	Stephanie Morehouse
Program Assistant Chair	Stephanie Morehouse
Coaches Representative	Ashley Evison, Ashley Canini (acting)
Director at Large	Vacant

Our Club Administrators are Sharon Cheung and Martina Stefancic, and they will also handle the responsibilities of the CanSkate Coordinator. Our Accounts Payable Administrator is Marina Tseng-Yip.

NCCP Professional Coaches 2019-2020

Adelina C. Munge
Ashley Canini
Ashley Evison
Dr. Corinna Lee
Carly Chow
Jana Kim Batka
Jane Yong
Jonathan Drury
Julia (Luliia) Bashynska
Karen Canning
Kenix Po
Liz Taylor
Nina Cattle
Sherri Hunt-Serazin
Sonya Bukovscak
Stella Krasnoshtein
Taje Jones
Tatjana (Tanya) Zaharjeva

Skate Canada Membership Fees

All skaters must be registered with Skate Canada for the current skating year and prior to taking to the ice. The annual membership fee is \$45.00. This fee must be paid at the time of registration. Annual Skate Canada Membership and Insurance is valid from September 1 to August 31. This fee is 100% non-refundable.

Membership Benefits

- Become part of the skating family and a national recognized association with a strong history and an outstanding national and international reputation.
- Participation in the Member Accident insurance program as a reduced rate
- Access to Skate Canada Programs and program incentive materials
- Expertly developed and professional delivered Skate Canada Programs
- The opportunity to participate in interclub and invitational competitions
- Special member prices on merchandise from the on-line store
- Receive the option to purchase selected Skate Canada event tickets prior to the general public or at a discounted prices for members
- Opportunities to be recognized through a nationally standardized testing system for achieving specific figure skating skills

Club Rules and Guidelines

Program, Registration and Fees

All fees are indicated in the RHFSC seasonal brochures and are subject to change at any time. Fees will not be prorated for late registration.

Skaters' making a change to their schedule or cancellation to their registration before or after the start of the program for each season will be charged a \$25.00 administration fee.

Private one on one lessons are available, at extra cost, for every level of skater and are to be arranged by skater/parent directly and independently with any RHFSC coach.

Registrations can be taken in person on selected dates (see brochure and website for details) or anytime online at www.rhfsc.on.ca. Payment in full is required at the time of registration. Payment can be made on-line, or by personal cheque, money order or bank draft, payable to Richmond Hill Figure Skating Club, for in-person registration. Please note that you will not need to set up a PayPal account to make payment by credit or debit card.

Skaters receiving instruction from professional coaches in private or semi-private lessons, remit their fees to the coach directly.

Registration for Private Lesson Ticket Ice must be done for the whole season and before the start of any session. Payment can be made on-line or in-person at RHFSC office. A staff coach must be selected at the point of registration. You may proceed with registration without a staff coach identified, however you must confirm your private coach with RHFSC office via email before the start of your session to be allowed on the ice.

Post-dated cheques will not be accepted.

Skaters may only skate on the days for which they have registered.

No allowance or make ups will be made for a skater who misses any class, OR classes cancelled due to Club Competition Day and/or Test Days OR classes cancelled due to closure(s) due to severe weather, unforeseen arena circumstances, etc.

The Club reserves the right to limit the number of skaters in each session and to cancel or re-schedule any session due to low enrolment.

Refunds

Skate Canada fees are 100% non-refundable.

Skaters' making a change to their schedule or cancellation to their registration before or after the start of the program for each season will be charged a \$25.00 administration fee.

Absolutely no refunds after the third week of the session, except for medical reasons supported with a doctors' note. All refund requests must be submitted no later than two weeks after the end of a Season, supported with a doctor's note.

All refunds/credits will be reduced by \$25.00 for each class run on the enrolled session, regardless of attendance.

Returned Cheques

A \$25.00 returned cheque fee will be charged to the author of any returned cheque, regardless of circumstances.

Ice Rules

Skaters must have remitted payment before entering the ice.

CanSkate Sessions

CSA-approved hockey helmets are MANDATORY for skaters working on Stage 5 and below. For Pre-CanSkate skaters, a helmet WITH FACE MASK is mandatory.

For Pre-CanSkate, CanSkate, Beginner Adult and Pre - Novice, all skaters must wear their nametag upon entering the ice. Name tags are located in the foyer of the entrance to the rink. If your name tag is not available or incorrect, ask to speak to the Supervisor on session immediately. Name tags will be removed prior to the skaters' exiting the ice.

Parents or legal guardians are neither required or permitted on the ice during skating sessions, however, parents or legal guardians of skaters under the age of 12 MUST remain in the arena at all times during the sessions.

We encourage all spectators (including parents or legal guardians) to watch the skaters from the stands. Standing at the glass or at the entrance to the ice can distract the skaters and impede other skaters from entering the ice.

StarSkate Sessions

Skaters dancing or performing their solo to the music have the right of way.

Dress code - no jeans.

The Club reserves the right to limit the number of skaters in each session and to cancel or reschedule any session due to low enrolment.

Skater's Equipment Information

Most department and sports stores sell skating equipment in a variety of price and quality ranges. Before buying, check carefully for:

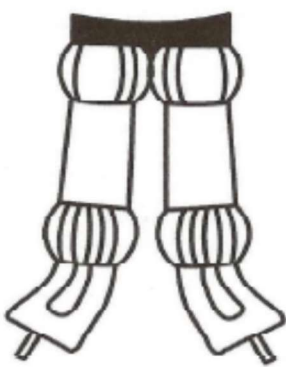
How Skates fit

1. Wear only one pair of tight fitting socks or tights (the same pair that will be worn when skating)
2. Partially lace boots through instep
3. Slide foot forward so toes can touch the front but are not cramped
4. Stand with weight equally distributed over both feet
5. Bend knees
6. The space at the back of the heel should be no more than a pencil width
7. Check if the width of the skates fit the foot - they should be snug but comfortable
8. Walk around in the skates off the ice; they should feel comfortable

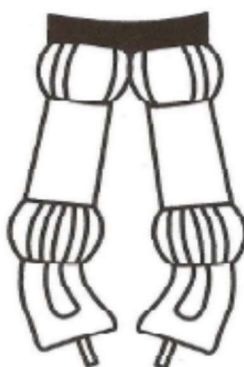
How to Tie Skates

Once foot is placed comfortably in the boot:

1. Be sure the tongue is centered and pulled all the way up
2. Start at the toe of the skate and tighten laces comfortably over the toe and front of the boot
3. Before tightening the hooks, wiggle your toes to make sure the skates feel comfortable
4. Tie laces snugly around the ankle and tie a tight bow or double know
5. Make sure extra lace is tucked away (inside the tongue or laces)



Poorly Equipped Skater



Properly Equipped Skater

Avoid buying a larger size of skate, for the skater to grow into. In addition, molded plastic skates are not recommended, a leather boot is preferable to vinyl, and make sure that the boot does not have any wrinkles. Finally, look for blades that are screwed on rather than riveted, so that the blade can be moved if necessary. If the blade is riveted, make sure it is straight and centered. The foot should not fall to one side.

Sharpening Your Skates

- Sharpen skates as soon as they are purchased
- Use a good skate sharpening company
- Re-sharpen skates after approximately 30 hours of skating
- The bottom pick should not be removed. The pick of the design on skates and is essential to proper balance
- More frequent sharpening may be required, if the skater walks on concrete, rubber or carpeted surfaces without guards, if the blades are not wiped dry, or if there are severe nicks and rough surfaces on the edges of the blade.

Helmets

Hockey/skating helmets are MANDATORY for beginner skaters of any age. **BIKE HELMETS OR SKI HELMETS ARE NOT PERMITTED!** Pre CanSkaters MUST wear helmets with face masks.

HELMET USE POLICY - INFORMATION FOR CLUBS, COACHES AND PARENTS

On July 1, 2011 Skate Canada implemented a Helmet Use policy. This policy was implemented as a proactive safety measure to help protect members in the early stages of the CanSkate program that are learning how to skate. Skate Canada believes it is an appropriate time to implement such a policy to help prevent future injuries to its members that are learning how to skate. In the development of the policy Skate Canada consulted various groups of individuals including parents, and the policy was approved by the Skate Canada Board of Directors earlier in 2011.

Skate Canada is proud of its CanSkate program, the best learn-to-skate program in Canada, and we will continue to develop policies and programming that create a better and safer learn-to-skate experience for our skaters. If you would like more information on helmet use and injury prevention we recommend you visit **Think First**.

How should the hockey helmet fit?

- A hockey helmet should fit snug to prevent any shifting and maximize protection. Make sure the chinstrap can be adjusted so it gently makes contact under the chin when fastened.
- For an adjustable helmet, open it to the largest setting and gradually begin to downsize the helmet until a comfortably snug fit is achieved. The helmet should rest on the head so that the rim is one finger width above the eyebrow and making contact with the top of your head.
- Although most helmets are lined with protective foam, some helmets will feel better than others. Try on different brands of helmets for fit and comfort.
- All CSA certified helmets have a sticker indicating their certification.

Why only hockey helmets?

- Hockey helmets are designed to help protect against head injuries occurring on ice, whether from a fall or collision. A bicycle helmet, for example, is designed to protect against head injuries should a fall occur while riding a bicycle. It is important to ensure that when a skater is on the ice, they are protected with equipment designed for their sport or activity.

Are face masks required as well?

- Face masks are not mandatory; however young skaters may benefit from the added protection.

Are used hockey helmets acceptable?

- Hockey helmets and face protectors sold in Canada must meet safety standards set by the Canadian Standards Association (CSA). If the CSA sticker is not present, throw the product away. Hockey helmets normally last for about three to five years. Hockey helmets must not be used if previously subjected to a major impact or if older than five years or if showing visible signs of damage or if parts are missing. Hockey helmets must have labelling with the date of manufacture and have a chin strap. It is important that the helmet fit properly in order to ensure proper protection.

Can a parent sign a waiver absolving the club from any liability and allow their child to participate without a helmet?

- No. The requirement to wear a helmet is a Skate Canada Policy and all clubs and members must abide by our policies. Therefore in order to participate in the CanSkate program all skaters who have not achieved Stage 5 in the CanSkate program or who lack good balance and control must wear a CSA approved hockey helmet while on the ice.

Why has up to and including Stage 5 been selected as the benchmark for helmet use?

- Skaters who lack good control/balance when skating forward, backward and have difficulty stopping, as well as maneuvering around obstacles on the ice are at a higher risk of being unable to control a fall, regardless of their age.
- The CanSkate program has been developed to introduce basic skating skills to beginners in a safe and sequential manner. The learning progressions leading to and included in Stage 5 allow skaters to gain the necessary skills (balance, agility, and control) required to safely participate on the ice. While it may be likely that many Stage 5 skaters can skate reasonably well, ice surfaces can be very unpredictable and there is always a risk of falling, no matter what stage a skater is at. CanSkaters participate in a group environment with other skaters on the ice of different levels who may fall and cause other skaters to fall.

This is an additional cost for parents. Does Skate Canada provide any incentives or fee reductions for CanSkate members having to purchase a helmet?

- Most hockey helmets retail for approximately \$50. Many CSA approved hockey helmets are adjustable and could be used for many years of skating both within the club and recreationally outdoors during the winter months. Skate Canada does not currently offer incentives for parents.

I am a coach. What do I do if there is a skater on the ice that should be wearing a helmet, but is not?

- The helmet policy is not optional for clubs therefore should a skater who, according to our policy must wear a CSA approved hockey helmet, arrives at the rink and wishes to go on the ice without a helmet, he/she must be refused entry onto the ice surface.

- Coaches are aware of this new policy and coaches should not be put into a situation where a skater who must wear a CSA approved hockey helmet is on the ice without the proper helmet. If this happens, the coach should escort the child off the ice as he/she does not meet the Skate Canada helmet policy requirement to participate in that program. Coaches must ensure the safety of the skaters at all times therefore if a skater is on the ice without an approved hockey helmet, this is a safety concern that must be addressed.
- A coach cannot be reprimanded for enforcing Skate Canada Rules and Policies within a club.
- Coaches should encourage and positively reinforce the use of hockey helmets in the CanSkate program.

What other tips could you provide regarding prevention of falls and head injury?

There are several ways to avoid head injury, in addition to wearing a helmet. The following are some basic guidelines:

- Use quality equipment - skates with good support, proper fit, laced correctly and sharpened regularly help the skater maintain control on the ice - therefore less chance of falling
- Dress appropriately - no scarves, overly bulky snowsuits, or hair in the face as this may restrict movement, vision
- Warm up and cool down appropriately - to avoid muscle strain and stress on the joints
- Use skill progressions to prepare for more difficult moves; coach must ensure that beginners are taught proper way to fall and get up
- Ensure coaches have valid first aid certification
- Group activity and practice areas must be well-supervised; during skill circuits and drills, skaters should be travelling in one direction to avoid collisions.
- Use pylons to mark any holes or cracks on the ice.
- Teaching aids must be safe and appropriate for the level of skater.
- Ensure sufficient space between skaters while executing skills.
- The number of skaters on the ice should be appropriate to the size and skill level of the skaters, the size of the ice surface and the nature of the activity.
- Enforce on-ice safety rules:
 - get up quickly after falling down
 - look in the direction of travel when skating backwards
 - no pushing, playing tag or other horse play
 - no gum, candy on the ice
 - keep rink doors closed during sessions
 - stops should be done a safe distance from the boards

- keep first aid kit accessible

My club is planning to host a Bring a Friend Day and there will be participants on the ice whose skating skill level may not be known prior to the session beginning. What should our club do?

- In order to ensure the safety of all the skaters all "friends" must wear a CSA approved hockey helmet, no matter their skating ability. This will also ensure the coach(es) will be able to begin the session promptly engaging the participants which will provide a positive and fun experience for everyone.

How can I identify a hockey helmet that is CSA approved? Where will the logo appear on the hockey helmet?

The CSA approved logo will be found on the back of the hockey helmet affixed to the outer shell of the helmet. For more information about CSA standards visit www.csa-international.org



Taking Care of Your Equipment

- Always wear protective guards when walking off ice
- Dry blades and sole plate completely with a cloth after use
- Always remove guards before storing skates
- Unlace skates sufficiently before removing them so that the back of the boot will not break down or rip
- Air out boots after use (depending on usage and care)

Skating Attire

- Clothing should provide warmth, allow for movement and provide some protection from falls
- Layering of sweat suits, sweaters, jackets and long underwear or leotards is recommended
- Warm mittens or gloves a must - waterproof mittens preferable
- Long scarves are not advised
- No gum, candy or food in a skaters mouth as this is a choking hazard

Other helpful tips

- Get up quickly after falling down
- Look in the direction of travel when skating backwards
- No pushing, playing tag or bumping into others of the boards
- No food, gum or candy on the ice

Skate Canada 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 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 model and encourage balanced, healthy food choices and subscribing to an active and healthy lifestyle.
- Parents shall set high, but reasonable expectations for their son/daughter's participation in skating focusing on development and enjoyment for the child.
- Parents shall instill confidence in their son/daughter's ability and skill development, always avoiding comparisons with other skaters.
- Parents shall celebrate the acquisition of skills and goals achieved by their son/daughter.

- Parents, along with the professional coach and the athlete, shall be considered members of a team 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, non-medical 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.

Parental Supervision

Parents or legal guardians are neither required or permitted on the ice during skating sessions, however, parents or legal guardians of skaters under the age of 12 **MUST** remain the in the arena at all times during the sessions.

We encourage all spectators (including parents or legal guardians) to watch the skaters from the stands. Standing at the glass or at the entrance to the ice can distract the skaters and impede other skaters from entering the ice.

Programs

CanSkate Program

Skate Canada has developed a new CanSkate program based on Sport Canada's long term athlete development (LTAD) principles. Exciting new features include a fresh new look, new awards, great tools for coaches and most importantly a tested and proven new curriculum and delivery methods that guarantee skater success in developing stronger basic skills and developing them faster. But there's more! The new program also includes specific skills that pertain to hockey, ringette, speed skating and figure skating. The result is a dynamic new program that prepares all skaters for virtually every ice sport.

Skate Canada is also proud to have all its programs taught by professional coaches who are specially trained and certified through the National Coaching Certification Program (NCCP).

Our clubs from across Canada are excited as they prepare to welcome and serve learn-to-skate clientele from every walk of life, age and every interest level.

WHY SIGN UP FOR CANSKATE?

What is CanSkate?

CanSkate is a dynamic learn-to-skate program that focuses on fun, participation and basic skill development. Based on Sport Canada's long term athlete development (LTAD) principles, CanSkate centers on physical literacy and the fundamental skills needed to take part in any ice sport or to skate as a recreational activity.

Who's it for?

For beginners of all ages, children or adults, as well as for those wishing to improve their basic skills whether their focus be for figure skating, hockey, speed skating or just skating for fun.

Who teaches it?

NCCP-trained professional coaches, assisted by trained program assistants.

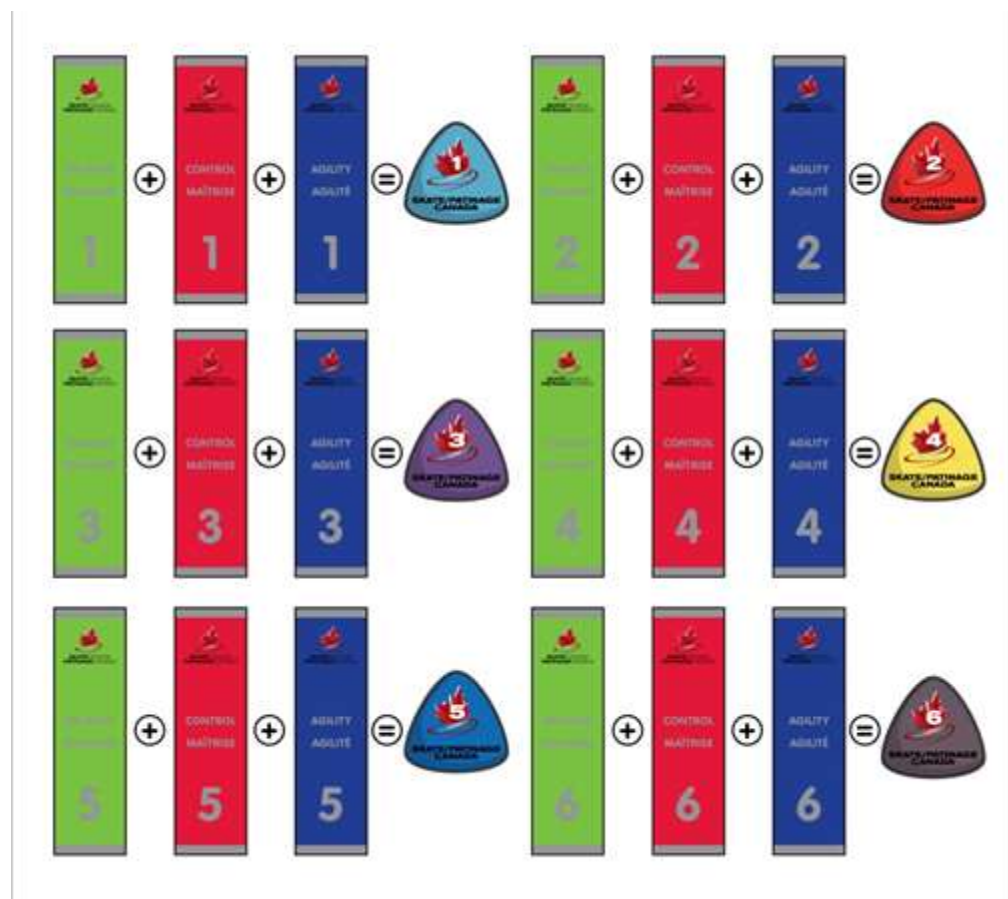
What will you learn?

A complete series of balance, control and agility skills taught in six stages of learning that pertain to hockey, ringette, speed skating and figure skating as well as general recreational skating. CanSkate uses nationally-tested and proven curriculum and

delivery methods that guarantee skater success in developing stronger basic skills and developing them faster.

What can you expect?

Action, movement and fun! Lessons are given in a group format with a coach-to-student ratio of a maximum 1:10. Skaters progress at their own rate and coaches make session's 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, warm sweater or jacket. Dress in layers - it will get warm!



StarSkate Program

Skills, Tests, Achievement, Recognition - this is what STARSkate is all about!

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 who have mastered figure skating skills in STARSkate may also choose to pursue synchronized skating or pairs skating.

The STARSkate legacy

STARSkate has been the mainstay of figure skating in Canada for more than four decades.

When you/your child registers for a STARSkate program at your local Skate Canada club, you also become a member of Skate Canada and will have access to:

- opportunities to be recognized through a nationally standardized testing system for achieving specific figure skating skills
- complimentary Gold Test pins
- invitational and interclub competitions, including the STARSkate championship stream
- specifically designed awards and incentives such as badges, tattoos and stickers
- STARSkate Skater of the Year awards program
- Progress updates and report cards
- Special STARSkate events and club functions
- Opportunity to be talent-scouted
- Opportunity for personal growth and the development of important life skills such as goal-setting, self-discipline, confidence, time management, healthy lifestyle and coping strategies to deal with success and failure.

These are some of the awards and incentives that have been developed to encourage athletes in the STARSkate Program.

How STARSkate works:

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

Skating Skills

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.

Ice Dance

Consisting 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.

Free Skate

Free skating 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.

Interpretive

The objective of the Interpretive program 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).

What Options do I have as a STARSkate Athlete?

Once a skater is in the Skate Canada STARSkate Program, there are several of options. Skaters may choose to remain in the STARSkate Program, taking tests (although not mandatory) at organized test sessions and honing learned skills. Skaters may also choose to enter competitions, while still trying Skate Canada tests. Other skaters may feel that they have progressed to a point where they may wish to enter the Skate Canada CompetitiveSkate Program or become involved in synchronized skating, evaluating or judging, or participate as an adult or varsity member.

STARSkate Assessment and Procedures:

For Star 1 to 5:

Assessment Procedures and Tips for Star 1-5

The STAR 1-5 program includes five levels of assessment in each discipline: Skills, Freeskate and Dance

Coach assessment of the skater is a very important part of a skater's development

It measures their progress and allows them to see the results of their hard work

It allows the coach, parent and skater to plan the season ahead

Assessments may be done at any time throughout the season

Your coach will decide which assessment your child is prepared for and will advise you when an assessment will be done

Each child will progress at his/her own pace, and will have immediate access to assessment when ready for advancement. Coaches will notify you of the upcoming session on which your skater will be assessed. Skaters will be assessed on their regular scheduled session time. The only exception to this may be some STAR 5 assessments that require clear ice. Your skater's coach will provide you with the appropriate dates and times if the assessment requires "clear ice".

Star 1 to 5 Assessment day

Hair should be neat; it is best to tie it back or put it up. This helps the coach to assess your posture as well as present a tidy appearance. Ensure that your skates and laces are clean and tidy. Coaches will inform the skater of the appropriate attire required for each assessment.

The following may be used as a suggestion for Assessment day attire:

STAR 1 & 2: Regular practice attire acceptable

STAR 2 - 5: Performance attire recommended

Gloves and jackets may be worn for warm-up, but should be removed for the assessment (if temperature provides).

Each skater will get time to warm up prior to their assessment. Skaters will need to obtain an overall rating of Silver or better to be successful on the assessment. Once the coach has completed his/her evaluation, the result will be given to the skater and be recorded by the club for submission to Skate Canada.

Star 1 to 5 Assessment Day Fees

The Skate Canada fee for all STAR 1 to 5 assessments is \$12. The assessment fee must be paid one week prior to the skater being assessed.

Beyond Star 5:

Intermediate Level Tests

- Skating Skills: Senior Bronze, Junior Silver
- Free Skating: Senior Bronze, Junior Silver
- Dance: Senior Bronze, Junior Silver
- Interpretive: Bronze

Senior Level Tests

- Skating Skills: Senior Silver, Gold
- Free Skating: Senior Silver, Gold
- Dance: Senior Silver, Gold, Diamond
- Interpretive: Silver, Gold

Competitions for STARSkate Athletes

STARSkate participants love to compete! Our feedback indicates that even though a skater may choose not to participate in the Skate Canada CompetitiveSkate Program, they still want the opportunity to test their skill in a competition situation. Skate Canada offers several opportunities to do this.

Club Competitions

Clubs offer competitions for their own members to compete against each other. The club determines the categories which generally follow Skate Canada STARSkate guidelines (e.g. length of program, category name, type of event offered, etc.) The club may also offer other creative events such as longest shoot-the-duck, similar pairs, spins and jumps, etc.)

STARSkate Interclub Competitions

These are events involving a number of clubs in the same region or area. The competition categories offered generally fall in line with the applicable Skate Canada Section specifications, so that all Interclubs within the Section are standardized (this allows Skate Canada Sections to offer a Section Final). The STARSkate Championship program provides opportunities for skaters who want to remain in the STARSkate program but also want to have the challenge of competing up to a Sectional level in a credible, nationally standardized event.

Invitational Competitions

These are events coordinated by a Section or Club(s) and offered, generally, to STARSkaters and competitive skaters. Most events fall within Skate Canada's specifications regarding program length and eligibility to compete. For more information contact the hosting Section or club.

Equipment & Attire Recommendations

1. Skates

Figure skates are preferred but not mandatory. Hockey skates may be worn in the STAR 1-5 program. Skaters at this level should be in a sturdy boot with a quality blade. Sharpening should be performed by a trained professional.

2. On-ice attire

Skaters should wear athletic clothing on the ice in layers. Clothes should be form fitting or close to it, to allow coaches to see the body line for proper execution of technique. Baggy, loose fitting attire is not acceptable. Gloves should be worn versus mittens, if temperature permits, to allow for more articulation of the hands and fingers.

3. Off-ice attire

All skaters should be in appropriate active wear for the off-ice class they will be attending. Appropriate foot wear must be worn as per the class they will be attending i.e. ballet shoes for ballet class, running shoes for fitness class etc.

4. Assessment Day attire

STAR 1 & 2: Regular practice attire acceptable

STAR 2 - 5: Performance attire required.

Gloves and jackets may be worn for warm-up, but should be removed for the assessment (if temperature provides).

Hair should be neat and pulled back away from the face. Skates and laces should be clean and tidy.

5. Skate care and storage:

Skates should be transported in a bag that allows for the following: gloves, extra laces, skate guards, small towel to dry skate blades, blade protectors, Band-Aids, extra socks or tights, hair elastics, hair brush, water bottle, tissues, etc.

Proper care of the skates should include:

- Drying the blade after each use ensuring all snow and ice have been removed. This includes the sole of the boot.
- Placing dry blades into a cloth blade protector for storage. Do not put blades back into the skate guards, as trapped water could form rust on the edges of the blade.
- Skates should be aired out each day after practice to allow the leather to dry. Skater's feet sweat inside their skates. Damp leather could rot and weaken the boot.
- Blades should be sharpened approximately 20 - 40 hours of use, depending on quality of blade.
- Blades should always be protected when walking to and from the ice surface by skate guards.

NEVER walk on floors with unprotected blades.

Providing your child with appropriate skating equipment will help them improve their skating skills more quickly and will make their on-ice experience more enjoyable.

Note: check with your skater's coach for exact information on equipment and attire expectations

Adult Skate Program

We offer a Beginner Adult CanSkate and Advanced Adult StarSkate program, both based on the aforementioned CanSkate and StarSkate models.

Off Ice

The off ice program is an enhancement program focused on improving strength, movement and posture. This training will include the following:

- Core stability/strength training/functional movement
- Aerobic/ Anaerobic training
- Flexibility training
- Creative movement/dance movement

Off ice fees are included in Novice and Senior program fees. Optional add- on for Pre - Novice and Adult StarSkate. Must be 10 years of age and up.

Theatre on Ice - program introduced in 2018, coached by Liz Taylor and Adelina Munge

This combined Novice/ Senior program is a group program introduced to give skaters an avenue to develop their artistic endeavours and make them aware of presentation, mind, body and soul, giving an outward appearance that comes from within.

Through all genres of music, various props and different aspects of life, skaters will learn how to perform through body structure, timing and agility in a very creative and joyful atmosphere - “in as a clam and out like a pearl”.

Theatre on Ice is included in the regular Novice and Senior STARSkate session every Wednesday and offered as a combined session of approximately 30 min between the two sessions. A small annual fee will be included to cover expenses for props and basic attire for the skating year when you register for this program for the first time. Additional fees may apply for open competition or performance showcase.

Private Lesson Ticket Ice

Private lesson ticket ice (PLTI), is extra ice made available to RHFSC members only for private lesson instruction from RHFSC NCCP Trained coaches. PLTI schedule is listed in the seasonal brochures. An RHFSC member, is a skater who pays their Skate Canada fee directly to RHFSC and is registered in a session with RHFSC.

A coach may have no more than 3 skaters per 15 minutes.

How it works

If you are interested in taking private lessons, contact a coach listed in the brochure or in Coaches section above. The coach will arrange a date(s) and time(s) that he/she would be able to instruct the skater. Parent/ skater will submit an online PLTI registration from RHFSC website with the date(s), session and duration indicated and made payment online. The fee for PLTI is \$7.00 for every 15 minutes of ice time. Please note that the fee only covers the ice time, and not the Coaches fee. The Coach will invoice you separately for their fee.

PLTI fees are based on the length of the season. For example, the Fall 2019 Season is 13 weeks; therefore the PLTI fees would be for 13 weeks.

PLTI fee does not apply if skaters take their private lessons during their session practice time.

Refunds for unused PLTI must be requested by the Parent/ skater by email to administrator@rhfsc.on.ca by the last week of the skating session. No refunds will be processed if the Parent/ skater does not submit the refund requests by last week in a Season. The Administrator will confirm the dates of the unused skating session with the private coach before any refund/credit is issued. Refunds/credits will be issued at the end of the Season, or a credit towards the subsequent season can be issued. Refunds/credits will be processed within a timely manner.

Beginning 1 January 2020, PLTI fee for ice time will be waived for RHFSC members. Skaters taking private lessons are required to pre-register online from RHFSC website on in-person at RHFSC office. Coaches fee still applies and the coach will invoice you separately for their fee.

Selecting a Coach

Hiring a coach is done privately between the parent and the coach. Communication is very important. It is a parent/skater decision on who to hire to coach their skater.

Some factors to consider when hiring a coach include:

- What is the coach's availability for lessons? Can the coach be at the rink when your child is skating
- What is the coach's fee structure? 15 minute private lessons vary, dependent on the number of year coaching, the level of the certification and the background of the coach. Ensure the coach's certification meets the needs of your child. Other factors to consider when hiring a coach can include billing procedures, cancellation procedures and how open the coach may be in providing semi private lessons.
- What if my child wants to change coaches? If at any time you are finding that your coach is not a good fit for your child, you can switch coaches simply by notifying the coach after you have paid your bill. Once your final bill is paid in full with your current coach, then you may select a new coach, and not before

Guest Skate

Guest skates are for RHFSC members only. Guest skates are only allowed three times in a season, for which the skater is registered. All guest skate fees must be paid prior to the entry on the ice and are only allowed on Novice, Senior and Adult Sessions. Fees are \$19.00 per Guest Skate. Skaters can be permitted to skate down a level, depending on ice enrolment. Coaches have access to these forms, and they must be filled out and payment received, prior to entry on the ice.

University students, who are RHFSC alumni, with Skate Canada fees paid are allowed to Guest skate more than three times in a season. The \$19.00 fee for each session applies, as long as space on the ice permits. University students over the age of 18 should only skate on the Adult Session.

Out of Club Skaters

Defined as skaters who are not registered on a session with RHFSC. Out of Club skaters are only allowed to skate with RHFSC in the Spring and Summer Sessions. These skaters must register and pay online for a session. If the skater would like to use RHFSC Private Lesson Ticket Ice, the skater must hold a valid Skate Canada number, and proof of this must be emailed to our Administrator. Furthermore, the PLTI fee for out of club skaters is \$10.00 per 15 minutes. Please refer to the PLTI guidelines in this handbook. For any further information, please contact administrator@rhfsc.on.ca

Please note that out of club skaters fee for tests is \$30.00 per test

Program Assistants

Program Assistants (PA's) are trained skating members of the Club who help deliver the CanSkate Program. Training for PA's is ongoing. Skater who are 9 years and older and who have passed Stage 6 or have a skating background may participate in this program.

Being a PA teaches the importance of being a volunteer and how to be a role model. The time volunteered can be used towards Volunteer Hours Requirement for Secondary School, or a Program credit of \$5 per hour can be issued as a voucher and credited towards the subsequent season and within the current skating year. Preferred PA credit option must be indicated from RHFSC website during PA registration. Voucher would be redeemed by emailing the Administrator. To redeem Volunteer hours for Secondary School programs the PA must contact the PA Coordinator. PA's gain valuable coaching experience and prove to fantastic mentors to other skaters in the Club.

Please contact the PA Coordinator, at directorstephanie@rhfsc.on.ca if you are interested in becoming a PA.

Test Days

What is a test day?

Test day is a day set aside for skaters to be evaluated by Skate Canada certified Evaluators. Skaters are evaluated on figure skating skills in four areas - Skating Skills, Ice Dance, Free Skate and Interpretive. These are outlined in the Program - Starskate section.

RHFSC holds a test day for every season. Each test is \$20.00 for RHFSC members. The fee for our out of club skaters, who are not registered on one of our sessions, is \$30.00 per test.

More information regarding test days can be obtained from your Coach.

The following are the Test days for the 2019-2020 Season:

Fall	Wednesday, December 18, 2019
Winter	Wednesday, April 8, 2020
Spring	Wednesday, date to be confirmed
Summer	Wednesday, date to be confirmed

****Dates are subject to change****

Club Events/Competitions/Skating Calendar

Club Events

Club events are extremely important to foster a community within our volunteer organization.

This year our planned events are as follows:

Santa Claus Parade	November 16, 2019
Christmas Show & Family Skate	December 21, 2019
Club Competition	Date to be confirmed
Season Finale	Date to be confirmed

Santa Claus Parade is a yearly event organized by the Town of Richmond Hill. Over the years, RHFSC has participated in this festive celebration as walking group, with decorated floats if we have enough volunteering participation. Parents and skaters are invited to join.

New this year, we plan to introduce Christmas Show for skaters to showcase their programs, followed by our traditional Family Skate, where skaters and their parents are invited to come out and skate before the Holiday Season in December. One hour of Christmas Show followed by an hour of skating with refreshments has proven to be a fun Saturday afternoon outing at our Club.

Club Competition is a chance for the CanSkate and Pre-Novice skaters to compete against other members of the Club. Last year we practiced with these skaters 2 weeks prior to the competition, this proved to be a very rewarding experience for the skaters and parents alike. The event ended off with a refreshments and awards presentation that was enjoyed by all.

Season Finale is RHFSC opportunity to showcase our talent! This is comprised of all levels of skaters in choreographed and costumed numbers. Rehearsals will be scheduled with participating skaters prior to the Season Finale show. We also like to showcase our very talented Coaches at the Season Finale, as they are an integral part of our program.

Competitions

If you are interested in participating in competitions, please consult with your private coach. For more information please visit:

Star 1 to 4 Series:

https://skateontario.org/wp-content/uploads/2019/07/Copy-of-STAR1-4_JUL31_2019.pdf

Super Series (Star 5 to Gold):

https://skateontario.org/wp-content/uploads/2019/07/Super_Series_Opportunities_Chart_JUL31_2019.pdf

Skating Days Calendar

Our skating days calendar is posted by season on www.rhfsc.on.ca. Days that are omitted are non skating days.

Volunteering

Make a Difference - Join our team

"A hundred years from now
it will not matter what my bank account was,
the sort of house I lived in,
or the kind of clothes I wore.
But the world may be different because
I was important in the life of a child."

- Author Unknown

Volunteers Wanted

The Richmond Hill Figure Skating Club is a volunteer-run organization. In order to ensure that our club can offer the best programs and events for you and your children, we need your help! Getting involved with the club is a great way to actively participate and contribute to your child's activities and can really help you understand the skating programs and each skater's own development and progression.

Volunteering doesn't have to take a lot of time!
We have positions and roles available to suit each individual's needs and time commitments. See the chart below to see what role might work best for you.

<u>ROLE</u>	<u>TIME COMMITMENT</u>	<u>RESPONSIBILITIES</u>
Board member	- 3 hours/month for monthly Board meetings - additional time to organize Club special events	See the Board of Directors page of RHFSC website for further detail of each Board member's responsibilities.

Member registration volunteer	- 1-2 hours per new session/season	One week prior to and during the first two weeks of each session/season, communicate with members and coordinate with Club Administrator and Coach Supervisor to ensure skater is appropriately registered and direct skaters to where they need to go
Special events volunteer	- varies	For our Club Competitions, Season Finale, Test Days, or other events being held, volunteers are needed to: <ul style="list-style-type: none"> - prior to the event (planning and organization) - on the day of the event

If you're interested in volunteering - no matter how small or large a role - please email administrator@rhfsc.on.ca.

If you see a Board position that you are interested in, but the position is already filled, why not contact us, and we can show you the ropes for next Season?